

Application for a Single Use Concession Permit in Adur & Worthing



ADUR & WORTHING
COUNCILS

You can use this form to apply for permission to sell products as a single use concessional trader at vacant concession pitches across Adur & Worthing.

Please note:

1. Our fee for a Single Use Concessional Trading permit is £64.00 per day. For longer length, consecutive bookings, a discounted rate is available (2 days, 15% discount: £108.80, 3 days, 25% discount: £144.00)
2. Traders will need to set-up at a vacant concession pitch. Current availability can be checked with our Concessions Team
3. All food businesses must have a Food Hygiene Rating of at least a 4, and be live on the FHR register at <https://ratings.food.gov.uk/>
4. Pitches are intended for 'Food' use only. This does not include Cafe Refreshment Units or Ice Cream Vans but can include Smoothies and Milkshakes, Juice Bars, and Pop-Up Bars (providing a TEN or valid personal licensing is in effect)

Business/Trader Contact Details

Name of Main Contact:	
Tel:	
E-mail:	
Business name, website and social media links:	
Contact address (for invoicing):	
Food Hygiene Rating link (https://ratings.food.gov.uk/)	

Concession and Unit Details

Products on offer: (What products do you wish to serve?)	
Give details (including dimensions) of your unit/stall and any other equipment which you wish to use in connection with your concession	
Date(s) of Trading:	
Time(s) you wish to use the pitch:	
Pitch Location Preference (please list up to three using the concession pitch reference - see link below)	
https://www.adur-worthing.gov.uk/land-and-property/seasonal-concessions/#concession-locations	



Tick	Document Required	Checked by Admin & Expiry Date where applicable
	PUBLIC liability insurance (min £5million cover)	
	Gas Safety Certificate (if applicable)	
	Electric Inspection Certificate (EICR)	
	Current Allergen Matrix document	
	Current, valid photocard driving licence	
	Risk Assessment for your mobile unit	
	Photo of your Unit & Towing Vehicle, showing registration no.	

Please return all of the above documents together with this application form by e-mail to
concessions@adur-worthing.gov.uk

ADMIN USE ONLY

DOCUMENTS RECEIVED & CHECKED DATE:

DATE OF TRADING:

LOCATION OF PITCH:

FEE AMOUNT AND PAID REFERENCE:

CONSENT APPROVED BY AND DATE:

Notes:

1. The fee for a trading/promotional consent is payable upon confirmation of date(s). A link to pay online will be provided once your booking is confirmed
2. All applicants are required to submit copies of all items listed above before a booking can be confirmed
3. Consent cannot be given for days when the location is already booked for another event (e.g. markets) or for when maintenance works are being carried out.
4. Parking is not available at any pitch, except for the vehicle/unit associated with the concession
5. Any waste created by the promotional event must be removed from the site and disposed of correctly.
6. The distribution of leaflets is not encouraged and any littering caused by leaflets/flyers will remain the responsibility of the hirer.
7. Services (electricity/water) are currently unavailable at any pitch.
8. Please ensure that a signed copy of this agreement remains in the trading unit on the day of your booking, and ensure that is available for inspection by any officer of the council

☐ If you would like to be contacted in the future regarding similar services, please ensure you tick the box.

GDPR PRIVACY NOTICE

Adur & Worthing Councils are committed to collecting, using and protecting your personal data appropriately. Data is collected in this case, in order to process your application for the display of promotional items in Adur. By completing this form you are agreeing to the councils' privacy policy which can be found on the main Adur & Worthing Councils website:
www.adur-worthing.gov.uk/privacy-notice/