



Concession Application Form

Please make sure you have read and understood the Council's standard terms for a concession licence. The Council expects the successful applicant to comply with the terms and conditions of the licence and provide a quality service. By submitting an application form, you confirm that you understand and can meet these requirements.

All sections of the form must be completed. Additional supporting information can be provided on a separate sheet. **Failure to include the required information may affect the scoring or result in your application being rejected.**

The Council's Right to Reject or Not to Award - The Council reserves the right to reject any Application or to abort the Expressions of Interest process at any time and/or not to award the contract to any prospective bidder without incurring any liability to the affected bidder.

Enquiries in relation to a concession should be emailed to transformation@nsdc.info The Council will endeavour to answer all queries as quickly as possible before the closing date.

Concession Application Form



PLEASE COMPLETE THIS FORM IN FULL AND IN BLOCK CAPITAL LETTERS. FAILURE TO COMPLETE THIS FORM MAY RESULT IN REJECTION OF YOUR APPLICATION.

1. Concession Site

Specify the concession site which you are applying for. **Note:** you may only apply for one concession per form.

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2. Contact Details

Provide full details of person completing this form:

Full Name	
Address	
Telephone Number	
Email address	
Status in company	
Business Name	
Company Number	
Address (if different from above)	

3. Rental Offer to the Council

Provide the full fee excluding VAT. The minimum fee is payable on a monthly basis.

Length of contract	Fee

4. Proposed Business

Please provide details of your business.

Proposed Business

5. Social Responsibility

Please provide details on how your business considers social responsibility (e.g. recycling, environment, Healthy Options Takeaway initiatives (HOT); allergens)

Social Responsibility

6. Covid 19 Risk assessment

Please provide details on how you would intend to operate your business in a covid secure way. Please give details on how to maintain social distancing, how to manage the queue with other park users etc

Covid 19 Risk assessment

7. Equipment

Give details of all the equipment to be used including fridges and generators. State if the equipment is currently owned or is to be purchased. Provide photographs of the vehicle or equipment you intend to use to support your application.

Equipment

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8. Experience/Qualifications

7a) Provide details of any relevant business experience and any qualifications connected to the business.

Experience/Qualifications

7b) Indicate in the relevant box which documentation you hold and please provide copies of all documentation. The council reserves the right to request further documents as necessary.

Documentation	Yes	No
Public Liability Insurance for no less than £5 million		
Employers Liability Insurance (if Staff members are employed)		
DBS Certificate(s) including those of any staff		
Evidence of Food Hygiene Inspection rating		
First Aid Certificate		
Trade Waste Agreement		
PAT Testing certificate for equipment		
MOT Certificate		
Vehicle Insurance		
Proof of I.D (1 piece of I.D either a driving license or a valid passport)		

9. References

Provide contact details of at least 2 referees whom the council can approach for a reference. 1 should be a current or former landlord or employer and 1 a current supplier.

	Name	Address	Email & Telephone	Relationship
1.				
2.				

3.				
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10. Declaration

I confirm that I have completed this form to the best of my knowledge and believe the information provided to be accurate and honest. Any changes to the information provided must be notified to the council without delay. I have read and understand the proposed standard terms for a concession licence for the concession tender site and that I can meet these terms and the amount of rent I have offered. I also understand the Council’s Right to Reject or Not to Award - The Council reserves the right to reject any tender or to abort the invitation to tender process at any time and/or not to award the licence to any prospective bidder without incurring any liability to the affected bidder.

Declaration	
Signature	
Print name	
Date	

Please return your completed form and associated enclosures, either via post or email. If by email place the name of the concession you are applying for in the subject line and send to transformation@nsdc.info. If by post please mark **‘Food and Beverages Concession’** on a plain envelope, for the attention of **Transformation Business Unit, Newark and Sherwood District Council, Castle House, Newark, NG24 1BY.**