** Roscommon County Council**

**Environment Department**

**Áras An Chontae**

**Roscommon**

**Telephone: 090 6637100**

**Casual Trading Act, 1995 & Casual Trading Bye-Laws 2022**

**Application Form for a Casual Trading Licence**

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| **Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Full Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please name the three designated locations you are interested in trading at and include proposed day of trading at each site:**   1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**      1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **Please state type of goods you wish to sell:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please outline arrangements for dealing with any litter or waste arising from your activity:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **PPS Number: (in the case of an individual) \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tax Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **If application is in the name of a limited company, the Company Registration Number as supplied by the Companies Registration Office:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Have you traded previously in County Roscommon?**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **If yes, please provide details:**  **(Include goods sold, trading area etc.)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Select Licence type being applied for:**    **Annual Licence (€300.00)**    **Events Licence (€25.00 Per Day)**  **Event Licence - 24 Nov. to 24 Dec. (€25.00)**  **Please give details/description of the type of stall proposed for your activity to include height, depth, width, power supply and staff numbers.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Comhairle Chontae Ros Comáin – Roscommon County Council**

I wish to apply to Roscommon County Council for a Casual Trading Licence for the purpose described in this application and in accordance with the provisions of the Casual Trading Act, 1995 and Roscommon County Council Casual Trading Bye-Laws 2022.

**I DECLARE THAT: -**

1. I have not been convicted of two or more offences under the Casual Trading Act, 1995, within three years prior to the date on which I intend to commence casual trading.
2. The particulars given by me above and any additional information supplied with my application are correct and I enclose payment of € , being the fee fixed under Bye-Law by the Local Authority under Section 6 of the Casual Trading Act, 1995.
3. In the event that I am granted a Casual Trading Licence, I agree to abide by the rules governing Casual Trading as set out in Roscommon County Council Casual Trading Bye-Laws, 2022.
4. I will notify Roscommon County Council if there is any change from the postal address as given on this application form.
5. I confirm that I have attached all necessary documentation as per attached checklist.

**Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N.B. Please note that incomplete applications will be returned**

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| **FOR OFFICE USE ONLY** |

**Date of receipt of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Casual Trading Licence Granted/Refused \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comhairle Chontae Ros Comáin – Roscommon County Council**

**NOTES FOR APPLICANTS**

1. An application for a Casual Trading Licence in County Roscommon, should be made on the attached form and returned with the documentation in the **checklist** below to the Senior Executive Officer, Environment Department, Roscommon County Council, Áras an Chontae, Roscommon.
2. A **separate** application form must be completed for each licence.
3. **An application for a Casual Trading Licence shall be made at least 30 days before the first day on which you intend to trade.**
4. **A Casual Trading Licence in respect of one off events must be applied for at least 6 weeks before the date of the event.**
5. It is an offence to give false information to a local authority in relation to an application for a Casual Trading Licence.
6. The fees payable for a Casual Trading Licence are as follows:
7. In designated Casual Trading Areas the yearly fee per casual trading bay is €300.00:
8. In the case of Events, the fee is €25.00 per day (or part thereof).
9. The Council may refuse to grant a Casual Trading Licence to a person if:
10. The Applicant fails to submit a completed application form for a Casual Trading Licence.
11. The Applicant fails to pay the appropriate fee at the time of submitting the Application Form.
12. The Applicant has been convicted of an offence in relation to the importation, possession or sale of goods committed while he was the holder of a Casual Trading Licence or an offence un the Casual Trading Act, 1995, (other than an offence under Section 5 thereof) during the period of 3 years before the date of application for the licence.
13. The Applicant, who was convicted of two or more offences (each offence being either an offence in relation to the importation, possession or sale of goods) committed while the person was the holder of a Casual Trading Licence or an offence under the Casual Trading Act, 1995, (other than an offence under Section 5 thereof) if two, at least, of the convictions occurred less than 3 years before the first day on which the person proposes to engage in casual trading to which the application for the licence relates.
14. Further information may be required as well as the application form if a specific issue(s) arises and failure to provide such information may lead to refusal of licence. (Section 25 of the Council’s Casual Trading Bye-Laws).
15. A Casual Trading Licence, if not previously revoked, shall be for 12 months or as stated in the licence.
16. When a Casual Trading Licence is granted, the Local Authority will give details of the licence to the Minister for Social Welfare and to the Revenue Commissioners.

**Comhairle Chontae Ros Comáin – Roscommon County Council**

**Checklist for Applicants for Casual Trading Licences**

Please note that in order for your application to be accepted as valid, you must submit all of the following: -

1. Application Form fully completed and signed.
2. Evidence of appropriate current Public Liability Insurance cover to the value of €6.35m, indemnifying Roscommon County Council.
3. Tax Reference Number from the Revenue Commissioners.
4. (**a)** Details of Stall to be used by the person engaged in Casual Trading, type, height,

dimensions, etc.

**(b)** Details of Method of Operation and Maintenance of Pitch.

**(c)** Confirm if you intend using any equipment in connection with your Casual Trading activity e.g. cooking facilities, etc? Yes/No.

If yes, please submit details.

1. €300.00 Application Fee for Annual Licence or €25.00 per day for an Event Licence.
2. Indicate if you propose to have an assistant who will act as an Agent for Casual Trading Purposes and if so, supply full details i.e. name, address, telephone no. and email address (if any) and ID.
3. If Application is for the sale of food, a copy of Certificate from the Health Services Executive under the Food Hygiene Regulations.
4. 2 Forms of Photo ID – Passport/Driving Licence and proof of address e.g. Utility Bill.
5. Statement from a competent person that the structure is safe.

Copies of the Roscommon County Council Casual Trading Bye-Laws 2022 are available from the Environment Department, Roscommon County Council, Áras an Chontae, Roscommon or [www.roscommoncoco.ie](http://www.roscommoncoco.ie).

Completed Applications should be submitted to: -

**Senior Executive Officer,**

**Environment Department,**

**Roscommon County Council,**

**Áras an Chontae,**

**Roscommon,**

**Co. Roscommon.**

**Casual Trading and Event Trading –GDPR**

1. Roscommon County Council is the data controller.
2. The DPO’s (Data Protection Officer) details are [dataprotection@Roscommoncoco.ie](mailto:dataprotection@Roscommoncoco.ie) and 090 6637100 The data subject’s rights are:
   * + - The right to access the personal data that we hold about you, together with other information about our processing of the personal data.
       - The right to require us to rectify any inaccuracies in your personal data.
       - The right to require us to erase your personal data.
       - The right to request that we no longer process your personal data for particular purposes.
       - The right to object to our use of your personal data or the way in which we process it.
       - The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
3. Make a complaint to the DPC:

* If you are not satisfied with the outcome of the response you received from Roscommon County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.
* Contact details - [dataprotection@Roscommoncoco.ie](mailto:dataprotection@Roscommoncoco.ie) and 090 6637100
* Postal address – Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois. R32 AP23.

1. Reasons for requesting your personal information

* This information is requested in order to issue a Casual Trading/Event Trading licence.
* The information is requested in accordance with the Casual Trading Act 1995 and the Casual Trading Bye- Laws 2022.
* It may be necessary from time to time to pass your contact information on to Statutory Agencies in order to assist with the processing of your application, such as our statutory partners, e.g. An Garda Siochána.
* The information supplied by you will be kept securely for a period of up to seven years.
* If the personal data is not given a Casual Trading/Event Trading licence cannot be issued as it is a requirement under the Casual Trading Act 1995 and the Casual Trading Bye-Laws 2022.
* Your information will not be used by Roscommon County Council for any other purposes.