

NEWARK AND SHERWOOD DISTRICT COUNCIL

CONCESSIONS SCORING MATRIX 2025/26

Criteria	Marks	Score based on evidence submitted
Equipment (Details of equipment to be used, to include photographs)	Pass/Fail	Provide a full list of all equipment you propose as part of this concession. Your response will be assessed to determine whether this meets the needs of your proposal and could result in a Fail.
Evidence of insurances e.g. Public Liability Insurance, Employers Liability Insurance, MOT certificate	Pass/Fail	Provide evidence of valid insurances stated in the application form. Failure to provide evidence of valid insurances would result in a Fail.
References	Pass/Fail	A license will not be granted unless at least 2 satisfactory references have been obtained.
Fee Offer to the Council for the length of the contract	50	50 points awarded to the Highest Bidder 40 points awarded to the Second Highest Bidder 30 points awarded to the third Highest Bidder

Criteria	Marks	Score based on evidence submitted
Covid 19 risk assessment	20	<p>0 – No detail provided</p> <p>5 – Basic level of detail given,</p> <p>10 – Good level of detail given; sufficient consideration on how to operate in a covid secure way</p> <p>20 – Excellent level of detail given; comprehensive consideration on how to operate in a covid secure way.</p>
Experience/ Qualifications	20	<p>0 - No previous experience or qualifications</p> <p>5 - Limited previous experience and basic qualifications eg 3* Food Hygiene rating</p> <p>10 – Good level of previous experience and qualifications eg 4* Food Hygiene rating</p> <p>20 - Excellent level of previous experience and qualifications are above the minimum requirements stated in the application form eg 5* Food Hygiene rating</p>
Evidence of consideration to social responsibility (e.g. recycling, environment, Healthy Options Takeaway initiatives (HOT); allergens	10	<p>0 - No detail provided</p> <p>5 - Basic level of detail given</p>

Criteria	Marks	Score based on evidence submitted
		10 - Good level of detail; a sufficient understanding of social responsibility and the measures the operator has put in place.
Total	100	