

Concession Tender Form Helpful Information Document

Before completing the Concession Tender 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 a Tender, you confirm that you understand and can meet these requirements and the amount of rent offered.

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 tender being rejected.**

All successful applicants must have public liability insurance of £5 million and valid DBS certificates for themselves and employees. Catering operators must also supply a Food Hygiene Certificate. Copies of these documents must be provided before a licence can be issued. You may also be asked to clarify your answers or provide more details about your tender.

Licence agreements are available for the 3 seasons [2018, 2019, and 2020] and usually start on 1st March until 31st October in each year.

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 contract to any prospective bidder without incurring any liability to the affected bidder.

Enquiries in relation to a concession should be emailed to **property.services@canterbury.gov.uk** The Council will endeavour to answer all queries as quickly as possible before the closing date.

Guide to Concession Tender Form Questions

1. Concession Site

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

Give the full name of the concession site you are wishing to tender for. Should you wish to apply for more than one concession you will need to submit a form for each site.

2. Contact details

Details of the individual applying for the concession. Provide all the information asked for. Only Directors can apply in the name of a company and must include the registered number and address and personal address (if different). A tender application from a company will require a personal guarantee from the director.

3. Rental Offer to the Council (Subject to Contract)

Provide the full rental offer figure for each of the 3 seasons excluding VAT (if applicable). Rent is payable in advance by two equal installments, first upon the grant of the licence and the second on 1st July.

Provide the full rental offer for the 3 seasons excluding VAT (if applicable). Rent is payable half yearly in advance. Your offer should be affordable and your projected income should be able to support your rental offer.

4. Proposed business

It is the intention that the concession is limited to the sale of ice cream but the Council is prepared to consider the sale of other related products, so please supply details as part of the Business Plan.

Ice Cream plus: Give details of the type of food & drink (if any) and how it will be prepared and dispensed.

Note: Vehicles that rely on diesel or petrol engines to power fridges whilst situated on site are prohibited. Ice cream vans and static trailers must be powered either by electricity supplied at the site or by battery pack supply.

Use this section to describe your proposed catering business. Include as much information about the products as possible.

Please note: Food includes cooked food, packet foods and even drink. It does not matter if it is sold or given away we will require all details to be provided.

5. Business plan

Provide details of your business proposal and give a breakdown of projected income and outgoings. This can be completed on a separate sheet and submitted as an attachment with this form.

Details of the projected income and outgoings of the proposed business and a written rationale in achieving your income and expenditure. We have provided a link to a website which can help provide a template for the information we require.

<http://smallbusiness.co.uk/profit-and-loss-template-20736/>

As a minimum include concession fee, staffing, tax, utilities, any equipment to be purchased, trade waste agreement, fuel, maintenance and an estimate of daily/weekly/monthly income and profit. This can be provided on a separate sheet and submitted as an attachment to the tender submission.

6. 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.

NOTE: The council does not permit ice cream or catering vans to run their engines whilst stationary or to operate them from a remote diesel or petrol run generator.

This question requires a description of the vehicle and equipment. Itemise the equipment and state if it is owned or if the equipment is still to be purchased. Make sure to include details of how the equipment will be powered. Remember if a site is not provided with an electric hook-up the equipment must be powered by a battery pack supply.

Unless accommodation is provided vehicles and equipment must be removed from the site at the end of each day.

NOTE: The council does not permit ice cream or catering vans to run their engines whilst stationary or to operate them from a remote diesel or petrol run generator.

7. Experience and Qualifications

This question is in 2 parts

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

Detail all relevant business experience to support your tender proposal, include details of qualifications (proposed or obtained) relevant to the business.

7b) Depending on the type of concession the council may require confirmation of further documentation not listed below. Tick the relevant box and provide further details as required. The council reserves the right to request further documents as necessary.

If you tick:

Yes – provide details in the box such as dates, company name, hygiene inspection ratings etc.

NO – if your tender is successful you will be required to have these in place before the licence is granted.

8. 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.

Space is provided for 3 references. Applicants must provide at least 2, one of which must be a former landlord or employer the other a supplier. The council will take up the references separately.

9. Declaration

Confirmation that to the best of your knowledge and belief the information provided is accurate and honest. Any changes to the information provided must be notified to the Council immediately. By signing the Declaration you confirm you have read

and understand the proposed standard terms for a concession licence for the concession tender site and accept the Council's right to reject or not to award. Information given which is known to be false or inaccurate could result in the licence being terminated. The Council reserves the right to reject any tender or to abort the process at any time and/or not to award the licence to any prospective bidder without given its reasons or incurring any liability to the affected bidder.

Return of Tenders

Prospective concessionaires are required to complete and return the **Concession Tender Form** and attachments by email or post. If by email place the name of the concession you are applying for in the subject line and send to **property.services@canterbury.gov.uk** If by post please mark '**Whitstable Ice Cream Tender**' on a plain envelope, for the attention of **Property Services, Canterbury City Council, Military Road, Canterbury, CT1 1YW** by the closing date as referenced in the tender advert. No concession tender received after the time and date specified shall be considered.