



OFFICE USE ONLY:		
Application approved: Y / N	Payment method: CHQ no:	Date:

Ashdown Forest Ice Cream and Mobile Refreshment Concession 01 December 2020 – 30 November 2021

Please send the completed form to:
The Ashdown Forest Centre, Wych Cross, Forest Row, RH18 5JP or email conservators@ashdownforest.org

If you have any enquiries, contact our office on 01342 823583

1. Your details

First name: Last name:

Trading/Company Name:.....

Address:.....

..... Postcode:

Telephone number: Email:.....

Registered Company no.: VAT number:

2. Site / *what3words* location

Kings Standing Car Park / <i>repair.headstone.spud</i>	<input type="text" value="SUM £"/>
Gills Lap Car Park / <i>gestures.slime.poses</i>	<input type="text" value="SUM £"/>
Broadstone Car Park / <i>magnetic.rows.ourselves</i>	<input type="text" value="SUM £"/>
Box Car Park / <i>starts.arrive.breached</i>	<input type="text" value="SUM £"/>
Long Car Park / <i>envisage.compiler.braked</i>	<input type="text" value="SUM £"/>
Millbrook East / <i>specifies.caramel.snacks</i>	<input type="text" value="SUM £"/>

3. Application Details (Please see attached notes)

1. Type of Refreshment unit	Please give details:
2. Type of Refreshment offer	Please give details:
3. Water and Power	Please give details:

4. Required trading conditions	Please give details:
5. Sustainability	Please give details:
6. Waste and litter management	Please give details:

4. Terms and conditions

- I. ICE CREAMS and REFRESHMENTS only shall be sold. No food or alcohol sales will be permitted.
- II. SALES must take place from a mobile van.
- III. THE VEHICLES MUST NOT be placed on the Forest before sunrise and must be removed from the Forest before sunset and may only be parked in the site authorised by the Conservators.
- IV. TABLES, CHAIRS, UMBRELLAS, furniture or chattels of any description, other than a basket or container for the collection of litter, must not be placed upon the Forest. The operator shall be responsible for removing from Ashdown Forest land all litter generated from his or her sales in the immediate vicinity of each vehicle.
- V. A NOTICE SHALL be displayed on the vehicle stating that the Licensee is authorised by the Conservators to sell ice cream and/or refreshments on the Forest.
- VI. THE LICENSEE SHALL be responsible for collecting all litter from ice creams and/or refreshments left by the public and of placing it in the said basket or container and shall be responsible for keeping the site clean and tidy.
- VII. CHIMES, BELLS or similar devices for attracting public attention may not be sounded. No music is to be played.
- VIII. IT WILL BE necessary for the operator or any employees to be adequately trained in food hygiene and to comply with food safety and health and safety legislation.
- IX. PRICES OF GOODS on sale to be displayed in a prominent position. No on-site advertising, other than on the vehicle itself, shall be permitted unless authorised by Conservators.
- X. THIS AGREEMENT MUST NOT be assigned or sub-let in whole or in part without the prior consent in writing of the Conservators.
- XI. THE OPERATOR SHALL provide full details, including the registration numbers of all vehicles selling ice creams and/or refreshments under the terms of this licence.
- XII. THE LICENSEE SHALL NOT do any act or thing which in the opinion of the Conservators shall be deemed to be a nuisance to the Conservators, their Clerk, Rangers or servants, the Commoners or members of the public using the said Forest.
- XIII. The Conservators shall be entitled to rescind the licence for breach of the above conditions.

5. Confirmation

I confirm my agreement to the above conditions:

I enclose a copy of the current public liability insurance – minimum cover of £5 million (please tick)

I acknowledge that the information listed in this application is accurate and does not constitute a contract, nor does it confer permission to sell refreshments (please tick)

Signed:.....

Date:.....

6. Notes for Applicants

1 Type of refreshment unit

Applicants are asked to provide information on the existing or proposed format and size of retail unit – e.g. whether it is a self-propelled van or trailer and include, where possible, dimensions.

Applicants should provide details of the type of vehicle engine. Clean air/solar power and other zero-emissions vehicles will be considered more favourably than diesel generated engines.

Applicants should familiarise themselves with the access and layout of the car parks and the precise location granted to the mobile stall as approved by the Conservators.

2 Type of refreshment offer

Applicants are asked to give details of the range of refreshments that would be on offer. These include:

- Ice creams
- Hot and cold drinks

3 Water and power

External mains power / water supplies are not available on the sites. It is therefore a requirement that any trading unit operating from a Forest car park will have to be fully self-contained and if needed have its own water storage supply, heat and power sources.

Applicants are asked to provide information on how their unit is / would be powered, whether an electrical generator would be required and how noise of this equipment would be controlled.

If hot drinks are part of the offering, applicants should explain how these would be prepared, including whether gas heaters are used.

4 Expected times and days of operation

Applicants should give an indication of the times and days that they would plan to operate from the site. Consideration should be given both to seasonal visitors and regular local users of the site.

5 Required trading conditions

New applicants should provide an indication of what level of footfall and transactions they expect to make it economically viable for them to operate on the site. Data from the 2016 Visitor Survey is attached in Appendix 1 to assist with planning.

All food businesses must comply with Food Safety Requirements according to The Food Hygiene (England) Regulations 2006.

The concession will be given only to an operator who is registered with an appropriate authority as a food business. Please therefore supply the following:

- a. the date of such registration
- b. the local authority

It is the responsibility of the operator to ensure that they and any employees are adequately trained in food hygiene and to comply with food safety and health and safety legislation.

6 Sustainability

Applicants are asked to provide information on the environmental sustainability of their operation. Applicant should include information on:

- use of sustainable/compostable containers – plastic, waxed paper, starch or paper
- offers for customers with reusable cups
- waste minimisation

7 Waste and litter management

The unit operator will be expected to manage and control litter and waste from their trading activity to stop it from adversely affecting the Forest. Applicants should indicate what waste collection, handling and disposal they would undertake.

8 Fee offered for pitch

Applicants should clearly indicate the level of fee they would offer for the licence to operate their refreshment stand for the 12 months commencing 01 December 2020. Fees will be payable in advance and will be subject to standard rate VAT.

APPENDICES

Appendix One

Ashdown Forest Visitor Survey 2016

Link:

<https://www.tandridge.gov.uk/Portals/0/Documents/Planning%20and%20building/Planning%20strategies%20and%20policies/Local%20plan/Local%20plan%202033/Examination%20library/SSHA/SSHA14-Ashdown-Forest-Visitor-Survey-2016.pdf>

Appendix Two

Ashdown Forest Bye-laws



Final Byelaws for
Ashdown Forest .pd

Appendix Three

Ashdown Forest Map



Ashdown Forest
Map .pdf