



# EAST GRINSTEAD TOWN COUNCIL

## **REFRESHMENT CONCESSION 2022 / 2023**

Please send the completed form to:

East Grinstead Town Council, Council Offices, East Court, College Lane, East Grinstead, RH19 3LT or email [a.merricks@eastgrinstead.gov.uk](mailto:a.merricks@eastgrinstead.gov.uk) by **Monday 16<sup>th</sup> May 2022**.

Acceptance of any application is pending planning permission from Mid Sussex District Council.

If you have any queries, contact our office on 01342 323636

**Please note the licence will be awarded based on several factors, sustainability and price being two of the theses.**

Your Details
First Name..... Last Name: .....
Trading/Company Name:.....
Address:..... ..... .....
Telephone Number: ..... Email: .....
Registered Company No: .....VAT Number: .....
Site/Location: <b>East Court Drive, East Court Estate</b>

Application Details (see attached notes)
1.Type of Refreshment Unit (detail size, colour, material of unit. Fixed or mobile)
2. Equipment (detail what equipment will be used)
3. Type of Refreshments (detail range of refreshments offered – No Alcohol is Permitted)

4. Water & Power: (Electricity can be supplied by EGTC but consumption will be payable by the Applicant)
5. Required trading conditions (detail times and days you plan to operate from the site)
6. Sustainability (provide information on the environmental sustainability of the operation i.e.. compostable containers, reusable cups, waste minimisation)
7. Waste and Litter Management. The unit operator will be expected to manage and control litter and waste from their trading activated. (detail what waste collection, handling and disposal will be undertaken)
8. Fee offered for pitch (detail the level of fee you would offer for 12 months) £..... per annum

<b>Terms and Conditions</b>
<ul style="list-style-type: none"> <li>i. No alcohol sales will be permitted</li> <li>ii. Picnic tables are for general use. The operator shall be responsible for removing any other furniture used.</li> <li>iii. A notice shall be displayed on the vehicle stating that the Licensee is authorised by MSDC to sell refreshments.</li> <li>iv. The Licensee shall be responsible for collecting all litter generated from his or her sales in the immediate vicinity of the unit.</li> <li>v. Chimes, bells or similar devices for attracting public attention may not be sounded. No music is to be played.</li> <li>vi. It will be necessary for the operator or any employees to be adequately trained in food hygiene and to comply with food safety and health and safety legislation.</li> <li>vii. Prices of goods on sale to be displayed in a prominent position. No on-site advertising, other than on the vehicle itself, shall be permitted unless authorised by EGTC.</li> <li>viii. The agreement must not be assigned or sub-let in whole or in part without the prior consent in writing of EGTC</li> <li>x. The licensee shall not create disruption or act that may be deemed to be a nuisance to EGTC</li> <li>xi. EGTC shall be entitled to rescind the licence for breach of the above conditions.</li> <li>xii. Rent will be paid by the Licensee monthly in agreement with EGTC and will be subject to VAT</li> </ul>

<b>Confirmation</b>	
<input type="checkbox"/> I confirm my agreement to the above conditions (please tick)	
<input type="checkbox"/> I enclose a copy of the current public liability insurance – minimum cover of £5 million (please tick)	
<input type="checkbox"/> I acknowledge that the information listed in this application is accurate and does not constitute a contract, nor does it offer permission to sell refreshments (please tick)	
Signed: .....	Date: .....

## **Notes for applicants:**

### **1.Type of Refreshment Unit**

Applicants are asked to provide information on the existing or proposed format and size of retail unit.

To include details of:

- a) Dimension of the retail unit
- b) Colour / Branding
- c) External Material i.e. wood panelling / metal
- d) Static trailer or self-propelled van
- e) If applicable type of vehicle engine / Clean air i.e. solar power

**Applicants should familiarise themselves with the access and layout of the area and the precise location granted to the mobile unit as approved by EGTC.**

### **2. Equipment**

Applicants should detail any equipment that will be used within the mobile unit, including all electrical appliances and furniture.

### **3. Type of Refreshments**

Applicants are asked to give details of the range of refreshments that would be on offer.

**Please note No alcohol sales will be permitted.**

### **4. Water & Power**

Water – Applicants can access to an external tap to fill water carriers / containers only.

Power – Applicants are asked to provide information on how their unit will be powered

- a) Generator, how the noise of this equipment would be controlled.
- b) Mains Power. Please detail the electric supply needed.
- c) Are gas heaters to be used?

**Please note applicants will be charged for their electricity consumption.**

### **5. Required Trading Conditions**

Expected times and days of operation. Consideration should be given to seasonal and regular users of East Court.

- a) Number of Days per week
- b) Number of Months per year
- c) Expected number of hours trading daily
- d) Will the retail unit be static or removed from East Court daily before sunset?

Applicants must comply with Food Safety Requirements according to the Food Hygiene Regulations 2006.

The concession will be given only to an operator who is registered with an appropriate authority as a food business. Please therefore supply details of your registration.

### **6. Sustainability**

Applicants are asked to provide information on the environmental sustainability of their operation. Applicants should include information on use of sustainable/compostable containers, reusable cups, waste minimisation.

### **7. Waste & Litter Management**

The unit operator will be expected to manage and control litter and waste from their trading activity to stop it from adversely affecting the site. Applicants should indicate what waste collection, handling, and disposal they would undertake.

### **8. Fee Offered for Pitch**

Applicants should clearly indicate the level of fee they would offer for the licence to operate their refreshment stand for 12 months.