



**COMHAIRLE CHONTAE LOCH GARMAN
WEXFORD COUNTY COUNCIL**

WEXFORD BOROUGH DISTRICT

CASUAL TRADING ACT, 1995

**APPLICATION FORM FOR OUTDOOR TRADING LICENCE
WEXFORD QUAYFRONT/ MIN RYAN PARK / CARRAIGFOYLE**

PLEASE COMPLETE IN BLOCK CAPITALS

1. Name of Applicant: _____
2. Full Postal Address: _____

3. Telephone Number: _____
4. Occupation: _____
5. (a) PPS No. (in the case of an individual): _____
(b) Tax Reference No. (in the case of a company): _____
6. If application is in the name of limited company, the Company Registration Number, as supplied by the Companies Registration Office: _____
7. Preferred Location for Trading in order of choice: _____

8. Size, in square metres, of area needed to carry out trading: _____
9. First date on which it is intended to engage in trading: _____
10. Description of the goods to be sold: _____

11. Details of previous experience in the catering trade _____



12. Make, Type and Registration No. of vehicle to be used (**please attach photo of unit**)

Declaration – I/We declare that the above information supplied is factual and truthful and that I/we have not been convicted for any breaches of the Casual Trading Act 1995, the Litter Pollution Act 1997 (as amended), the Waste Management Acts 1996-2008 and/or any other legislative provision.

I understand that false or misleading information may lead to cancellation of any licence granted by Wexford County Council. I will abide by all conditions required by any licence that may be granted:

Signed: _____

Date: _____



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CASUAL TRADING ACT, 1995

Outdoor Trading - General Conditions.

Wexford Borough District will consider the issuing of licences to trade at a number of designated public outdoor areas listed below to the providers of mobile units for the sale of take away hot or cold beverages such as teas / coffees, juices, soft drinks, light refreshments (pastries, sandwiches), confectionary, ice creams or other items permitted under Licence from Wexford Borough District

- Wexford Quayfront - Maximum of 3 Mobile Units
- Min Ryan Park - 1 Mobile Unit
- Carraigfoyle, Forth Mountain - 1 Mobile Unit

Licences will be issued at the sole discretion of Wexford Borough District.

Only one licence will be granted to any one applicant. Multiple applications for more than one location will not be considered.

Wexford Borough District reserves the right to refuse any application for a licence to trade at any of the stated locations.

Licence Fees: Wexford Quayfront	- €3,000
Min Ryan Park	- €2,000
Carraigfoyle	- €1,500

Service charges for use of water or electricity will also apply.

The general conditions listed below are obligatory for the issue of any licence.

1. The owner/operator/provider of a mobile unit or motorised vehicle licenced for outdoor trading shall provide a unit that is suitably presentable and fit for the purpose of outdoor trading at the designated location.
2. The owner/operator/provider shall provide details of the make, type and registration number of the vehicle, **together with a photograph of same**, as part of the application process. Applications submitted without this information will not be considered.
3. Motorised vehicles shall be taxed up to date and hold a current certificate of road worthiness. (Warden to check tax and road worthiness at the various sites)
4. The owner/operator/provider of the mobile unit or motorised vehicle at the designated location shall provide documentary evidence of Public Liability insurance cover with a limit of €6.5 million, Employer Liability insurance cover with a limit of €13 million and adequate motor vehicle insurance cover. The public liability and employers liability insurance policies should extend to include a specific indemnity to Wexford County Council. Insurance cover operative dates must correspond with the relevant trading period.
5. The owner/operator/provider of the mobile unit or motorised vehicle shall submit evidence of obtaining a current food stall certificate from the Health Services Executive (HSE).



6. The owner/operator/provider of the mobile unit or motorised vehicle shall submit to the Council with the application, evidence of tax clearance from the Revenue Commissioners.
7. The owner/operator/provider of the mobile unit or motorised vehicle shall only operate from the specified area designated for the purpose of trading and shall comply with, and co-operate with, any instructions issued by Wexford County Council and its officers or agents.
8. Notwithstanding the provisions of No. 7 above, Wexford County Council reserves the right to relocate the area designated for trading on Wexford Quayfront, if required, to facilitate major festivals or events from time to time.
9. In so far as is practical, the owner/operator/provider of the unit should encourage the use of reusable cups for hot beverages and provide adequate signage to promote their use by the public.
10. The owner/operator/provider of a mobile unit or motorised vehicle shall produce evidence that any waste generated from the operation of the business at the designated location is collected or delivered to an authorised waste collector or permitted waste facility in accordance with the Waste Management Acts 1996-2008. Suitable bins for segregation of waste, including food waste, should be provided on site.
11. The owner/operator/provider of a mobile unit or motorised vehicle shall comply with the terms of Section 15 of the Litter Pollution Acts 1997-2003 which requires the operator of any mobile outlet selling food to provide sufficient litter receptacles in the vicinity of the mobile outlet and to remove any litter caused by the operation of the mobile outlet within 200 metres of its location.
12. Wexford Borough District's decision is final in all matters relating to the issue of a licence to trade at any designated location for a mobile unit or motorised vehicle selling takeaway items and the operation of such a business.
13. The owner/operator/provider of a mobile unit or motorised vehicle shall not park in such a manner as to cause an obstruction to other users of the area or the emergency services.
14. A minimum number of days/hours of operation per week will be determined by Wexford Borough District and will be agreed with the applicant prior to the issue of a licence. Trading hours may vary throughout the year to meet demand. The licensee will be required to be open for trading in accordance with the requirements of the Council as set out in the Licence.
15. If during the period of the Licence, the Licence is not being actively used in compliance with Condition 14, it may be withdrawn by the Council.
16. Applications, including application form and supporting documentation, should be submitted in a sealed envelope, clearly marked "Application for Outdoor Trading 2025/2026" to the District Manager, Wexford Borough District Offices, 61 The Bullring, Wexford Y35 EA00 before 4.00 p.m. on Friday 3rd January, 2025.
17. Applications will be assessed under a number of headings including, but not limited to, the quality of the offering, presentation and type of unit proposed and experience in the catering industry.



18. Subject to all requirements of the Council being met, Licences will be valid for the period 1st January, 2025 to 31st December, 2026 and subject to all conditions attached thereto.
19. Wexford County Council is subject to the provisions of the Freedom of Information Act 2014. Any information supplied by an applicant for a licence which is considered to be commercially sensitive or confidential in nature, should be highlighted and the reason for its sensitivity specified. In such cases the relevant materials will, in response to FOI requests, be examined in the light of exemptions provided for in the FOI Acts.