



WORTHING BOROUGH  
COUNCIL

Worthing Borough Council  
Worthing Town Hall  
Chapel Road  
Worthing  
West Sussex, BN11 1HA  
[www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)

**Date:** June 2026  
**Service:** Commercial Activity Team

Dear Sir/Madam,

**Montague Gardens Kiosk Worthing Town Centre**  
*(formerly Montague Place)*

**~ Expression of Interest ~**

Proposed concession licence to operate from the kiosk at:  
Montague Gardens, Worthing, West Sussex, BN11 3BG

**1: The Offer**

Worthing Borough Council is inviting Expressions of Interest (Eoi) from individuals, businesses, social enterprises, artists, makers and community organisations interested in operating a new concession kiosk within Montague Gardens, Worthing's exciting new town centre public space. This is a unique opportunity and Worthing Borough Council is interested in hearing from as many interested parties as possible.

**2: About Montague Gardens**

Montague Gardens is a major transformation of the existing Montague Place area into a vibrant, green and welcoming destination at the heart of Worthing town centre.

The new public space will be a place of relaxation, and will feature:

- Up to 30 new trees and sustainable planting
- New seating and improved public realm
- High-quality hard landscaping
- A sun deck and performance space for events
- A landmark WORTHING sign
- A green wall
- A bespoke children's play area
- Wind mitigation features

At the centre of the gardens will be a new concession kiosk designed to complement and enhance the visitor experience. To find out more, please visit:

<https://www.adur-worthing.gov.uk/montague-place-worthing/>

### **3: The Opportunity**

The kiosk comprises approximately 9m<sup>2</sup> in total and includes:

- Retail facility in a central Worthing location, approximately 5.5m<sup>2</sup> with adjoining storage area, approximately 3.5m<sup>2</sup>
- Planning consent for the kiosk has already been granted

### **4: Preferred Uses**

Bearing in mind that the kiosk is located within a conservation area, WBC is particularly interested in proposals that support the character and purpose of Montague Gardens including;

- Arts and creative activities
- Craft and maker retail
- Tourism and visitor information
- Leisure and recreational services
- Cultural and community-focused enterprises
- Seasonally responsive leisure and retail offers
- Family-friendly activities and attractions

While some refreshments may form part of an offer, proposals focused primarily on food and drink sales are unlikely to be prioritised due to the proximity of established food and beverage businesses within the town centre. Furthermore, some of the planning conditions restrict food preparation and cooking from within the kiosk.

### **5: Operational Requirements and Planning Conditions**

The successful operator will be required to comply with the following planning conditions and operational requirements:

- Trading hours
  - The kiosk may only be open for trade or business between 8.00am and 8.00pm on any day of the week
- Food Preparation
  - No primary cooking shall take place within the kiosk at any time
  - The heating of pre-prepared food items and the sale of pre-packaged snacks may be permitted, provided that no extraction equipment is required

### ***5a: Operational Management Plan***

Prior to occupation of the kiosk, the successful operator shall prepare and submit an Operational Management Plan for approval by the Worthing Borough Council's Commercial Activity Team.

The Operational Management Plan shall include details of:

- Deliveries and servicing arrangements
- Refuse and recycling storage
- Waste collection and disposal arrangements
- Day-to-day operational management (including high-level staffing arrangements)

The kiosk shall thereafter operate in accordance with the approved plan unless otherwise agreed in writing by WBC.

Periodic service review meetings shall be established by WBC with the new kiosk operator so that the Operational Management Plan can be reviewed and any issues raised. WBC is seeking an operator who is prepared to work with it, for the benefit of the community.

### ***5b: Services***

The kiosk is connected to a conventional metered single-phase mains electricity and standard water supply. All services used must be paid directly to the service provider by the kiosk operator. The kiosk is not connected to the waste water supply, see 5c below. There is no broadband connection onsite. It is expected that any kiosk user will bring their own wireless connection.

### ***5c: Wastewater Disposal***

Prior to occupation, the successful operator shall provide details of how wastewater arising from the kiosk operation will be collected, stored and disposed of. Any proposed wastewater arrangements must be capable of securing approval from the Worthing Borough Council, following consultation with Southern Water. The approved wastewater disposal arrangements must be maintained and operated for the lifetime of the kiosk-operator licence.

### **5d: General Requirements**

The successful operator shall:

- Hold appropriate public liability insurance
- Obtain any licences, permits or registrations required for their business activities
- Comply with all health and safety legislation
- Comply with food hygiene requirements where applicable
- Ensure that regular opening times are achieved within the permitted trading hours (at least 4 out of 7 days per week)
- Include weekend opening at peak times, especially during school holiday periods
- Maintain the kiosk and surrounding area in a clean and presentable condition

The kiosk building itself will be owned and maintained by Worthing Borough Council. Full demise particulars will be specified within the Worthing Borough Council licensing documentation.

### **6: Licence Fee**

The successful applicant will be required to enter into a licence agreement with WBC and pay an annual licence fee.

The proposed annual licence fee will be based on the Council's 2026 Seasonal Concession Licence Fee structure and the nature of the approved use. Please note that the Concession Licence Fees are reviewed annually, and may be subject to an increase of c. 5%.

Indicative annual fees are as follows:

<u>Primary Use Category</u>	<u>Annual Licence Fee</u>
Food, Refreshments and Ice Cream Sales	£4,425 per annum
Leisure, Arts and Crafts	£2,880 per annum

- An admin fee of £55.00 will be applied to the issue of a licence at the point of completion.
- A concession licence is personal, and will be issued to an individual operator, not to a business.

Full details of the concession program licence fees can be found here:

<https://www.adur-worthing.gov.uk/land-and-property/seasonal-concessions/apply/#concession-licence-fees>

Applicants should clearly identify the primary use category applicable to their proposal. The Council reserves the right to determine the final licence fee based on the proposed use and business model. The rental fee from the kiosk will be ringfenced to help manage future maintenance and upkeep of the public garden space and the facilities within it.

Applicants should note that the licence fee reflects not only the size of the kiosk but also its prominent location within Montague Gardens, a newly created destination public space at the heart of Worthing town centre, benefiting from significant public investment, high pedestrian footfall and year-round visibility.

Whilst the kiosk comprises approximately 9m<sup>2</sup>, the licence fee reflects the commercial opportunity created by its location within a flagship public realm scheme rather than solely the physical floor area of the unit.

## 7: Assessment Criteria

Expressions of Interest will be assessed against:

- Quality and originality of the proposed use
- Contribution to the visitor experience at Montague Gardens and Worthing Town Centre
- Alignment with the vision and objectives of the space
- Business viability and sustainability
- Community and cultural benefits (how the concession will benefit the community and WBC)
- Ability to commence trading within the required timescale
- Please include any examples of previous experience, where applicable

## 8: Timetable

<u>Stage</u>	<u>Date</u>
Expressions of Interest Open	June 12th
Expressions of Interest Close	June 28th
Evaluation Period	June 29th to July 5th
Applicant Interviews	July 6th to July 10th
Successful Applicant Appointed	Mid-July
Kiosk Handover <i>(subject to completion)</i>	Week Commencing July 20th
Trading Commences	To be agreed

## **9: Applications and Submissions**

WBC welcomes applications from all interested parties with the capability to make a success of the new concession kiosk at Montague Gardens based on the above criteria and conditions. Any costs associated with submission of an expression of interest are not the responsibility of Worthing Borough Council. The site is public and we advise interested parties to visit the site and see the area for themselves.

There is no template, specific form or online application. Expressions of interests must be submitted via email using MS Word or PDF to the Commercial Activity Team at - [regeneration@adur-worthing.gov.uk](mailto:regeneration@adur-worthing.gov.uk).

Hard copies can also be submitted for the attention of Matt Marchant, Commercial Manager, Commercial Activity Team, Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA. All applications and expressions of interest should be made in clear, written English.

Applications must be received by 12:00 noon on 28/06/2026. Late or incomplete expressions of interest will be automatically rejected.

Please send applications including any additional information to the Commercial Activity Team by email to: [regeneration@adur-worthing.gov.uk](mailto:regeneration@adur-worthing.gov.uk).

### **Please note:**

I would like to take this opportunity to offer our sincere thanks for your time in considering this exciting proposal and we look forward to hearing from you very soon.

Kind regards,

*Matt Marchant*

### **Matthew Marchant**

Commercial Manager  
Place & Economy Team

Worthing Borough Council

Tel: 01273 263027

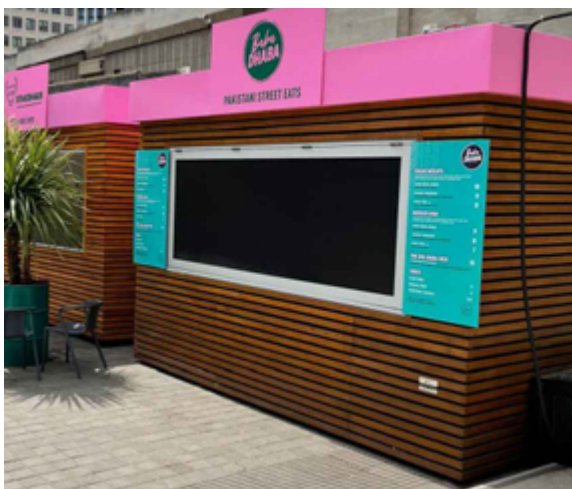
Email: [regeneration@adur-worthing.gov.uk](mailto:regeneration@adur-worthing.gov.uk)

## Appendix One - Artists' Impressions, Kiosk Specs and Scheme Location Map

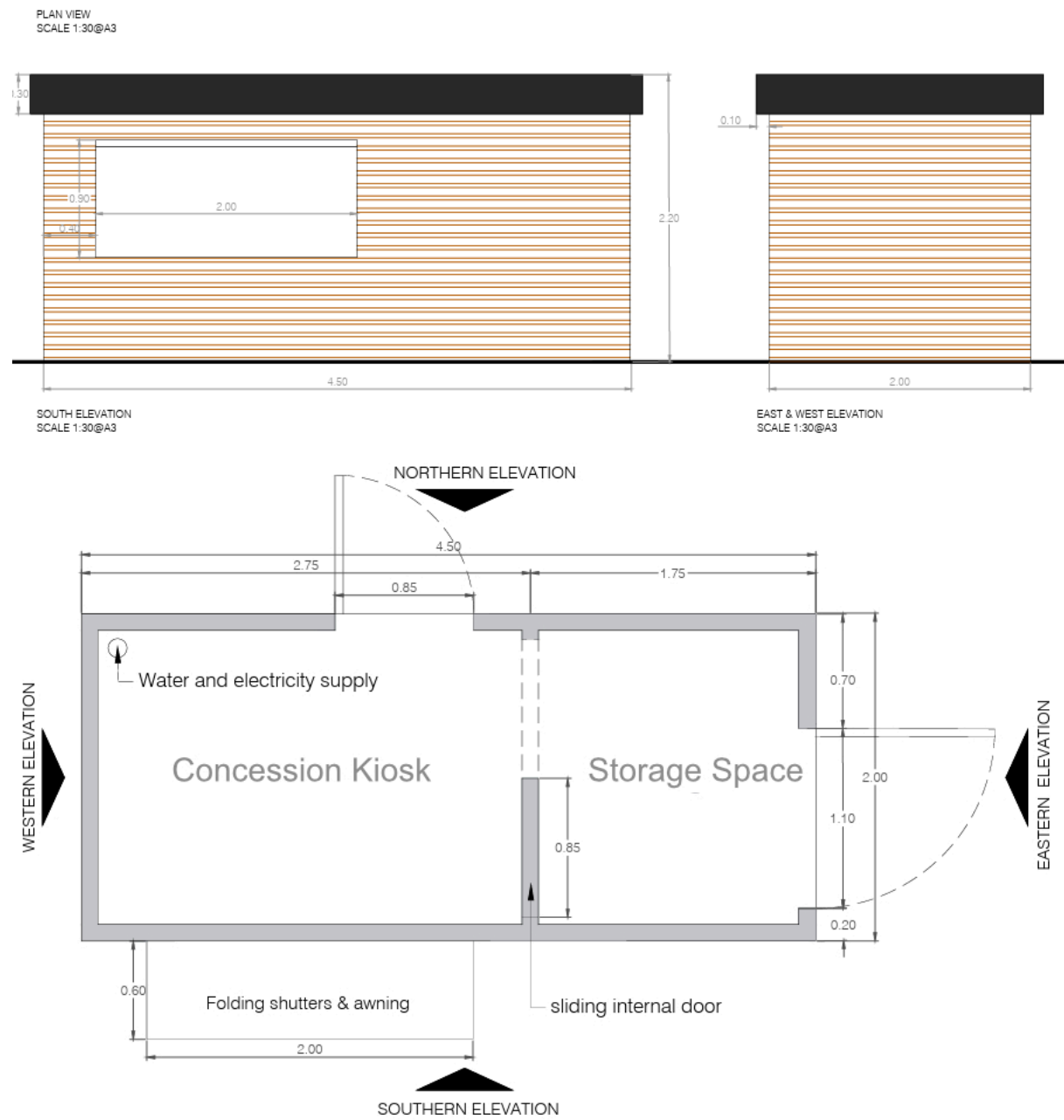
Below shows two artists' impressions of the kiosk in its eventual location.



Example of a similar completed kiosk, clad in wood:



# Diagram and measurements of the planned kiosk:



Map below showing the planned location of the Montague Gardens Kiosk within the Scheme (<https://www.adur-worthing.gov.uk/montague-place-worthing/>)



[End of document]