

**SUNDERLAND CITY COUNCIL  
OFFER TO LET  
ICE CREAM & COFFEE CART CONCESSIONS  
SUMMER SEASON 2025**

Offers are invited for the Summer Season 2025 Ice Cream and Coffee Cart Concessions.

The locations available are detailed below.

**1<sup>st</sup> April 2025 to 30<sup>th</sup> September 2025.**

**Ice Cream Concessions.**

1. Roker Park – Play Area.
2. Mowbray Park – Play Area.
3. Mowbray Park - Memorial.
4. Thompson Park - Play Area.
5. Hetton Lyons Country Park.
6. Herrington Country Park - Play Area
7. Herrington Country Park - Model Boating Lake
8. Hetton Park – Play Area.

**Coffee Cart Concession**

1. Herrington Country Park - Model Boating Lake

**The locations are shown by the red dots on the attached plans.**

## **ADDITIONAL INFORMATION**

The Council's policy is to ensure a wide range of services are available to the public and offers will therefore be considered in relation to the quality of the unit together with the financial bid. With regards to the coffee cart concession this is to be for the sale of hot and cold drinks and associated light refreshments. It should be noted that the sale of hot food and ice cream will not be permitted.

The City Council reserves the right to issue additional trading concessions in respect of any special events. Also, the trader may be asked to move from the site when these events are held on the site. In situations like this, attempts will be made to relocate the trader although this may not always be possible and may incur costs. Please note during these events the trader may not be the only ice cream van or coffee cart on site.

All sites except Thompson Park, Hetton Lyons Country Park and Herrington Country Park must have a street traders consent licence, which must be applied for, from the Council's Licensing Section by email [licensing@sunderland.gov.uk](mailto:licensing@sunderland.gov.uk) or by calling 0191 520 5550. Alternatively use the following link to the application form <https://www.gov.uk/apply-for-a-licence/street-trading-licence/sunderland/apply-1>

**The Council does not guarantee that the trader/caterer will be the sole licensee in any particular area.**

Whilst every effort has been taken to ensure the accuracy of the information contained in these particulars, no guarantee of accuracy is offered by the Council. The Council does not bind itself to accept the highest or any offer received and can choose to leave the site empty if no satisfactory bids are received. The Council will accept no responsibility for any expenditure incurred by any interested party in relation to the submission of any offer, whether successful or not.

If you wish to be considered for trading rights in any of the locations you should read the terms of licence carefully and complete and return the tender form in the tender envelope, no indication of the bidder should be given. Should you be successful a licence will be issued prior to you commencing trading and all fees are to be paid before the commencement of the Licence Period.

Please note that the sites in Herrington Country Park are tendered separately.

**Tender Forms are to be returned by 12 noon. Friday 28<sup>th</sup> February 2025.**

**Tender Forms to be returned to Sunderland City Council, Economy & Place, City Hall, Plater Way, Sunderland, SR1 3AA**

**DO NOT RETURN TENDER FORMS BY EMAIL, AS THEY WILL NOT BE CONSIDERED.**

For further information contact: David McGregor: telephone Mobile: 07880 465720  
or email [david.mcgregor@sunderland.gov.uk](mailto:david.mcgregor@sunderland.gov.uk)

## DRAFT TRADING PITCHES TERMS OF LICENCE

**(Please read carefully)**

### **Subject to Contract Without Prejudice**

1. Licence Term: A period commencing on 1<sup>st</sup> April 2025 and including 30<sup>th</sup> September 2025, the Licence Term may be terminated by either party at any time.
2. Licence Fee: The fee to be confirmed by way of tender, exclusive of all outgoings, and will be payable before the commencement of the Licence Period.
3. Alteration: No alterations or additions to any land or structures may be made without prior written consent of the Assistant Director of Business and Property Services
4. Use: No Licensee may make a material change in the class of goods sold without the prior written consent of the Assistant Director of Business and Property Services
5. Pricing Each Licensee will be required to specify the maximum price including VAT, to be charged for each item sold and this will then form part of the licence and will be binding on the trader.
6. Losses: The Council will accept no responsibility for loss or damage to goods or stock or loss of trade resulting from any cause whatsoever. For the avoidance of doubt the Council will not refund any of the site fees if adverse weather affects trade.
7. Servicing: Servicing of trading units must be carried out with due regard to public safety and any bye-laws currently in force.
8. Security: No overnight storage or security is provided by the Council, vehicles left at owners own risk. The van should be removed each day.
9. Regulations: Each licensee is to comply with statutory requirements applicable to their trade and any relevant byelaws relating thereto.

10. Refuse:
- i. Licensees must provide their own refuse receptacles and ensure a litter pick is carried out in the surrounding area. Licensee will be responsible for disposal of all refuse. Any issues with refuse from this stall can lead to the termination of this agreement.
  - ii. Single use plastic spoons should not be used.
11. Location: Concessions adjacent to public highways must be located so as not to interfere with pedestrian flow.
12. Relocation: The Council retain the right to relocate the van or refuse entry for events taking place in any park or for reasons beyond the Council's Control. The Council does not guarantee that you will be the sole trader/caterer on site at all times.
13. Stall/Vehicle: Only 1 unit per site not to exceed 20 x 8ft, unless agreed otherwise by the Council.
14. Costs: The Licensee will enter into a formal licence and pay legal fee of £500.
15. Permits: Licensees will, where appropriate be required to obtain a Street Vendors Permit, Applications should be made to the Council's Licensing Section.
16. Nuisance: The playing of music from stalls/vehicles is strictly prohibited.
17. Expiry: All sites must be vacated by 17.00hrs on the last date specified in the licence.
18. Public Health: No licensee will be allowed to commence trading without the appropriate letter of consent.
19. Power/Water: Access to water is not available on most sites and we recommend you have your own facilities.
- Mains power is not available and where necessary if a generator is to be brought on site this should be silent and diesel operated only.

## 2025 SEASONAL TRADING RIGHTS

I wish to be considered for the locations indicated below (please indicate by writing your tender offer in the appropriate box): -

Ice Cream Concessions		
	Location	Tender Offer:
1.	Roker Park - Play Area.	£
2.	Mowbray Park – Play Area.	£
3.	Mowbray Park Memorial.	£
4.	Thompson Park – Play Area.	£
5.	Hetton Lyons Country Park - Play Area.	£
6.	Herrington Country Park - Play Area.	£
7.	Herrington Country Park - Model Boating Lake	£
8.	Hetton Park – Play Area	£

Coffee Cart Concession		
	Location	Tender Offer:
1.	Herrington Country Park - Model Boating Lake	£

Please give details of your stall/vehicle including size, photographs and your pricing policy.

(BLOCK CAPITALS)

Full Name.....

Address.....

Tel no: .....Email: .....

Anyone failing to provide all information requested will not be considered for a licence.

Signed..... Dated.....

**Tender Forms to be returned by 12 noon Friday 28<sup>th</sup> February 2025.**

**Tender Forms to be returned to Sunderland City Council, Finance, City Hall, Plater Way, Sunderland, SR1 3AA.**

**DO NOT RETURN TENDER FORMS BY EMAIL, AS THEY WILL NOT BE CONSIDERED.**

**Tender envelopes should not give any identification of the bidder.**

**PLEASE USE LABELS BELOW.**

**LABELS**



Sunderland City Council  
Finance  
City Hall  
Plater Way  
Sunderland  
SR1 3AA

Stick on the front of envelope.

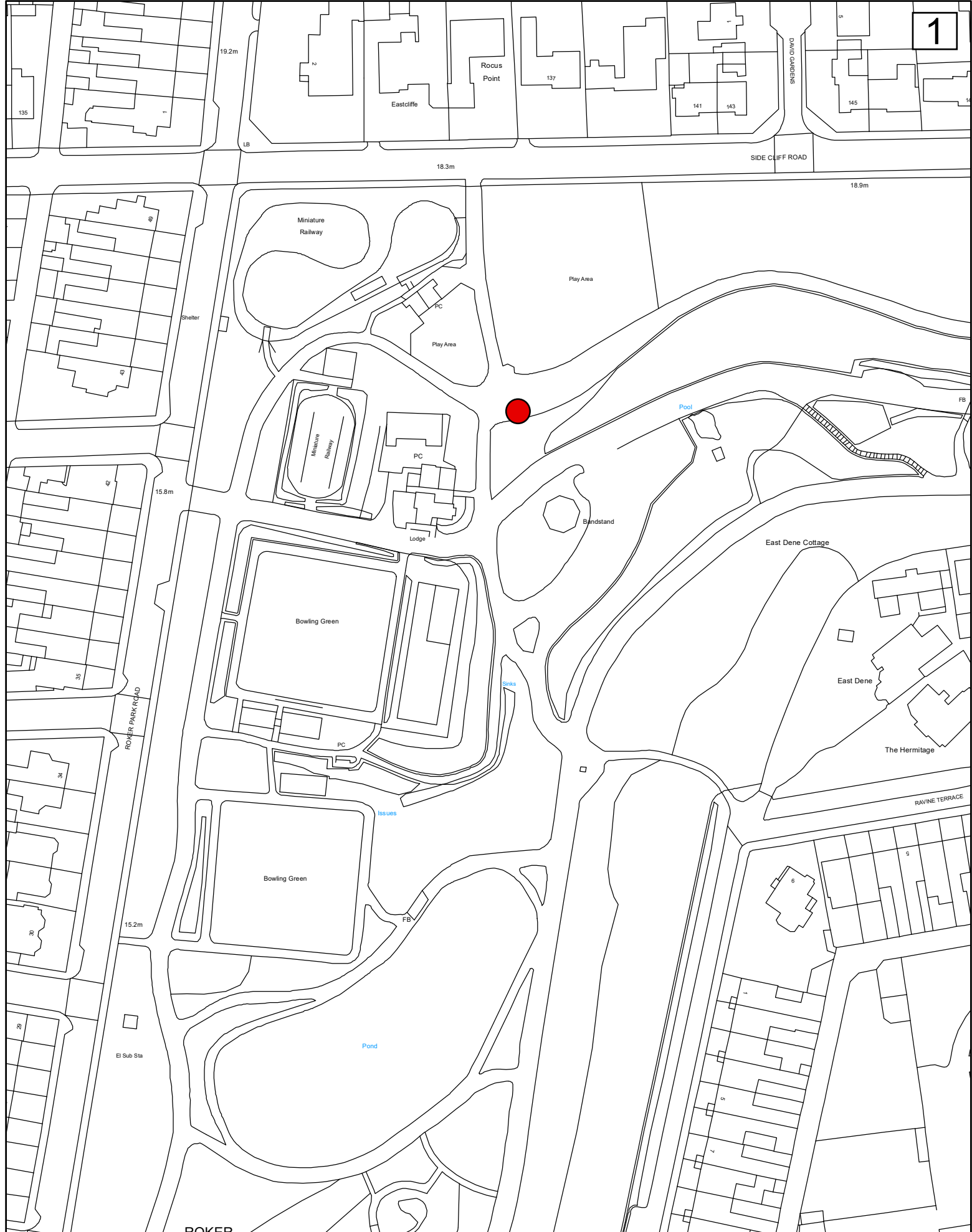


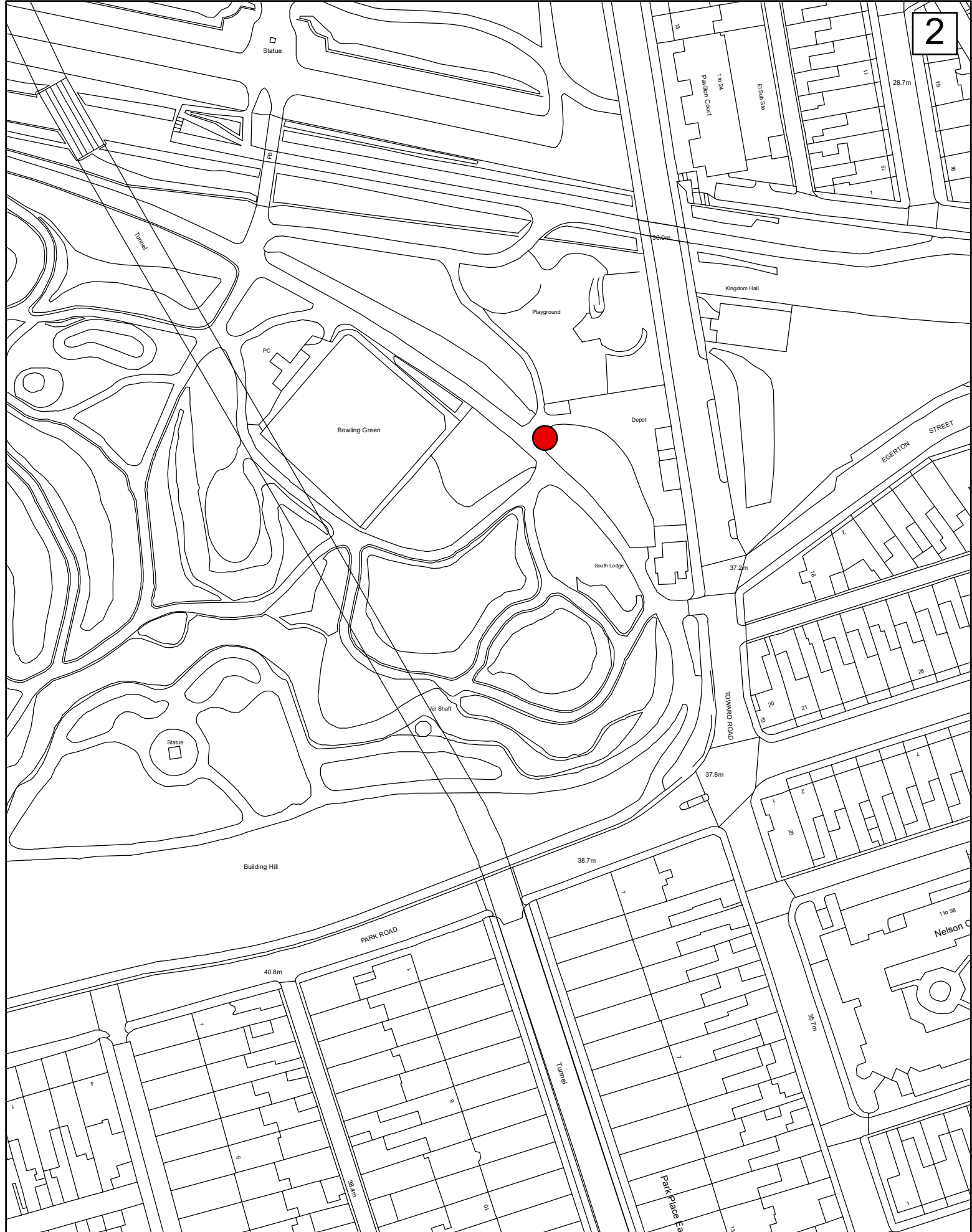
**TENDER—SUMMER SEASON  
CATERING CONCESSIONS 2025**

**TO BE SUBMITTED BY:  
12 NOON - FRIDAY 28<sup>th</sup> February 2025**

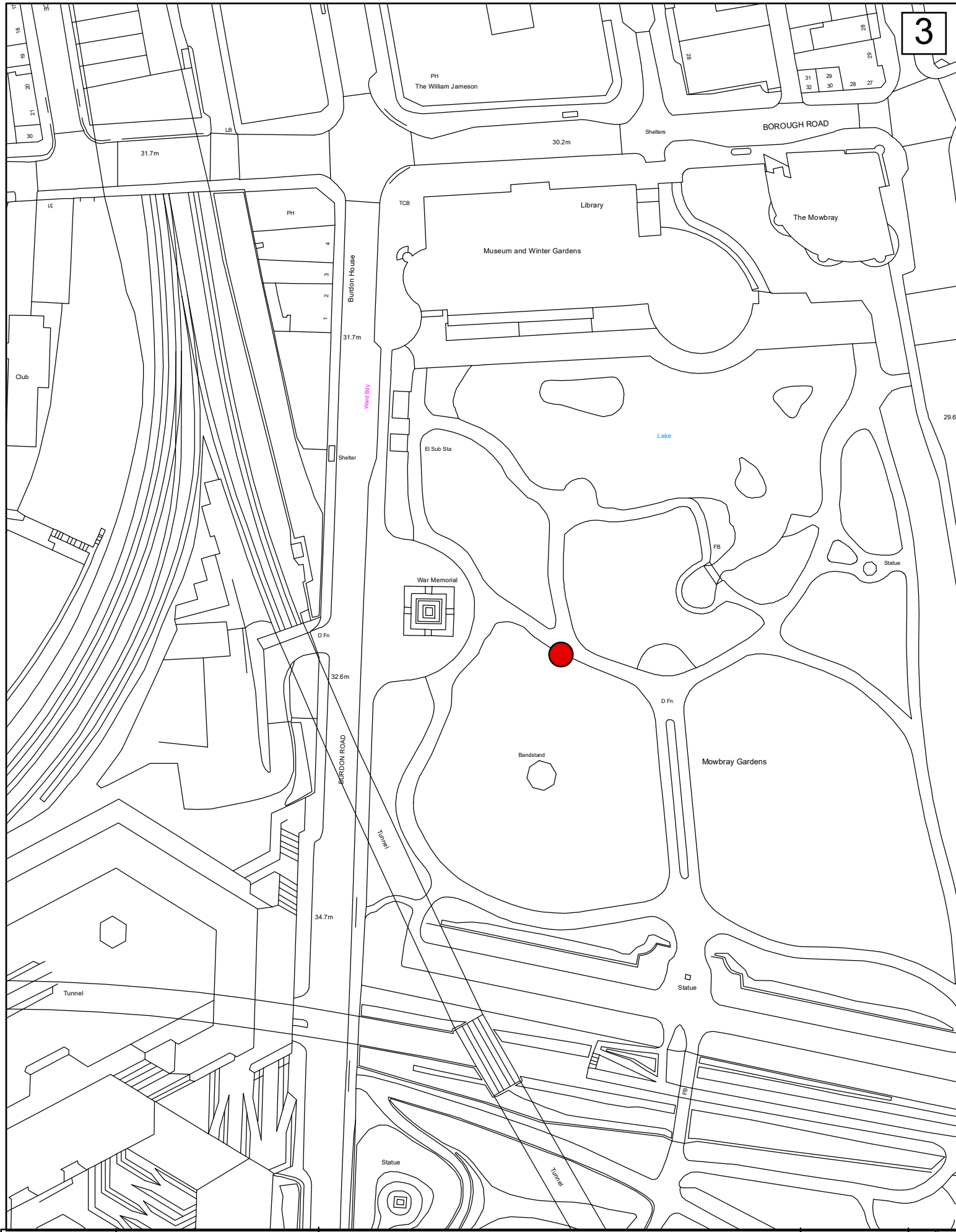
**(Not to be opened until after the close of the  
Tender Period on Friday 28<sup>th</sup> February 2025)**

Stick label on the top left hand corner of your envelope.









Wearmouth Colliery Welfare Sports and Social Club  
(Sports Facility)

41.1m  
Shelters

Day  
Nursery

41.5m

43.6m

CARLEY HILL ROAD

Bryony Park  
(Nursing Home)

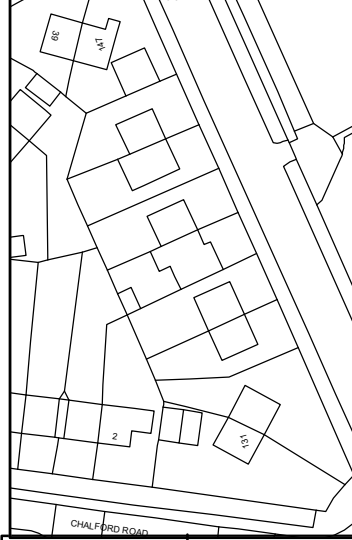
41.8m  
Shelters

Margaret Thompson  
Park

Play Area

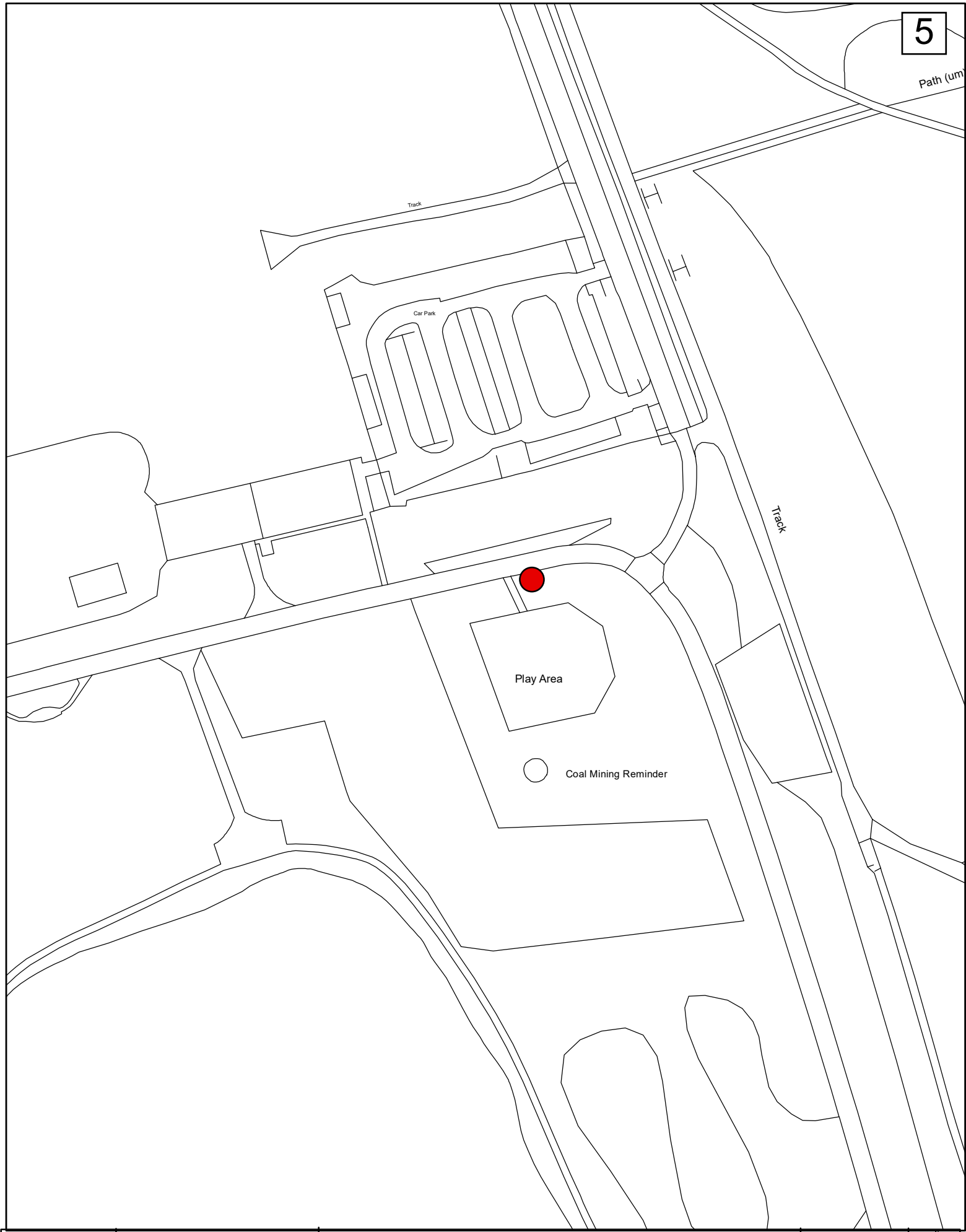
Sports Court

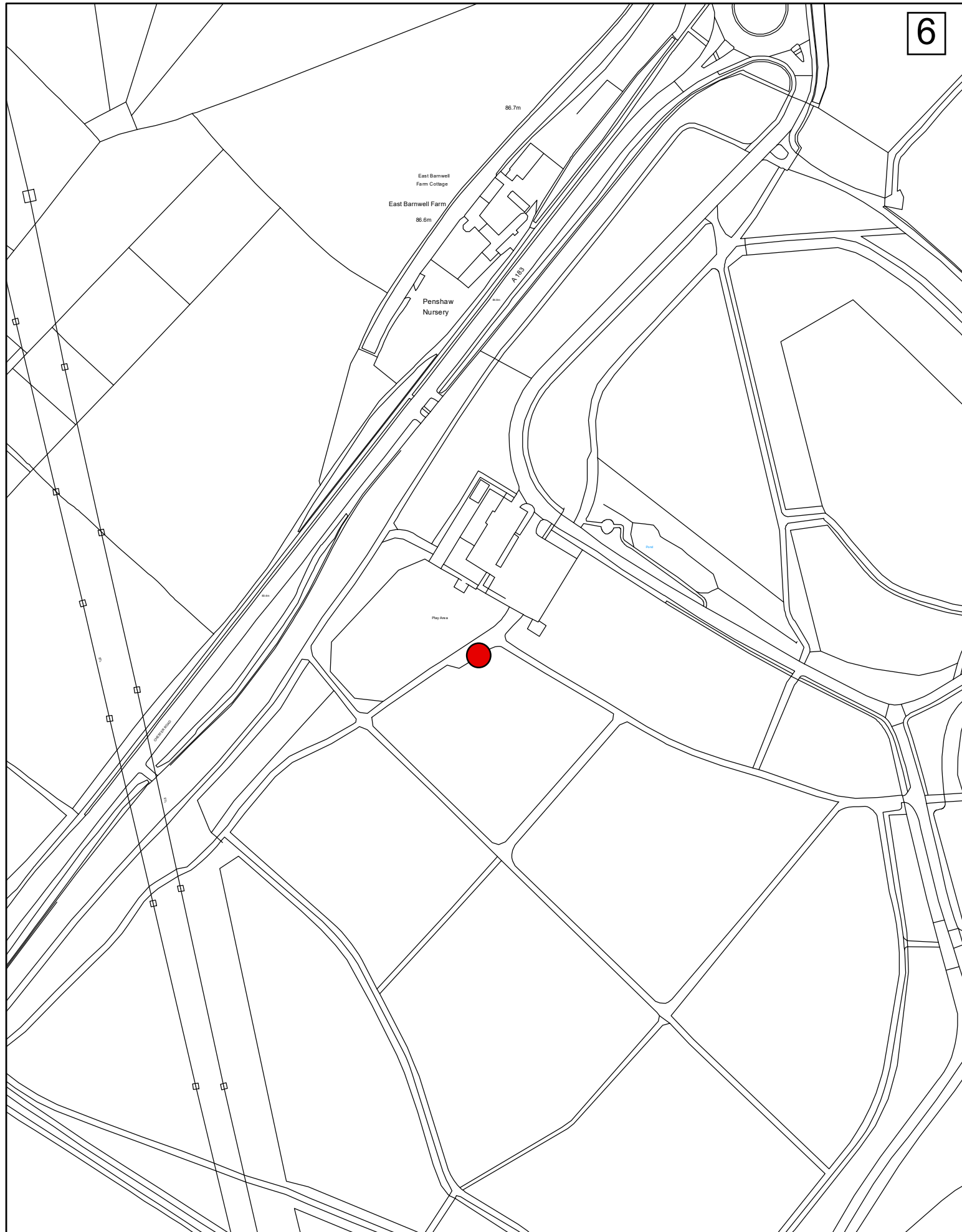
43.3m

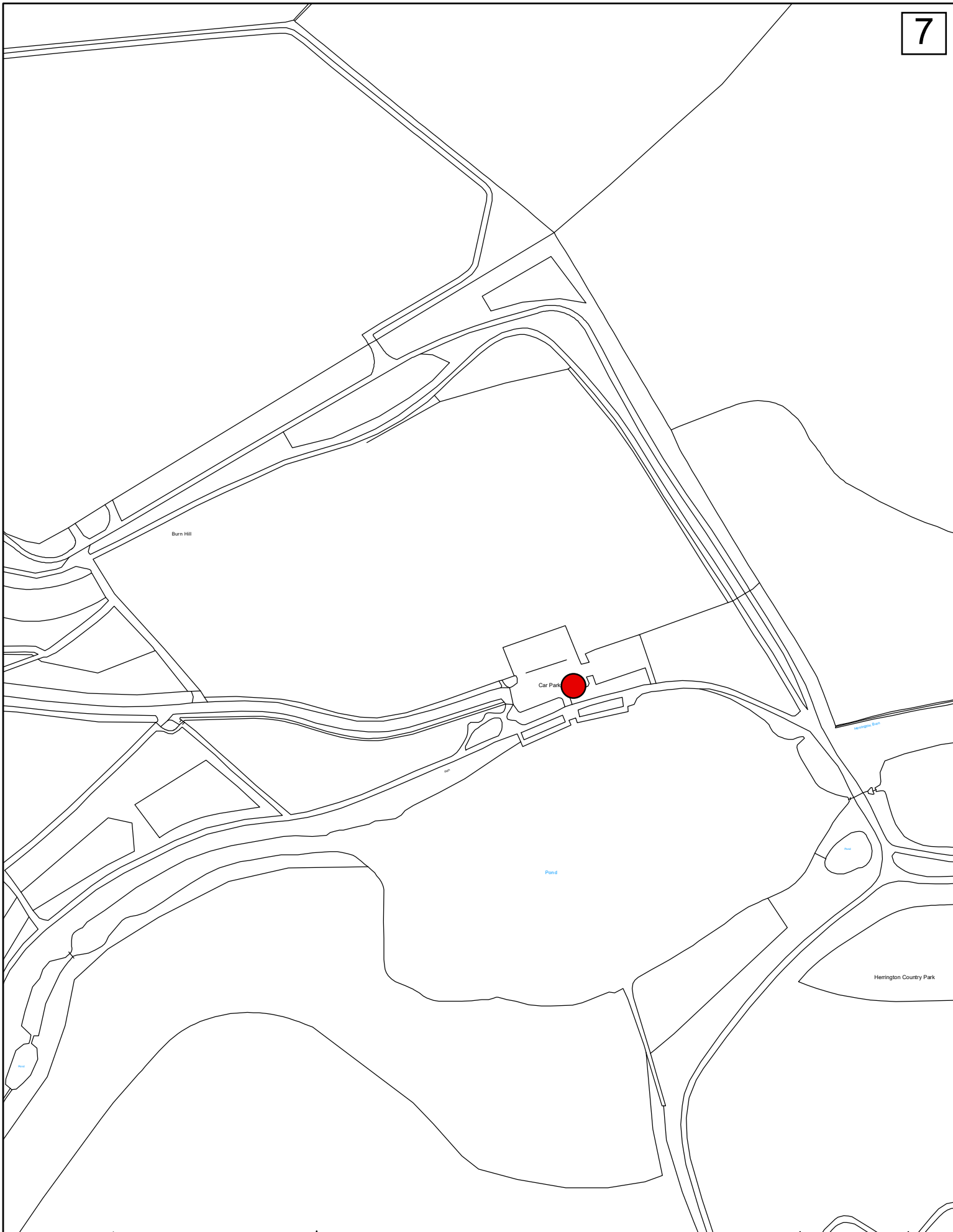


CHALFORD ROAD

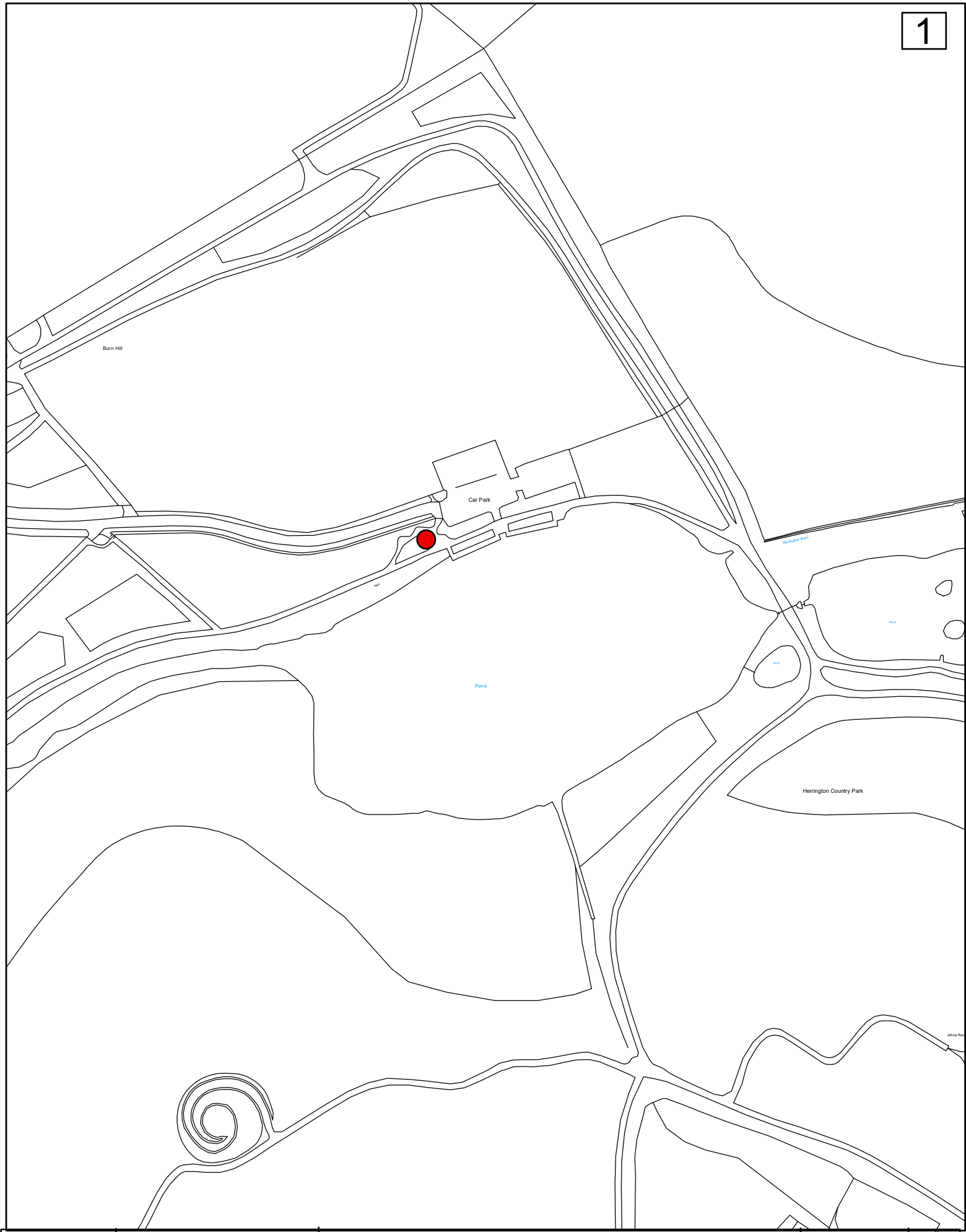












**Sunderland City Council**

Sunderland City Council  
 City Hall  
 Plater Way  
 Sunderland  
 SR1 3AD

**Summer Season  
 Herrington Country Park  
 Model Boating Lake  
 Coffee Concession**

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<p>Date: 28.01.2025</p>	
<p>Map Reference:</p>	
<p>Scale: 1:2,500 @ A4</p>	
<p>Created By: DM</p>	