

Amport PC - Food Vans in Amport – requirements as at November 2023

Background

Amport and its wider community is fortunate to have a village amenity of considerable local beauty, namely The Green (the site). Amport Parish Council (the Council) is charged with the responsibility of authorising use of the site by food vans visiting the village on an evening by arrangement, on a monthly rota, as agreed in advance by the Council (the arrangement). This document sets out the eligibility for any food van vendor applying to visit the site by this arrangement, the conditions that apply, and the requirements of the community at the site. It also sets out the obligations of the Council with regard to such visits by food van vendors, but this document shall not apply to visits in conjunction with other special events such as the village fete. Such other special events will be co-ordinated by the organisers of that event.

Eligibility for any Food Van to visit the site

- (1) Any vendor seeking to serve the community by this arrangement
 - a) is required to provide information required by the Council, and to be approved in writing or email by the Council. Prior to such approval no vendor is licensed to sell food at the site; and
 - b) is required to offer to attend the site on three or more occasions in any twelve-month period, and to offer at least one choice of food for sale; no more than one food van is permitted at one time;
 - c) will need to demonstrate a commitment to serving the community, including adhering to a strict policy of treating all customers and residents with courtesy, and having a clear complaints procedure;
 - d) is required to carry sufficient public liability insurance and to provide evidence of such cover to the Council;
- (2) The Council has sole responsibility for the selection of vendors; in the event of competition for slots, preference will be given in the first instance by the Council to any vendor with previous links to the local community;
- (3) The Council will not charge the vendor under this arrangement, subject to the conditions set out below;
- (4) The vendor is responsible for advertising to the public any planned visit to the site;
- (5) The Council's policy is to have a variety of good quality and value food offerings throughout the year.

Amport Parish Council (the Council)

- (1) The Council is the representative of the Parish of Amport and encourages all members of the community to communicate with the Council (via the website) on their ideas on the choice of food vans. The choice of food vans to be invited to the Green shall lie with the Council;
- (2) The Council is responsible for arranging visits by different food vans on the basis that there should be one visit by a food van to the Parish per month. No vendor should be invited to attend in two consecutive months, and each visiting vendor's arrangements shall be reviewed by the Council twelve months after its first visit. The Council has authority to renew vary or cancel the previous arrangements;
- (3) Cllr Sally Baker (or such substitute as shall be identified on the Amport Parish Council website) is the contact person on the Council for the arranging of the details for visits by food van vendors, and shall be responsible for having a rota of vendors and for reviews and any other arrangements for an initial annual period of 12 months;
- (4) Any permissions to visit the site are considered on an individual basis with agreed dates and timings. All permission for regular users will be reviewed regularly and will not be agreed in perpetuity;
- (5) In the event of any complaint on the operation of these arrangements, the complainant shall put that case in writing to the Chairperson of Amport Parish Council who shall address the complaint fairly or delegate responsibility for the complaint to another member of the Council with no involvement in the subject-matter of the complaint.

Obligations of each appointed Food Van Vendor (conditions)

- (1) Once appointed, the vendor will communicate with Cllr Baker 48 hours in advance of the scheduled visit to confirm the arrangements; cancellation by the vendor is only permitted in the event of exceptionally bad weather;
- (2) The vendor is responsible for ensuring that visitors to the food van park their vehicles responsibly and with respect with regard to the rights of access for the local community, and shall ensure that no visitors park on The Green;
- (3) The vendor is responsible for the removal of litter left by customers so that the site is in the same condition as on arrival; in the event that the bin on the green is left full with rubbish, the Council will charge the vendor a fee of £50 for the removal of litter.

DECLARATION BY VENDOR:

I have read and understand my obligations in respect of the above-mentioned rules. I request permission to use The Green for the following occasions:

EVENT:.....
.....

DATE
.....

TIMINGS:.....

NUMBERS ATTENDING (APPROX):.....

ELECTRICITY REQUIRED: YES/NO
If you are given a key or electricity is given to you the key must be returned – please give timing of when it is needed.

NAME/CONTACT ADDRESS/TEL NO:
.....
.....
...
.....
.....

SIGNATURE:.....
.....

FOR PARISH COUNCIL USE:

APPROVED/NOT APPROVED

Additional Conditions: