Pembrokeshire County Council



Concession Application Form

Expression of Interest

This form allows you to express your interest in pursuing a concession at a particular site within Pembrokeshire.

This form will provide Pembrokeshire County Council with key information required in order to consider your application. The Council will consider all applications submitted and determine them on their individual merits.

If the application is successful, the relevant Concession Terms and Conditions will need to be agreed to and met to fulfil the requirements of the contract.

Please complete all sections of this form. Additional supporting information can be provided on separate sheets / as attachments as required. Failure to include all required information may delay consideration of your application.

The completed form and any related documents should be emailed to procurement@pembrokeshire.gov.uk or if you already have a contact, please email the council officer that you may already have been discussing concession opportunities with. The Council will endeavour to reply to your expression of interest within 14 days. If the Council needs clarification of any information you will be contacted and asked to provide this.

1. **Contact Details**

Name: ………………………………………………………………………………………………

Address:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Telephone: ………………………………………………………………………………………………

Email: ………………………………………………………………………………………………

Company Name (if applicable): ………………………………………………………………………………………………

Company Address:

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Company Registration Number: ………………………………………………………………………………………………

1. **Concession Site -** Please provide the full name of the proposed concession site. If you are interested in more than one concession site please provide details of all sites.

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1. **Proposed Business -** Please provide a summary of the proposed business you would like to operate from the concession site/s. You should give an outline of your business, the market in which it would operate, during which hours and how it aims to make money. It should include projected income and outgoings. If you have a business plan you can submit this for this section. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

What financial payment are you proposing to offer the Council for the concession?

 £…………………………………………………………………………………………….

1. **Equipment -** Please provide full details of all equipment to be used (e.g. cooking equipment or generators). Please provide photographs of any vehicle/s or equipment you intend to use to support your application.

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1. **Qualifications / documentation -** Please list details of any relevant / required qualifications or documentation. This could include those you propose to obtain in support of your business proposal or have already obtained. For example, Basic Food Hygiene, Disclosure and Barring Service (DBS), Food Hygiene Inspection Rating, Health and Safety Certificates, Insurance.

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1. **Declaration:** To the best of my/our knowledge and belief the information provided is accurate and honest. Any changes to the information provided must be notified to the Council immediately. Information given which is known to be false or inaccurate could result in any granted concession being terminated. The Council reserves the right to reject any application or to abort the process at any time and / or not to award the concession without giving its reasons or incurring any liability to the affected concessionaire.

Signed: ……………………………………………………………………………………………

Date: ……………………………………………………………………………………………

 All data collected by Pembrokeshire County Council is retained and processed in accordance with the Data Protection Act 2018, as set out in our Fair Processing Notice. To see a copy of our Privacy Notice please see our website <https://www.pembrokeshire.gov.uk>