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**MOBILE CATERING LICENSES FOR EXMOOR
NATIONAL PARK AUTHORITY CAR PARKS 2025/26**

APPLICATION FORM

Please read the corresponding particulars – ‘Exmoor National Park Catering Concessions’ for background information before completing all sections of the form below.

If you have any initial queries, please email ruralenterprise@exmoor-nationalpark.gov.uk

or call Clare Weeks, Retail and Enterprise Officer, on 01398 323665.

Selection will be based on the following weighted elements of assessment:

* Overview of your catering offer, product range, menu and indicative prices and your overall approach to delivery (30%)
* Experience of other contracts (10%)
* Food Hygiene and food standards (10%)
* Promoting local produce (10%)
* Suitability of your proposed unit (10%)
* Your partnership with the National Park (10%)
* Environmental impact (10%)
* Marketing plans (10%)

Each application will be scored against each of the above criteria, using the scoring below:

|  |  |
| --- | --- |
| **Score**  | **Performance**  |
| **5**  | Evidence provided and shows all requirements would be met or exceeded with extensive added value offered  |
| **4**  | Evidence provided and shows all requirements would easily be met and with some added value  |
| **3**  | Evidence provided and meets requirements  |
| **2**  | Evidence provided but does not show basic requirements are met (unsatisfactory)  |
| **1**  | Some evidence provided but poor in quality or insufficient detail to show requirements are met  |
| **0**  | Unacceptable. No information provided or does not meet the Authority’s requirements  |

The Authority reserves the right to not award a contract for any lot due to an unsatisfactory quality of applications or any other circumstances at the discretion of the Authority.

Applications will be considered on a first come first served basis.

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APPLICATION FORM

Please complete each section in the boxes provided.

PART 1 – APPLICANT DETAILS

| **1** | **APPLICANT DETAILS** |
| --- | --- |
| **Trading name and address:** |
|  |
| **Contact details for correspondence relating to this application**: |
| Name:  |  |
| Position: |  |
| E-mail: |  |
| Telephone number: |  |

|  |  |
| --- | --- |
| **2** | **HEALTH AND SAFETY LEGISLATION & QUALITY ASSURANCE** |
| Please provide an up-to-date copy of your Health and Safety Policy statement and detail how you will comply with relevant legislation.Please also provide details of any relevant quality assurance procedures and processes you have implemented that are relevant to this type of activity and any certificates obtained. |
|  |

|  |  |
| --- | --- |
| **3** | **FOOD HYGIENE** |
| Please confirm you have an up-to-date Food Hygiene certificate and provide details of your ‘Scores on the Door’ hygiene rating (if applicable). Evidence will be requested if your application is successful. |
|  |

|  |  |
| --- | --- |
| **4** | **INSURANCE** |
| Please provide details of all insurance cover currently in force. If your application is successful, copies of relevant certificates will be requested. |
| **Company** | **Insurer** | **Policy No.** | **Cover £** | **Renewal Date** |
| Professional Indemnity |  |  |  |  |
| Public liability (min. £5m) |  |  |  |  |
| Employer’s Liability |  |  |  |  |

|  |  |
| --- | --- |
| **5** | **YOUR UNIT** |
| Please provide details of your proposed catering unit / set up, with details of its dimensions and how appropriate it is for the site(s) you are bidding for.*Please also insert or attach a photo of the unit / set-up.* |
|  |

**PART 2 - SERVICE DELIVERY**

|  |  |
| --- | --- |
| **6** | **YOUR PROPOSAL** |
| Please provide an overview of your proposal including: * Your catering offer, product range, menu, use of local produce and indicative prices and how this differs from any existing offers in the vicinity.
* Previous experience
* Your partnership with the National Park – how you will help inspire people to care for and responsibly enjoy the National Park
* How you will manage your environmental impact (e.g. managing waste, plastic free, and energy efficient practices as part of your unit)
* Your marketing plans including any relevant social media channels, partnerships and other promotional plans you would deliver if successful.
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|  |

**PART 3 – SITES**

Using the table below please indicate the site(s) that you would like to apply for, noting the licence fee applicable. You may apply for more than one site should you wish to. A single licence for mobile catering is available for each site at any time (i.e. 1 full licence or 1 day and 1 evening licence per site).

|  |  |
| --- | --- |
| **7** | **SITES SOUGHT Please mark ‘X’ for any licences you are applying for** |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site**  | **Full Licence** (trading 9am to 8pm daily) | **Day licence** (trading 9am to 5pm) | **Evening licence** (trading 5pm – 8pm) | **Priority** *Only if applying for more than 1 site -* rank in order of interest to you (1 for highest priority, 2 for next highest etc)) |
| **Blackmoor Gate** |  | **£750** |  | **£600** |  | **£300** |  |
| **Goat Hill Bridge layby** |  | **£500** |  | **£400** |  | **£200** |  |
| **Haddon Hill** |  | **£750** |  | **£600** |  | **£300** |  |
| **North Hill Tank Ground** |  | **£750** |  | **£600** |  | **£300** |  |
| **Valley of Rocks** |  | **£750** |  | **£600** |  | **£300** |  |

***If bidding for more than one site*** please state the minimum and maximum number of sites you would accept a license for, if offered:

|  |  |  |  |
| --- | --- | --- | --- |
| Minimum number of sites |  | Maximum number of sites |  |

 |

The successful applicant will, on being advised of the acceptance of their offer, subject to contract, be expected to sign a licence within 14 days of acceptance of the offer.

|  |  |
| --- | --- |
| **8** | **DECLARATION**  |
| I declare that the details submitted in this quote are correct.I understand that the information disclosed in this application will be used in the evaluation process to assess your organisation’s financial stability and competence to conduct the Service being procured by Exmoor National Park Authority.Signed:Name:Position:Date:**Please return completed quotations to** ruralenterprise@exmoor-nationalpark.gov.uk. |