

**LIMERICK COUNTY COUNCIL**  
**Application Form For A Special Event Licence**  
**Casual Trading Act, 1995**

- (1) Name of Applicant: \_\_\_\_\_
- (2) Full Postal Address: \_\_\_\_\_
- (3) Telephone Number: \_\_\_\_\_
- (4) Occupation: \_\_\_\_\_
- (5) (a) PPS No. (In case of an individual): \_\_\_\_\_
- (b) Tax Reference No. (In case of a company): \_\_\_\_\_
- (6) If application is in the name of a limited company, the company's Registration Number as supplied by the Companies Registration Office: \_\_\_\_\_
- (7) Event for which licence is sought: \_\_\_\_\_
- (8) Date(s) of Event: \_\_\_\_\_

**NOTE: Application for a Special Event Licence must be submitted at least 30 days prior to the date of the event**

- (9) Trading hours for which licence is required: \_\_\_\_\_ to \_\_\_\_\_
- (10) Will trading be carried out on private property    YES                       NO   
**If yes, letter of permission from landowner must accompany application**

- (11) Please give details of exact location of where you wish to set up your stall, e.g. street, etc.:

\_\_\_\_\_

- (12) Description of goods to be sold: \_\_\_\_\_

\_\_\_\_\_

- (13) If you were a holder of a previous Casual Trading Licence, please quote the following:

(a) Licence No: \_\_\_\_\_                      (b) Expiry Date: \_\_\_\_\_

**To the Local Authority concerned:**

**I DECLARE:**

1. that 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. that on being granted a Special Event Licence, I shall report to the local Gardai on arrival and comply with their parking arrangements,
3. that the following particulars are correct and I enclose a cheque/bank draft/postal order/money order for €25.39 being the fee fixed by a bye-law made by Limerick County Council under Section 6 of the Casual Trading Act, 1995

**Signature:** \_\_\_\_\_

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

**Notes Overleaf**

## NOTES ON COMPLETION OF APPLICATION FORM

1. Application for Special Event Licence must be submitted **at least 30 days** prior to the date of the event
2. **A fee of €25.39** per event shall be made payable to Limerick County Council in respect of an application for a Special Event Licence
3. All applications for a Special Event Licence must be accompanied **with evidence of Public Liability Insurance indemnifying Limerick County Council in the sum of not less than €6.4m**
4. Applications for a Special Event Licence relating to the sale of food, must be accompanied with a copy of a Receipt of Registration of Food Business Establishment from the Health Service Executive.
5. If on private property, application must be accompanied with permission from landowner

### **Note (For information only)**

Section 4(11) of the Casual Trading Act, 1995, provides that the Local Authority concerned shall notify the Minister for Social Welfare of the name and address of a person to whom a casual trading licence is granted and the conditions of the licence and Section 4(2A) of the Casual Trading Act, 1995 (inserted by section 141 of the Finance Act, 1996 (No. 9 of 1996)) provides that the local authority concerned shall notify the Revenue Commissioners of the name, address and tax reference number of a person to whom a casual trading licence was granted and the conditions of the licence.

Section 13 of the Casual Trading Act, 1995, also provides that a local authority may establish and maintain the Register of Casual Trading Licences on computer. In such circumstances, personal data kept in the register is subject to the requirements of the Data Protection Act, 1988 (No. 25 of 1988) including an individual's right of access to and verification of data, where appropriate.