

**AONACH BHÉAL ÁTHA NA
SLUAIGHE 2026**

**4th, 5th Deireadh Fómhair &
10th Deireadh Fómhair 2026**

Foirm Iarratais maidir le

Cead Trádála –

Stainní Margaidh amháin

Nótaí Treorach don Iarratasóir



Comhairle Chontae na Gaillimhe
Galway County Council

BALLINASLOE OCTOBER

FAIR 2026

**4th & 5th October and 10th
October 2026**

Application Form for

Trading Permit –

Stalls Trading

Guidance Notes for Applicants

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá leagan Gaeilge den fhoirm seo ar fáil ach í a iarraidh

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

1. The October Fair Co-ordinating Committee is composed of the various interest groups in the town including the County Council and the Gardai.

2. **Stall Permits will be by advance booking only:** No pitches will be allocated during the Fair Week. Stall Inspectors will be on duty at all times.

3. Ballinasloe streets are very restricted with many obstructions (such as lampposts, sound stage etc.) so it is absolutely essential that you specify the correct overall dimensions of your stall, otherwise you could be allocated a space that would turn out to be too small. If this should occur and is due to you having given incorrect sizes there can be no guarantee that another space will be available for you and fees are not refundable.

4. You should be very clear as to the registration, make and description of the vehicle you will be using. All vehicles must be removed to long term car-parking areas when unloading and setting up has been completed. **Any van being retained, must be incorporated within the specified stall size of 15ft deep x 10 ft wide or 15ft deep x 20ft wide.** Non-compliance with this will render your permit invalid.

5. Trading Areas for all stalls other than food and beverages will be as follows:

Sunday/Monday 4th & 5th October, Main Street, Dunlo Street, Society Street, St Michael's Square.

Country Fair Day (Saturday 10th October) St. Michael's Square, Carparks at Sli na hAbhainn.

Fortune Tellers must complete enclosed forms. Please note residential caravans will not be allowed trade on the streets. Fortune Tellers or other stall holders must provide a suitable stall for their trading and reserve a space in the official caravan park for residing in. These requirements will be strictly enforced.

6. The October Fair Co-ordinating Committee reserve the right to spread stalls of a similar type around the town in order to provide a balanced mix of products and services for the public and ensure emergency accesses are kept free.

7. You may indicate any preference you have for a particular location. However, it may not always be possible to accommodate in this regard due to a number of reasons including the physical layout of the streets in question. The Committee reserves the right to allocate an alternative trading pitch at any time if circumstances so require.

8. The trading areas will be marked out and stall spaces allocated in units of **15 x 10 feet** or **15 x 20 feet** for **Non-Tack Stalls**.

Charges in respect of “**Non-Tack Stalls**” will be as follows: -

15 x 10 Foot Pitch		15 x 20 Foot Pitch	
Sunday/Monday (two days only)	€228.00	Sunday/Monday (two days only)	€450.00
Country Fair Day Only	€120.00	Country Fair Day Only	€240.00
Special Offer All Three Days	€300.00	Special Offer All Three Days	€600.00
Plus €75.00 Litter Deposit			

9. The trading areas will be marked out and stall spaces allocated in units of 15 x 20 feet for Tack Stalls.

Charges in respect of “**Tack Stalls**” will be as follows: -

15 x 20 Foot Pitch	
Sunday/Monday (two days only)	€600.00
County Fair Day Only	€264.00
All Three Days	€744.00
Plus €75.00 Litter Deposit	

Please note the Sunday/Monday are treated as one booking and it is not possible to consider an application for one of these days only. They must be taken as a package.

(Applications will only be accepted if accompanied by the appropriate fees and insurance documentation.) All stalls will be measured on the day and may have to be moved to another site if found to be oversized, even by a few inches if one is available. If not, entry to trading areas may be refused **so please be specific.**

ALLOCATED SPACES WILL NOT BE HELD AFTER 8.30 a.m. - Please be in position by this time. Pitches must be vacated by 6.00 p.m. on days of trading. Stall and vehicle must be removed from pitch after this time.

10. Three approved Charities only will be authorised to collect at this event. There is a charge of €180 (no litter deposit required) for one small pitch on each of the three streets.

11. Any local business can take a standard pitch (15 x 20 feet) outside their premises for the purposes of advertising or enhancing entrances for the sum of €180.00 for the Sunday/Monday on a limited first come, first served basis for access purposes. If they wish to trade, normal trading regulations and charges will apply.

12. Litter is always a problem during the October Fair Week. Efforts should be made to reduce the amount generated during the Fair. The Council does a great job for us all, cleaning up each day but any effort on your part would go a long way to overcoming the problem. The Litter Pollution Act of 1997 imposes stringent requirements and severe penalties in this regard. Litter Wardens would like to thank you in anticipation for your co-operation with this request.

13. Once a space has been allocated to you, you will be notified as soon as possible and on the day in question, you will find the town marked out with numbered spaces in each of the trading areas showing the correct position for your stall(s), as per your trading permit. Stalls must be removed after trading has ceased on the Sunday night.

14. **To assist in enforcing regulations a litter deposit of €75.00 must be submitted with your application.**

This deposit will be refunded in full after the Fair provided:

- The Litter Wardens are satisfied with the maintenance of your stall area.
- Pitches are vacated by 6.00 p.m. on days of trading. Stall and vehicle must be removed after this time.

15. Generators may be allowed at the organiser's discretion; **however, the use of petrol generators is strictly prohibited on site.** If you require generator power to carry out your casual trading activity, please ensure that a diesel generator is used and is in compliance with all Health & Safety Regulations requirements. Generators must be properly serviced and connected. They must be earthed, and it is recommended that the power distribution from each generator should have an RCD Trip switch. All on site electrical installations and generators shall be certified by a RECI electrician.

16. Diesel generator fuel should be stored in containers with a maximum capacity of 25 litres or less and be clearly labelled and banded to protect against spillage.

17. All Traders/Vendors should have the following readily accessible at each stall:

- Non-cooking units must have a minimum of 1X6 KG dry powder/foam extinguisher and 1X2 KG CO₂ fire extinguisher.
- Hot Food Units must have a minimum of 1 X 6 KG dry powder extinguisher, 1 X 2 KG CO₂ fire extinguisher and a 1X1 m² light duty fire blanket.
- Deep Fat Frying Units must have a minimum of 1 X 6 L wet chemical extinguisher (class F), 1 X 6 KG dry powder fire extinguisher, 1 X 2 KG CO₂ fire extinguisher and a 1.8 m² heavy duty fire blanket.
- All generators to have a minimum of 1 X6 KG dry powder extinguisher, 1 X 2 KG CO₂ fire extinguisher.
- All fire equipment must have up-to-date certification and be in compliance with current standards and regulations. All vendors must have a member of staff trained in the use of their fire fighting equipment on site at all times of operation.

18. **GAS APPLIANCES AND GAS CYLINDERS WILL NOT BE PERMITTED ON ANY STALL**

19. When using **Electricity** for cooking there should be 3 metres clear space between a unit using electrical cooking equipment and the next unit (6 metres if the next unit is using gas to cook). All units should have an RCD trip.

20. Music stalls will be requested to reduce or completely turn off volume at certain times.

21. **All pitches must trade within the street markings as laid out by the organisers.**

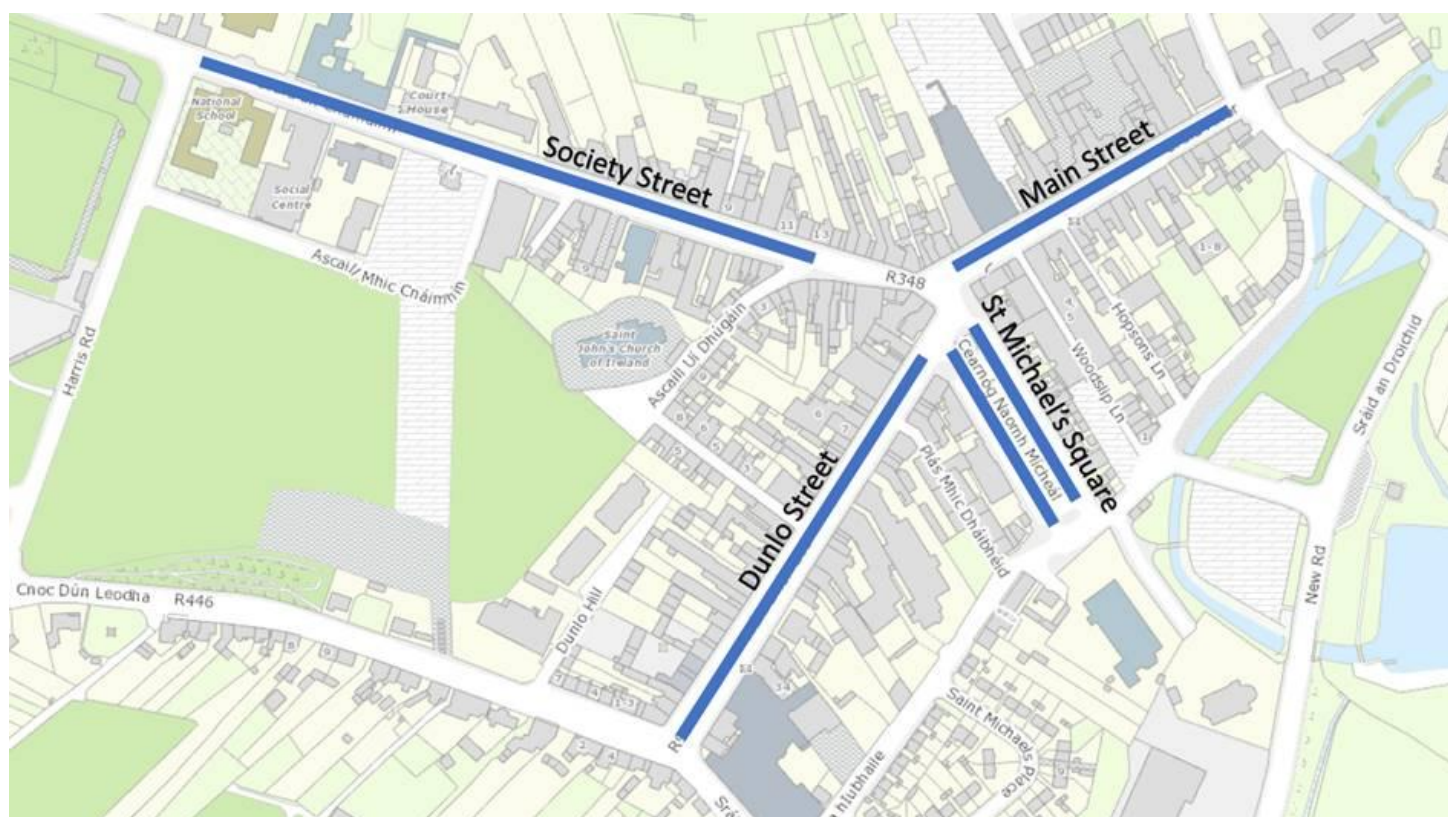
22. Only legal goods may be sold at the fair. No laser lights, slingshots, air pistols, fireworks or similar items considered dangerous by the organiser may be sold. Goods being sold should be in line with the agricultural and equestrian tradition of the October fair, and priority in terms of stall location will be given to locally produced/sourced goods.

Sales of non-EU toys, novelties, electronics, etc, may not receive a permit.

23. Fly pitches are illegal and will be removed.

24. Please co-operate with the Gardai requirements, particularly regarding the unloading and the parking of vehicles or any other activity which may obstruct the progress of pedestrians or emergency services.
25. **NO LIVE ANIMALS OTHER THAN DOMESTIC PETS** will be permitted on any stall.
26. Gambling is strictly prohibited.
27. Failure to accede to official requests by Fair Personnel will result in the permit holder prejudicing their ability to obtain a stall for the next year of trading or if of a serious nature could involve the closure of your stall for the day's trading in question.
28. The October Fair Co-ordinating Committee and Galway County Council will not be held liable for any perceived loss of earnings, income or profit for failure of permit holders to abide by the terms and conditions attached to the granting of these permits.
29. The October Fair Co-ordinating Committee and Galway County Council commits itself to pitch/stalls allocation in accordance with best practice and compliance with the provisions of the Equal Status Act 2000.
30. It is the responsibility of the vendors to ensure that their structures remain as built in accordance with the manufacturer's instructions and are properly maintained for the duration of the event in compliance with all Health & Safety Regulations requirements.
31. Where fabric covered structures (marquees, pop-up tents, tarpaulins etc.) are used, these must be fire retardant and conform to BS 3120 'Performance Requirements of Materials for Flameproof Clothing and Other Purposes'.
32. Where fabric covered structures are used, retaining lanyards should be used to fix fabric to the frame. Clips shall not be permitted.
33. Please ensure that there are no potential trip hazards in the vicinity of the stall holders. If there are any cables being used, please ensure that they are housed in an appropriate cable tray system to ensure there is no likelihood of slips/trips/falls and that there is no risk of the cable becoming frayed.
34. All equipment sockets should be c-form with waterproof standard (IP rating): in accordance with the manufacturers instructions.
35. In relation to casual trading on the three main streets, Main Street, Dunlo Street, Society Street and in St. Michael's Square, please note that all vehicles must be removed to long-term car parking areas when unloading and setting up has been completed. **Any van being retained, must be incorporated within the specific stall size of 15ft deep x 10ft wide or 15ft deep x 20ft wide** and must **not** be parked on the footpath. Non-compliance with this will render your permit invalid.
36. **All Traders / Vendors must ensure that they are in full compliance with all the required relevant statutory/regulatory requirements associated with their respective Trade/Business.**

37. By submitting an application, applicants agree to the processing of the applicant's information by Galway County Council, and its disclosure to other third parties, if required. Galway County Council agrees to employ appropriate measures to keep applicants' data safe and secure; to prevent its unauthorized or accidental disclosure, access or alteration; and to ensure that personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.



Thank you for your interest in the October Fair 2026 and we wish you a successful and profitable time.

NOTE

- All Cheques, Money Orders or Drafts should be made payable to Galway County Council
- Please do not send Cash.
- Third Party Cheques are not acceptable.
- No cancellations permitted after 23rd September 2026
- No refunds available after 23rd September 2026

LATEST DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS

FRIDAY 18TH SEPTEMBER 2026 at 4.00 P.M.

Completed application forms should be forwarded to the following address: -
Ballinasloe Municipal District, Civic Offices, Ballinasloe, Co. Galway

Aonach Dheireadh Fómhair
Béal Átha na Sluaighe 2025
4th, 5th, Deireadh Fómhair &
10th Deireadh Fómhair 2026
Foirm Iarratais Maidir le Cead
Trádála i Stainnín



BALLINASLOE OCTOBER
FAIR 2025
4th & 5th, October & 10th
October 2026
Application Form for
Stall Trading
Permit

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá leagan Gaeilge den fhoirm seo ar fáil ach í a iarraidh

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

Applicant's Name	
Address	
Postcode	
Email Address	
Contact Phone No	

**Passport Photograph
x 3 to be affixed here:**

Tack Stalls - Please tick ✓	
Sunday/Monday €600 + €75 Deposit	
Country Fair Day €264 + €75 Deposit	
All Three Days €744 + €75 Deposit	
NOTE: Pitch Size for Tack Stalls 15 feet x 20 feet	

Charity (only 3 permitted) - Please Tick ✓	
All Three Days €180 (No Deposit)	

Non-Tack Stalls 15 (deep) x 10 (wide) Please tick ✓	
Sunday/Monday €228 + €75 Deposit	
Country Fair Day €120 + €75 Deposit	
All Three Days €300 + €75 Deposit	
NOTE: Two pitch size available for Non-Tack Stalls – 15 x 10 feet or 15 x 20 feet	

Non-Tack Stalls 15 (deep) x 20 (wide) Please tick ✓	
Sunday/Monday €450 + €75 Deposit	
Country Fair Day €240 + €75 Deposit	
All Three Days €600 + €75 Deposit	

- NO CANCELLATIONS permitted after 23rd September 2026
- NO REFUNDS available after 23rd September 2026
- TRADING BAYS must be occupied solely by the named applicant. Bays cannot be transferred to other persons.
- Allocated spaces will not be held after 8.30am.

Stall Details on the basis of products offered (Please tick as appropriate)					
Footwear/ Boots	Tack	Clothes	Novelties	Toys	Hardware/ Gifts
Charity Sales	Fortune Telling	Gardening/ Plants	Games/Skills/ Chance	Antiques/ Curios	Household Furnishings

Other, please specify in detail:	
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Please Note: If stall description is not properly indicated, it may cause the Fair Personnel to re-allocate or close the stall completely.

Type of Stall (Please Tick ✓)		
Fixed Stall	Converted Van	Trailer

Other, please specify in detail:	
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Size of stall pitch allocated in units of 15 x 10 feet or 15 x 20 feet. Only one van per stall permitted. Additional Square Feet charged at €30 per foot plus €75 litter deposit on 15 x 20 feet Stalls ONLY

Total Length of Stall Area	Feet			
Depth (front to back inc. awnings/canopies and supply truck	Feet			
Height of the stall including signage at front	Feet			
Any special features (e.g. generators)				
Use of Public Address System	Yes		No	

Vehicle Towing/Transporting/Accompanying Stall on the day:	
Make & Model	
Registration No	
Colour	
Length (including towbar width)	

Vans and accompanying vehicles will not be allowed to remain in trading area unless they form an integral part of the stall operations. No SUPPLY vans allowed. Only one van allowed per stall. Any van being retained, must be incorporated within the specified stall size of 15x20 ft, and must not be parked on the footpath.

Failure by stall holder to stay within confines of purchased space will be taken into account when considering future applications.

PRIORITY will be given on the narrow streets to stalls without vans

<u>Preferred Location</u>	
(a) Sunday/Monday	
(b) Country Fair Day	
Preferred Location cannot be guaranteed	

<u>VAT</u> Traders should ensure they are registered for VAT/tax with the Irish Revenue. Please supply documentary evidence of same, e.g. copy of your notification of tax or VAT registration, a copy of a recent blank VAT return or a copy of a receipt of tax remittance. Please note that this information is required by law and if not supplied your application will be returned to you.
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<u>PUBLIC LIABILITY</u> I confirm that there will be in force for the dates mentioned in this application insurance in respect of public liability for the stall(s) covered by this application. I accept that the Ballinasloe October Fair Co-ordinating Committee or Galway County Council are not responsible for any consequences of the appearance of this (these) stall(s) at the October Fair. I make application for the allocation of space(s) on the dates mentioned for stall as described in this application. I understand that if the information included in the application is not correct it may not be possible for allocated space(s) to be assigned or guaranteed. I hereby enclose an up-to-date <u>original</u> copy of my own public liability insurance, indemnifying expressly the organisers of the event and Galway County Council with a minimum of €6.5 million cover. This insurance should confirm that the Law Jurisdiction Clause/Territorial Limits extend to include the Republic of Ireland.

I also confirm that I have read the attached Guidance Notes for Applicants and I agree to comply with all the conditions therein. <i>I hereby apply to Galway County Council for a casual trading licence/trading permit for the purpose described in this application and in accordance with the provisions of the Casual Trading Act 1995 and Galway County Council Casual Trading Bye Laws, 1998.</i> <i>I Declare that (a) 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. (b) The foregoing particulars are correct.</i>
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Signed	
Date	

<u>Please remember to enclose the following:</u> • Original insurance policy (not letter from Broker) • Fully completed application form • Cheque or Draft made payable to Galway County Council including stall application fee and €75 Litter Deposit • Three Recent Passport Photographs • Evidence of VAT registration

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Seol an fhoirm ar ais chuig: Údarás Bardasach Bhéal Átha na Sluaighe Oifigí an Bhardais Béal Átha na Sluaighe Co. na Gaillimhe	Return to: Ballinasloe Municipal District Civic Offices Ballinasloe Co Galway	Tel. (091) 509074 Fax. (09096) 42689 ballinasloemunicipaldistrict@galwaycoco.ie www.gaillimh.ie www.galway.ie
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