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**MOBILE CATERING LICENSES FOR EXMOOR
NATIONAL PARK AUTHORITY CAR PARKS 2024**

APPLICATION FORM

Please read the corresponding particulars – ‘Exmoor National Park Catering Concessions’ for background information before completing sections 1-7 of the form below.

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

or call Katrina Munro, Sustainable Economy Officer, on 01398 322236.

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 bid will be scored by reference to the completed application form which will be scored against each of the evaluation areas as below.

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| --- | --- |
| **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 (sections 1 – 7) 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: |  |

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

**PART 2 - SERVICE DELIVERY**

Submissions will be evaluated against the following elements (please note the weighting applied to the first element). See **Selection Criteria in the Application Information** for further details.

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| **5.1) Overview of your catering offer, product range, menu and indicative prices and your overall approach to delivery (30%)** |
| Please provide details of how you would deliver the licence if your application is successful, including details of your proposed product range, menu and indicative prices for refreshments that will be for sale from the facility. Within this please outline how your offer differs from any existing offers in the immediate vicinity (where applicable). |
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| **5.2) Experience of other contracts (10%)** |
| To enable Exmoor National Park Authority to assess your organisation’s experience in relation to providing mobile catering concessions and/or catering experience, please give details of any services that you have delivered in the last three years that are either of a similar type or which demonstrate the necessary skills to take on such delivery.  |
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| **5.3) Food Hygiene and food standards (10%)** |
| You must comply with food hygiene and food standard requirements. Please provide:* details of food hygiene training that any staff that you employ have or will receive before the start of the licence
* details of how you will comply with food hygiene and food standard requirements from your pitch (i.e. hand washing, food storage etc)
* details of Covid-19 safety measures
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| **5.4) Promoting local produce (10%)** |
| How will your mobile catering unit promote/utilise local produce in your refreshment offering?  |
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| **5.5) Your proposed unit (10%)** |
| An image of the unit(s) (max. 1 unit per site), with details of its dimensions and how appropriate it is for the site(s) you are bidding for. |
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| **5.6) Your partnership with the National Park (10%)** |
| *Whilst we are looking for an independent operator you will be working from within the National Park on National Park Authority owned land and should therefore demonstrate a commitment to the fulfilment of National Park purposes:** To conserve and enhance the natural beauty, wildlife, and cultural heritage of the area
* To promote opportunities for the public to understand and enjoy Exmoor’s special qualities.

How will your mobile catering concession assist the National Park Authority in delivering these purposes?Your response should include info on how you might inspire users to care for and explore Exmoor National Park (e.g. use of the Exmoor brand, provision of free ENPA information leaflets, hosting of litter pickers, raising funds for CareMoor for Exmoor (in addition to the licence fee) etc  |
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| **5.7) Environmental impact (10%)** |
| Please indicate how your company/ organisation contribute towards reducing the environmental impact of your mobile catering service. Your response should refer to any relevant energy efficiency measures incorporated into your catering unit(s), measures taken to eliminate the use of single use plastics, whether you use recyclable / biodegradable packaging and utensils, and how you will manage rubbish and waste stemming from your presence. |
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| **5.8) Marketing plans (10%)** |
| Please outline how your company/ organisation will market the offer of your mobile catering service. Your response should refer to any relevant social media channels, partnerships and other promotional plans you would deliver should your application be 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 is available for each site.

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| --- | --- |
| **6** | **SITES SOUGHT**  |
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| --- | --- | --- |
| **Site**  | **Licence Fee** | **Please mark ‘X’ for any sites you are applying for** |
| **Goat Hill Bridge layby** | **£500** |  |
| **Haddon Hill** | **£750** |  |
| **North Hill Tank Ground** | **£750** |  |
| **Robbers Bridge**  | **£500** |  |
| **Tarr Steps**  | **£750** |  |

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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.

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| **7** | **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 our 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. |