

Concession Tender Form

Please refer to the Concession Tender Form Helpful Information document prior to completing this form.

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

1. Concession Site

Specify the concession site which you are tendering 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 Details 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.	
Business Name	
Company Number	
Address (If different from above)	

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.

Season	Seasonal Rent (Exclusive of VAT)
March 2018 - October 2018	
March 2019 - October 2019	
March 2020 - October 2020	

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.

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5. Business Plan

Provide details of you 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.

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.

7. Experience/Qualifications

There are 2 parts to this question

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

NOTE: If you tick **Yes** – provide details in the box below such as dates, company name, hygiene inspection ratings etc.

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

	YES	NO
Public Liability Insurance for no less than £5 million	<input type="checkbox"/> Please provide details below	<input type="checkbox"/>
Employers Liability Insurance (if Staff members are employed)	<input type="checkbox"/> Please provide details below	<input type="checkbox"/>
DBS Certificate(s) including those of any staff	<input type="checkbox"/> Please provide details below	<input type="checkbox"/>
Evidence of Food Hygiene Inspection rating (NFHRS)	<input type="checkbox"/> Please provide details below	<input type="checkbox"/>
First Aid Certificate	<input type="checkbox"/> Please provide details below	<input type="checkbox"/>
Trade Waste Agreement	<input type="checkbox"/> Please provide details below	<input type="checkbox"/>

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.

	Name	Address	Email & Telephone Number	Relationship
1.				
2.				
3.				

9. 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.

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 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.**