



**Comhairle Chontae na h-Iarmhí**  
**Westmeath County Council**

Please attach  
two Passport -  
size photographs  
for each licence  
sought with your  
application

**APPLICATION FORM FOR A CASUAL TRADING LICENCE**  
**Casual Trading Act, 1995**

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**PLEASE READ THE NOTES BELOW BEFORE COMPLETING THIS FORM**

**PLEASE ENCLOSE A FEE OF €50 TO COVER ADMINISTRATIVE FEES.**  
**This fee is per application regardless of the no of bays/locations sought.**  
**Please note this fee is non refundable**

**Successful applicants will be required to submit full licence fees prior to licence being issued. Trading shall not commence until an official Casual Trading Licence is issued**

**PLEASE COMPLETE IN BLOCK CAPITALS-ALL QUESTIONS MUST BE ANSWERED**

- 1) Name of Applicant \_\_\_\_\_
- 2) Full Postal Address \_\_\_\_\_  
\_\_\_\_\_
- 3) Telephone No. \_\_\_\_\_
- 4) Occupation \_\_\_\_\_
- 5) P.P.S. No. \_\_\_\_\_
- 6) VAT Registration No. \_\_\_\_\_
- 7) If application is in the name of a limited company, the Company Registration No., as supplied by the Tax Office. \_\_\_\_\_
- 8) First date on which it is intended to engage in casual trading \_\_\_\_\_  
\_\_\_\_\_
- 9) Please confirm and provide a copy of Public Liability Insurance to show coverage of at least €6.4m for any single claim and indemnify this Council.

**Continued overleaf:**

10) Please submit a current valid tax clearance certificate.

11) Description of Goods to be sold. Please see attached definitions and please note that only three definitions are allowed.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

12) Please indicate the days that you require to trade on \_\_\_\_\_

13) Please Indicate your Trading Bay Preference as per Schedule I – Designated Trading Areas, of the Casual Trading Bye-Laws, 2005.

14) It is a requirement of the Casual Trading Licence that you provide a Litter Management Plan to illustrate your disposal method of all litter/refuse generated. Please indicate details below –a separate sheet may be attached.

Further information on Casual Trading Licence fees are attached to Schedule II of the Casual Trading Bye-Laws, 2005.

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 the all particulars within the above application are correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Notes:** - 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 was 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 possible.

For Office Use only:

Date Received:	Granted/refused
Valid Insurance submitted:	Notice issued re Fees
Current Tax Cert Submitted:	Licence Fees Invoiced
€50 application fee received:	Licence Fees received
Payment Method:	Payment Method:
Application fee receipted	Fees receipted
Application Validated	Licence Issued
Application Processed	Database updated

**Revenue Codes (for receipting)**

MS006 - Licence Fees (goes to debtor accounts) 6MS213 Casual Trading App Fee €50 non refundable (goes to job code)