

**FORM CT2b**

**Corporate Affairs and International Relations Directorate**

**Application Form For Special Event Casual Trading Licence**

**OUTDOOR SUMMER EVENT 2021**

**BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:**

Please ensure that each section of this application form is fully completed and ensure 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 result in an invalid application.

Fully completed applications forms must be submitted by 4pm 19th May 2021.

PLEASE READ ALL GUIDANCE DOCUMENT AS SELECTION CRITERIA WILL APPLY.

DO NOT SEND ANY MONEY WITH THIS APPLICATION FORM – should your application be successful you will be invoiced by Cork City Council and payment in full will be required before you commence trading.

Completed Application forms should be submitted, **by email** **only** (**no later than 4pm 19th May 2021**) to:

**Email:** [property@corkcity.ie](mailto:property@corkcity.ie)

Property Department, Corporate Affairs & International Relations Directorate,

Cork City Council

**Telephone:** 021-4924258, 021-4924259, 021-4924334

**Website**: [www.corkcity.ie](http://www.corkcity.ie)

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| **Part 1: Please State Location/s you wish to apply for: (note applicants if successful will only be granted one location unless no other suitable applicants apply). Where more than one applicant meets the criteria, a lottery may be held.** | | | |
| The Marina | 🞏 | The Glen Park | 🞏 |
| Tramore Valley Park | 🞏 | Harty’s Quay | 🞏 |
| Shandon | 🞏 | Blarney | 🞏 |
| Other (if available) | 🞏 |  | |

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| **Part 2: Trader Details:** | |
| **Name:** |  |
| **Address:** |  |
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| **Trading Name:** |  |
| **Contact Telephone Number(s):** |  |
| **Email Address:** |  |
| **PPS No: (for an individual)** |  |
| **Tax Reference No: (for a company)** |  |

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| **Part 3: Agent Details** | | | | |
| **Do you intend to allow an assistant to act as your agent?**  Please note that an Agent may only trade in the **temporary** absence of the licence holder. | | | | |
| **Agent’s Name:** |  | **PPS No:** |  |
| **Agent’s Address:** |  | **Phone No:** |  |
|  |  | **Email:** |  |

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| **Part 4: Trading Details: Detailed description of all goods to be sold, including where produced / sourced, include any healthy eating options. (please attach photographs)** |
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| **Part 5: Trading History, ie Number of years trading. List other markets where you have traded and a brief history of your business.** |
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| **Part 6: Please outline any actions you take to manage environmental impact e.g. use of recycled packaging/wrapping/cups etc..** |
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| **Part 7: Stall/Vehicle Details: (please attach photos of your unit)** | | | |
| **Trailer/Vehicle:** |  |  | Dimensions of the Vehicle: |
| Vehicle Registration No: |  | |  |
| **Stall:** |  |  | Dimensions of the Stall: |
| **Other:** |  |  | Please give details: |

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| **Part 8: Food Traders:** | |
| **HSE Registration Number:** |  |
| **N.B All food businesses must be registered with the Health Service Executive (HSE). Applications will not be considered unless a copy of the confirmation letter from the HSE is submitted with this application.** | |
| **Do you intend on using any equipment in connection with your stall e.g. generator, cooking facilities etc. Please supply details:** |  |

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| **Part 9: Insurance Details:** | |
| **Traders if successful will be required to submit a current insurance certificate, with a specific indemnity to Cork City Council with the following Limits:**  **Public Liability €6.5 million, Employers Liability €13 million, Product Liability €6.5 million.** | |
| **Please confirm you have relevant insurances in place:** | **🞏** |

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| **Part 10: To be signed by the Applicant** | | | |
| **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 all particulars in this application form are correct. 3. That I have read the Guidance for Applicants and note the provisions contained therein. 4. That I have read and understood all of the guidance and criteria for this event. | | | |
| **Signature of Applicant:** |  | **Date:** |  |

**NOTES**

1. Allocation of pitches will be determined by criteria as set out *Guidance for Applicants and the Cork City Bye-Laws*. In the event that more than one trader meets the criteria, a lottery will be held.
2. **Please note that Cork City Council is obliged to provide the name, address and PPS No for all licence holders to the Minister for Employment Affairs and Social Protection and the Revenue Commissioners:** 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. 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. Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/> We request that you read these as they contain important information about how we process personal data.
3. This is a once-off special event license for the period specified on the license only and shall not confer upon the licence holder any tenancy or right to occupy.
4. The license and permission to trade is strictly subject to adherence to public health advice and restrictions. The license may be revoked at any time in response to public health guidance. The issuing of the license may be delayed in response to public health advice.
5. Traders are responsible for ensuring they adhere to all public health requirements such as queuing, social distancing, wearing of face masks as required.
6. Licence holders are to obey all lawful requests of an Authorised Officer of Cork City Council, or a member of the Garda Síochána.
7. Traders are obliged to have the keys of vehicles available at all times in case any vehicle has to be moved for emergency purposes etc.
8. Cork City Council reserves the right to remove any stall or like receptacle found in a trading place outside of trading hours and/or goods or articles left outside the allocated pitch at any time.
9. The licence holder shall not obstruct any business, premises, footpath, public road or public right of way.
10. The licence holder shall not conduct trading in a manner that causes or is likely to cause offence

**Disposal of Waste**

1. The removal of waste generated at each trading location is the responsibility of the trader.
2. The licence holder shall provide a suitable container/receptacle for refuse which must be kept at times of trading within the allotted pitch.
3. The licence holder shall not allow litter to accumulate in the vicinity of the allocated pitch during trading hours.
4. At the end of trading each day, the licence holder shall clean the allocated pitch, arrange for the removal and proper disposal of waste generated.