

**COMHAIRLE CHONTAE LAOISE**

**(LAOIS COUNTY COUNCIL)**

**CASUAL TRADING EXPRESSION OF INTEREST FORM**

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| **BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:**  **Applications are only valid if it complies fully with the Terms & Conditions of the Portlaoise Casual Trading Bye Laws 2019 or Stradbally Casual Trading Bye Laws 2023** |

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| * **Please ensure that each section of this form is fully completed and signed.** * **The applicant should enter n/a (not applicable) where appropriate.** * **Please ensure that all necessary documentation is attached to your form (refer to checklist at end of form)** * **Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your submission.** |

Forms should be submitted to:

Roads Department,

Laois County Council,

County Hall,

JFL Avenue, Portlaoise,

Co. Laois.

**Cash Office opening hours:** From 9:30 a.m. to 3:30 p.m. Monday to Friday (Except Bank Holidays)

**Telephone:** 057 –8689348 or 057 – 8664000 Email: [casualtrading@laoiscoco.ie](mailto:casualtrading@laoiscoco.ie)

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| **PART 1: TRADER DETAILS** | |
| NAME: |  |
| BUSINESS NAME (if different from above) |  |
| ADDRESS: |  |
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| TELEPHONE: |  |
| EMAIL: |  |
| TAX Ref Number/PPSN |  |
| **PART 2: INSURANCE DECLARATION** | |
| I declare that I carry an adequate Public Liability Insurance cover and should it so be required I can provide said insurance for inspection by the Authorised Officer of Laois County Council. | |
| PRINT NAME: |  |
| SIGNED: |  |
| **PART 3: TRADING HISTORY** | |
| Number of Years Trading |  |
| Description of Goods to be sold: |  |
| If you were a holder of a previous Casual Trading Licence with Laois County Council please quote the following:  Locations of Trading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **PART 4: DETAILS** | |
| Area for which licence is sought: |  |
| Bay Number being applied for (if known) |  |
| Detailed description of goods to be sold at market (food/craft/flowers/other) |  |
| Description of Stall/Trading Set up | *(Please provide measurements and photograph to illustrate)* |
| Do you intend to use any equipment while trading, e.g. cooking, electricity, gas etc? | *(if yes – please specify type)* |
| Do you proposed to engage an assistant who will act as your agent while trading? |  |

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| **PART 5: TO BE SIGNED BY APPLICANT** | |
| I declare,  1. That I have not been convicted of an offence under the Casual Trading Act, 1995, within three years prior to the date on which I intend to commence casual trading.  2. That all particulars in this form are correct.  3. That I have read the Casual Trading Bye Laws for Portlaoise and/or Stradbally.  4. That I am agreeable to my information being retained on a waiting list and to being contacted at a later date, should I be unsuccessful at securing a trading bay on this occasion. | |
| Signature of Application: |  |
| Date of Application: |  |

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| **Checklist of documents to be provided** | |
|  | ***Please tick to confirm items enclosed*** |
| Completed Application Form |  |
| Proof of Identity |  |
| Passport-sized photo x 2 | *Only required upon offer of a Trading Bay* |
| Photo of Trading Stall/Trading Set Up |  |
| Registration Confirmation Letter from HSE (if food business) |  |
| Appropriate Fee | *Only payable upon offer of a Trading Bay* |

**Note:**

1. **All food businesses must be registered with the Health Service Executive (HSE). A copy of the confirmation letter from the HSE is to be submitted with the application.**
2. **All parts of this form must be completed.**
3. **Expression of Interest Forms will be retained for a period of 2 years after which time, if you still wish to remain on a waiting list for a trading bay, you will need to re-apply.**
4. **Trading Spaces are limited. If you are unsuccessful in your application for a trading bay, the Council will retain your Expression of Interest for a period of 2 years. If you would NOT like the Council to retain your information with a view to contacting you should a vacancy arise please specify here and your application will be returned to you.**

**Please do NOT retain my application on file or contact me in the future regarding casual trading if I am**

**not allocated a Trading Bay: Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **For Office Use Only** | |
| Received: | Amount: |
| Processed: | Receipt No: |
| Location: | Bay No: |
| Type: Weekly/Special Event |  |