



**COMHAIRLE CHONTAE LAOISE
(LAOIS COUNTY COUNCIL)**

CASUAL TRADING EXPRESSION OF INTEREST FORM

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

- 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

PART 1: TRADER DETAILS

| | |
|---|--|
| NAME: | |
| BUSINESS NAME (if different from above) | |
| ADDRESS: | |
| | |
| | |
| 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: _____

| 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 | <i>(Please provide measurements and photograph to illustrate)</i> |
| Do you intend to use any equipment while trading, e.g. cooking, electricity, gas etc? | <i>(if yes – please specify type)</i> |
| Do you proposed to engage an assistant who will act as your agent while trading? | |

| PART 5: TO BE SIGNED BY APPLICANT | |
|--|--|
| <p>I declare,</p> <ol style="list-style-type: none"> 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: | |

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

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: _____

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