

**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 [**matthew.adey@nsdc.info**](mailto:matthew.adey@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.

# 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 |  |

# Rental Offer to the Council

Provide the full fee excluding VAT. The minimum fee is payable on a monthly basis. Please note a one off administration fee of £150 is applied to all successful contracts.

|  |  |
| --- | --- |
| Length of contract (Number of Months) | Monthly Fee |
|  |  |

# Proposed Business

Please provide details of your business.

|  |
| --- |
| Proposed Business |
|  |

1. **Social Responsibility**

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

|  |
| --- |
| Social Responsibility |
|  |

# 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 |
|  |

1. **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) |  |  |

# 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 Number** | **Relationship** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

# 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 **matthew.adey@nsdc.info.**

If by post please mark **‘Food and Beverages Concession’** on a plain envelope, for the attention of **Matthew Adey, Environmental Services, Newark and Sherwood District Council Depot, Brunel Drive, Newark, NG24 2EG.**