

# STREET FOOD VAN POLICY – USE OF THE WILLOW CENTRE CARPARK

## Cringleford Parish Council

### Introduction

Cringleford Parish Council often receives requests to use The Willow Centre (TWC) as a location for a street food van. This policy has been put in place to manage these requests.

### General.

- A maximum of two vans will be allowed to pitch at any given time, and must offer different food types. The Parish Council Administrator will keep a record.
- All vans will need to supply a copy of their insurance, their food hygiene certificate and their hygiene rating before being allowed access. Food hygiene ratings **must** be at least 4 stars\*. A traders licence, if required, must be shown.
- Any trailing cables, wires etc must be clearly marked, and covered with cable protectors where possible.
- The hirer must provide their own bin for their customers. All rubbish must be taken away – TWC bins cannot be used.
- If a van requires water / electricity from TWC this will only be available on occasions where TWC is open. Staff will not be brought to site on occasions where TWC is not open. This means access may be cancelled at short notice if a booking in TWC is cancelled.
- Parish Council staff have the final say on any matters of Health and Safety, and the location of the van.
- The booking can be terminated with a minimum of one week's notice by the Parish Council at any time.

### Fees.

The following fees will apply and must be paid by BACS\* as least 24 hours before the booking. The maximum length of a single booking is 5 hours.

- First booking – free for pitch only. £5 if requiring electricity / water

Thereafter:-

- Pitch only: £10\*\* per booking/reservation.
- Pitch requiring electricity / water: £15\*\* per booking.

Please do not make any payments without first signing a contract, available from [admin@cringlefordpc.org.uk](mailto:admin@cringlefordpc.org.uk).

\* We understand that during C-19 South Norfolk Council are experiencing delays with sending food hygiene certificates. Until March 2022 we will accept proof that a food hygiene rating certificate has been applied for, and that suitable hygiene training has been undertaken.

\*\*Fees may be reviewed annually.

Agreed October 2021

Review date: October 2022