

Application Form for a Designated Area Casual Trading Licence

Trading shall not commence without receipt of a Casual Trading Licence.

- A €50 non-refundable application fee, must be submitted with each application for a Casual Trading Licence.
- Please ensure that each section of this application form is fully completed and signed, and that all necessary documentation is attached to your application 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 invalidation, and the return of your application.
- Licence fee only payable upon offer of a pitch location.
- Applications which do not meet Longford County Council's (LCC) selection criteria may be refused.
- Selection of applications will be based on preference for locally/regionally produced food products or high-quality arts and crafts, with experience, quality, product type, overall suitability, market strategy, and waste management plan taken into consideration.
- Please ensure you supply detail (dimensions, photographs, quantity, etc) of your "stall" and any other associated structures. Standard pitch size subject to the discretion of the Council.

Please tick which type of Licence you are applying for:	
1. Annual Licence	
2. Renewal Licence	
3. Seasonal Licence (Peak Season)	
4. Seasonal Licence (Off - Peak Season)	
5. Event Licence	

Applicants Details:	
Name of Applicant:	
Full Postal Address:	
Mobile No:	
Email Address:	
Name of Insurance Company:	
Insurance Renewal Date:	

PPS No/Tax Reference No. (CRO):	
Trading Status (example) Sole Trader, Limited Company, Charity etc.,	
Preferred Pitch Location:	
Preferred Day & Time of Trading:	
Pitch Number (if known):	
Goods to be sold:	

Nominated Agents:	
Agents Name (if applicable):	
If you were the holder of a previous Casual Trading Licence, please quote the following:	
Licence Number:	
Expiry Date:	

Check List:

Failure to include the following with your application form will deem it invalid and it will be returned.

- ☐ Completed application form.
- ☐ 2 passport photographs of the Licence Holder.
- ☐ Proof of identity – Passport/drivers licence.
- ☐ If the Licence Holder has nominated an agent, they must supply the agent's name, agent's proof of identity and passport photograph.
- ☐ In the case of licences to sell food, a copy of HSE registration and a photograph of the unit to be used will also be required.
- ☐ Photograph of the stall to be used.
- ☐ Waste Management Plan, outlining how waste will be segregated and managed (general waste, recyclables and food waste), where required by the Council.
- ☐ Valid Tax Clearance Certificate or Tax Clearance Access Number (TCAN).
- ☐ Appropriate application fee.

Declaration:

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 foregoing particulars are correct.
3. Prior to commencement of trading, I will provide LCC with a copy of my public liability insurance policy for the full duration of the licence period, of at least €6.5 million in the case of any one accident, with LCC indemnified on the policy.
4. I have read and agree to abide by the LCC, Casual Trading Bye-Laws 2026.
5. I will pay the appropriate licence fee

Signature:		Date:	
Print Name:		Date:	

N.B.: The acceptance of an application by LCC does not guarantee the granting of a licence.