



# SAFFRON WALDEN TOWN COUNCIL

## Seasonal Concession Licences

| Version | Date Adopted Policy | Minute Reference | Review Date   |
|---------|---------------------|------------------|---------------|
| 1       | December 2021       | A & S 128-21     | December 2022 |

## Purpose of this policy

To formalise and record the use of Town Council owned, managed or leased public open space for the commercial use of concessional licences.

### How to apply for a Seasonal Concession Licence

For season licences, all pitches available for a licence will be marketed in February, prior to the start of the season. Current licence holders and those who have requested to receive marketing updates about concessions will be emailed the relevant details once they are released.

Whilst we aim for all pitches to be licensed by the start of the season, it will be at the Councils' discretion to accept and award late applications throughout the year for any vacant pitches.

If you wish to apply for a concession, please email [bookings@saffronwalden.gov.uk](mailto:bookings@saffronwalden.gov.uk). Please note that we can only accept email applications during the active marketing period, which is ordinarily February of each year. At all other times, any email received will be held over to the next available season marketing period.

The Council may suspend or vary operation of the concession subject to the licence on 24 hours' notice or immediately in the event of an emergency (such as, if repair works to the Council's land, or the adjoining lands are to be carried out), or if a public event is to take place.

Successful applicants will only be permitted to trade in the agreed concession area as allocated to them; trading will not be allowed outside of the defined agreed area. In the event of a 3<sup>rd</sup> party licenced activity taking place, every effort will be made to maintain the integrity of the allocated concession area (ie: we will endeavour to ensure that the event area does not include the space allocated for the concession).

Please note this concession covers all of the public open space owned, managed or leased by Saffron Walden Town Council but it specifically excludes any trading on Saffron Walden market. Details of the market operation and T & C are available upon request.

There is a limit of 3 concession stalls / pitches in any one location at any one time.

## Concession licence fees

Full payment for the agreed concession period and any legal costs incurred in preparation of the licence, along with an administration fee of £55.00 is required in advance of the start date by the applicant, unless an instalment plan has been agreed.

Please note:

Peak Season will be considered as: May, June, July and August

Off peak: the rest of the year

## For all pitches:

The Council reserves the right to charge an enhanced fee for premium pitches, categorised by being adjacent to high footfall, attractions. This definition is for determination by Saffron Walden Town Council whose decision will be final.

VAT is charged where applicable.

A deposit of £50.00 is payable upon collection of an access key, where required. This is refundable when the key is returned.

## Seasonal concessions FAQs

### What is a seasonal concession?

This is a temporary time limited consent to trade from land owned, managed or rented by Saffron Walden Town Council, where no Council building is rented for exclusive use or significant occupation takes place.

Examples of seasonal concessions include ice cream vans or carts, Craft or art stalls and food vendors. A seasonal concession licence is not a permanent lease and only applies for the time the personal licence is issued for and with the person named in the licence.

The Town Clerk or their representative's decision on the awarding of any concession is absolute and non-negotiable.

### Can I sell alcohol under a seasonal concession licence?

A seasonal concession licence does not permit you to sell or serve alcohol at any time. If you wish to offer alcohol you will need The Town Council's express permission and you will also need to apply for an additional licence through Uttlesford DC Licensing Unit. If you only want to sell alcohol occasionally you can apply for a Temporary Event Notice (TEN). For regular alcohol sales you will need to apply for a Personal or Premises Licence. To find out more please see:

[Licensing Act 2003](#)

### Is electricity available at each concession pitch?

A few of the pitches have access to electricity & water points, which can be used by the allocated concession (recharges will apply for using this facility). Where an electricity point is not available, alternative means of power including solar and battery power should be considered in the first instance.

The Council has recently begun a review of generator usage with a view to encouraging alternative power sources and lowering the potential impact of generator use on the environment.

### How do I access my allocated pitch if there is a gate or barrier?

Where access through a gate, barrier or bollard is required to travel to your allocated pitch, you will be loaned an access key. This will be for your use only and a refundable deposit is required. You will also need to sign an agreement confirming you take responsibility for ensuring that other than when you need to

obtain access to your pitch, the access point will remain locked at all times, to prevent any unauthorised access.

### How do concession operators manage their waste?

All concession operators must hold a valid “Duty of Care Waste Transfer Note” which must be produced and remain in force for the period of the concession. This not only confirms that their general and recyclable waste is being managed correctly and not disposed of within residential waste. We encourage our licensees to recycle as much waste as possible, provide recycling points for their customers and only use recyclable or biodegradable products.

### Can I promote my business rather than be a licensed concession?

We welcome applications from businesses wishing to promote their products and services, this can be applied for separately from [bookings@saffronwalden.gov.uk](mailto:bookings@saffronwalden.gov.uk)

Please note that at present we have limited pitches available for promotional stands.

### Conditions of licence

All concession operators are required to submit copies of their:

Public liability insurance, to cover a minimum of £5 million

Business risk assessment

Duty of Care Waste Transfer Note valid for the entire duration of concession period (waste carrier notes are not acceptable)

COVID-19 safety management plan (whilst the pandemic continues)

Power source used for the concession unit (battery, gas, solar, diesel / petrol generator)

Note: generators will only be permitted in exceptional circumstances, where no other means of power are available. Alternative means of power including solar and battery power should be considered in the first instance. If diesel or petrol generators are to be used, the noise from these must not exceed 50dB LAeq at the nearest boundary to noise sensitive premises. A drip tray must be in use at all times and a spill kit must be kept alongside the generator in view and available for any emergency use. No refuelling should take place on the grass or tarmac areas.

**In addition to these documents, all food and drink providers are also required to provide copies of the following:**

Food business registration

Food Hygiene Rating

Any relevant hygiene/food training certificates and qualifications

Gas/electrical safety certificates (where applicable)

Must abide and comply with all relevant UK allergy laws