

Invitation for Expressions of Interest (EOI)

Mobile Vendor Pilot Scheme

1. Introduction

Thornbury Town Council invites Expressions of Interest (EOI) from suitably qualified and experienced mobile vendors to participate in a pilot scheme for trading on Council-owned land.

This pilot scheme is designed to assess the feasibility of introducing a formal Mobile Vendor Licensing Policy and will generate evidence relating to operational, legal, safety, and community considerations.

2. Background and Purpose

The Council is seeking to trial a controlled and proportionate mobile vending offer at **Mundy Playing Fields**, selected due to its high footfall, accessibility, and suitability for managed operations.

The pilot will run for approximately **six months (June to October 2026)** to capture a representative range of operating conditions.

The objectives of the pilot are to:

- Assess operational, legal, and safety considerations
- Evaluate impacts on local communities, businesses, and public spaces
- Identify appropriate licensing conditions, fees, and enforcement approaches
- Gather stakeholder feedback

3. Scope of Opportunity

The Council is inviting EOIs from vendors able to provide:

- Refreshments, including drinks and light pre-prepared snacks
- A safe, compliant, and self-contained mobile trading operation

To ensure effective management of the pilot:

- Provision will ideally be limited to one vendor
- Priority will be given to operators offering consistent and reliable service

4. Operating Parameters

Successful applicants will be required to operate in accordance with defined conditions, including:

Location and Pitch Allocation

- Operation from designated area within Mundy Playing Fields
- Strict adherence to allocated space and layout requirements
- Compliance with safety, access, and pedestrian flow considerations

Days and Hours of Operation

- Initial operation: weekends only during school term time

- Extended operation: up to 7 days per week during school summer holidays
- Trading hours: 8:30 – 17:00
- Set-up weekends: 08:00 – 08:30 (due to Park Run) | Breakdown: 17:00 – 18:00

Summer holiday trading hours will be confirmed during the pilot. The weekend hours outlined above are indicative of the anticipated operating arrangements.

Utilities and Facilities

- No utilities are provided on site
- Vendors must be fully self-sufficient and compliant with safety standards

Waste Management

- Vendors responsible for all waste management and site cleanliness
- Provision of customer waste facilities required

5. Monitoring and Data Requirements

Vendors must support evaluation of the pilot by collecting and sharing operational data, including:

- Customer volumes and peak trading times
- Sales trends (where appropriate)
- Complaints and incidents
- Operational challenges

6. Application Requirements (EOI Submission)

Applicants must submit sufficient information to demonstrate capability, compliance, and suitability. As a minimum, submissions must include:

Business Information

- Business name, registration details, and contact information
- Named operator(s)

Operational Proposal

- Description of goods/services
- Images or details of the mobile unit
- Product/menu and pricelist outline

Compliance Documentation

- Public Liability Insurance (£5 million minimum)
- Food hygiene rating and registration
- Risk assessments
- Relevant safety certifications (gas/electrical where applicable)

Licensing and Declarations

- Valid Street Trading Licence
- Disclosure of any enforcement history

Sustainability and Conduct

- Waste management approach

- Environmental considerations
- Equality and conduct commitments

Applicants will also be required to formally declare compliance with relevant legislation, including the Food Safety Act 1990, Health and Safety at Work etc. Act 1974, and Equality Act 2010.

Financial Offer

As part of the Expression of Interest submission, applicants are required to propose a financial offer for the use of the allocated pitch for the duration of the pilot scheme.

The Council anticipates that offers will fall within a reasonable commercial range for this type of opportunity. Where provided, any indicative fee range is intended as guidance only and does not constitute a fixed or minimum charge unless explicitly stated.

Applicants should clearly set out:

- The proposed fee (e.g. weekly or monthly amount)
- The basis of the offer (e.g. fixed fee, turnover-related, or other model if applicable)
- Any assumptions underpinning the offer

All financial offers will be evaluated alongside qualitative criteria, including compliance with regulatory requirements, operational capability, quality of the proposed offer, and overall suitability for the site and community.

The Council reserves the right to set a minimum acceptable fee and to reject offers that are considered unsustainable, unrealistic, or not reflective of the opportunity. The highest financial offer will not automatically be accepted.

Applicants should ensure that any financial offer submitted is deliverable and sustainable for the full duration of the pilot scheme.

7. Evaluation Process

Applications will be assessed using a balanced evaluation approach, taking into account both qualitative and financial criteria.

The evaluation will consider the following:

- **Product offering and quality** – suitability, range, and value for money
- **Compliance and regulatory standards** – including food safety, licensing, and insurance
- **Operational capability and reliability** – ability to deliver consistent service within the agreed parameters
- **Sustainability and environmental practices** – waste management and environmental impact
- **Fit with site and community** – appropriateness of the offer and alignment with the setting
- **Financial offer** - the proposed fee will be assessed on the basis of value to the Council, and whether it is proportionate, realistic, and sustainable in the context of the proposed operation.

The financial offer will be considered alongside the qualitative criteria above. The highest financial offer will not automatically be accepted.

The Council reserves the right to seek clarification on any aspect of an application as part of the evaluation process.

8. Procurement Timeline

- EOI publication: 30th April 2026
- Submission deadline: Midnight Thursday 21st May 2026 (3 weeks)
- Evaluation period: Up to 2 weeks
- Appointment and mobilisation: During the first two weeks in June 2026

9. Submission Details

Expressions of Interest must be submitted by:

Midnight Thursday 21st May 2026

Submissions should be sent to:

info@thornburytowncouncil.gov.uk

Late or incomplete submissions may not be considered.

10. Further Information

The Council reserves the right to:

- Request clarification or additional information
- Reject any or all applications
- Amend or withdraw the opportunity at any stage

Participation in this EOI process does not guarantee appointment.

Any future licensing arrangements will be subject to a separate process.