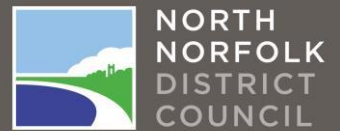


Concession Licence Application Form



Please complete all sections on this form to the best of your knowledge and only submit your form once all sections have been completed.

Applications and supporting documents must be emailed to Estates@north-norfolk.gov.uk

In the subject box of your email, please enter CONCESSION followed by your SURNAME as a reference.

You will receive a confirmation email within 4 working days once you have submitted your application.

If we require additional information, we will contact you within 7 working days. Data Protection:

By completing and submitting this form, you consent to any personal information provided on this form to be held and processed in accordance with our [Data Protection Policy](#) which gives details about how we deal with personal data. If you are unable to access this digitally, contact 01263 513811.

1. Applicant information

Full name:	
Business name:	
Email:	
Address:	
Contact telephone number:	

2. Proposed Business

Please give details of the type of business you wish to operate from the pitch and all activities that will be undertaken, goods that will be sold, and operating hours and days.

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3. Unit and Equipment Type

Provide details of the unit your business will operate from, i.e. van, trailer, trolley, etc

Tick this box If you are attaching supporting images for this section as part of your application:

Do you intend to leave the unit on-site for the duration of the licence period, or will it be removed outside of operational days?

Please note some sites may require the unit to be removed when outside of operating hours.

Yes

No

If you feel it is necessary, please provide further details:

There is no power supply to our pitches, if you intend to use a power source, please give details below, e.g. generator, gas, etc.

Tick this box If you are attaching supporting images for this section as part of your application:

4. Certificates

<p>Please provide details and copies of all the certificates you currently hold for your business, such as Food Hygiene certificates, DBS, Gas safety certificates, etc.</p> <p>If you currently hold relevant certificates, please send these through with your application form.</p> <p>You must provide up to date copies of all relevant certificates before a licence is granted.</p>	
Empty space for certificate details	
Tick this box If you are attaching supporting images for this section as part of your application:	<input type="checkbox"/>

5. Insurance

<p>We require all businesses operating on council land to hold public liability insurance of £10 million for any one claim (minimum).</p>	
Please provide a copy of your insurance documents or tick the box to confirm you will obtain the relevant insurance if successful with your bid.	<input type="checkbox"/>

6. Environmental consideration

<p>Please provide details of any environmentally-focused policies or practice you will put in place if successful with your application, e.g. reducing plastic waste, reducing carbon emissions etc</p>	
Empty space for environmental details	
Please provide a copy of any supoting information. thick this box if you have attachced supporting douments.	<input type="checkbox"/>

7. Further information

Please use the space below to provide any additional information you feel is relevant to your application.	
Tick this box if you are attaching supporting images/documents for this section as part of your application:	<input type="checkbox"/>

8. Criminal offences

Tick the box if you or (to the best of your knowledge) any of your employees have been convicted of any Criminal Offences which are not yet 'spent' under the Rehabilitation of Offenders Act.	<input type="checkbox"/>
Please be aware we may request additional information on this matter at a later date.	

9. Bid

All available pitches are advertised on the council's website .	
By submitting this application, you are in principle agreeing to enter into an agreement with North Norfolk District Council on the terms you outline below.	

Pitch 1 Application details

a. Specify the pitch you wish to apply for in the box below using the site. If you are applying for more than one pitch please supply a separate form for each

Indicate in the boxes below your rental bid for each season for this site.
Licences can be granted for 1, 2, or 3 seasons. All dates will be subject to contract.

1	Licence commencement 9 June 2024 to 31 March 2025	£
2	1 April 2025 to 31 March 2026	£
3	1 April 2026 to 31 March 2027	£

10. Declaration

Please note the council reserves the right to reject offers if the proposed business is not deemed appropriate for the site. Rejection will also be applicable if required information is omitted, the applicant does not hold the required certificates and insurance, or any forms are unsigned/dated, or previous business dealings are deemed unsatisfactory.

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a licence. (A person is to be treated as making a false statement if he/she produces, furnishes, signs, or otherwise makes use of a document that contains a false statement). To do so could result in a fine or prosecution

I confirm I have completed this form using the information I believe to be accurate. Any changes to the above information will be sent to the Council without delay. If my application is successful for one or all my chosen sites, I agree to enter into an agreement with North Norfolk District Council on the terms outlined above.

Name:	
Signature:	
Date:	