

Enquiries to: Parking Services
Tel: 01670 620220
E-mail: Parkingservices@Northumberland.gov.uk

November 2015

Dear Trader,

Request for Tender Submission

Thank you for your interest in tendering for one of our trading concessions.

Please access the following documents available on our web page if you would like to submit a tender:

- Invitation to Tender
- Tender Submission Form to be completed and returned by **12 noon on 5th February 2016**
- Example Licence
- Blank Risk Assessment Templates for public and staff

The successful trader will also require valid Street Trading Consent for the tender location and period. There is a separate annual charge for Street Trading Consent. Therefore you will need to access the following documents available on our web page:

- Street Trading Consent letter and Application form
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Tenders will not be considered if there are any outstanding trading licence fees from any previous licence periods.

We look forward to receiving your completed submission form, but if you have any queries in the meantime please do not hesitate to contact Parking Services on the above number or email address.

Yours sincerely

Parking Services

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