

Further Guidance on applying for a Country Park Pop Up site

About the pitches

The exact fixed pitch location within the site will be determined between both parties on award of the Licence. Pitch locations across sites will vary and may be within a designated area in the park or car park dependent on the size of the concession. The final location will be at the discretion of the Council.

We encourage all applicants to carry out a site inspection as well as to undertake their own investigations and risk/suitability assessments for their planned use prior to applying.

Only one temporary catering unit permitted on site.

Electricity and Water

The pitch will not have an available electrical point. You will need to supply your own electricity. We encourage you to look at using alternatives to fossil fuel generators. If a generator is to be used, then you are advised to consider the noise and would be expected to use a silent generator.

No mains water supply provided for pitch. You will need to supply your own water.

Waste

The Council encourages that all applicants consider their environmental impact. The Council also encourages you to use alternatives to single use plastic. Please note, plastic straws, plates glasses and cutlery are strongly discouraged.

All waste must be removed from site. Waste cannot be deposited in visitor park bins onsite.

Please explain how you comply with current waste producer regulations.

No waste water to be discharged onsite.

Equipment and Trailers

All equipment and trailers must be removed each night.

Type of business

For the most part we are looking for innovative and interesting ideas which will enhance the area including consideration for healthy food options. Some pitches may be restricted, for example, ice-cream sales only. Any such restriction is intended to ensure the Pop-Up Site fits strategically with existing businesses in the area.

No alcohol/cigarettes/vapes etc. can be sold from the site.

Operating times (Country Park car park and public toilets)

October 2025:

08:30 – 18:00

November – January 2025-26:

08:30 – 16:00

February – March 2026:

08:30 – 17:00

Register as a food hygiene business

The law requires either the registration or approval of all food businesses.

To store, prepare, distribute or sell food, you need to be registered as a food business with your local authority 28 days prior to opening.

- [Registering a food business | Buckinghamshire Council](#)
- [Food safety and hygiene | Buckinghamshire Council](#)

Term of the Licence

The pop-up concession is to run until 1 March 2026 (subject to licence agreement).

Only the person responsible for paying the rent and complying with the terms of the Licence needs to sign the Licence. Therefore, only that person needs to be listed as a licensee on the application form. Of course, all employees will need to be trained by the person who signs the Licence, to ensure that all requirements of the Licence agreement are met.

The Heads of Terms will form the basis for the Licence.

The Council will not permit a commercial trader to operate from a Buckinghamshire Council Park without a Licence.

Other consents or permissions you may need

You may require consent from other Council departments; it is up to you to determine whether other consents or permissions are required.

Buckinghamshire Council is not obliged to accept any application received and reserves the right to retract any site from the application process at any time.

Assessment Criteria for Pop Up Sites

The Council will be assessing your application based upon 60% rent bid and 40% quality. The information below shows how the quality section is broken down and areas that it would be worth taking into consideration. Supporting evidence based on the below should be emailed to parkevents@buckinghamshire.gov.uk in addition to the completed application form.

Annual Rent Bid: 60 marks

Quality: 40 marks

Experience: 5 marks

- How many years of experience do you have?
- What experience do you have in this or a similar market sector?
- Is this experience local or further afield?

Business Set Up: 10 marks

- Does the business source responsibly and sustainably?
- What sets the business apart from everyone else?
- Have you supplied supporting evidence - Pictures, Menus, Hire price list etc?
- Please provide details of your Food Hygiene Rating – for each sales point.
- Please confirm the healthy options that you provide.
- Publicising – do you promote your business on social media e.g., Facebook/Instagram to build following?
- How often do you renew your equipment and vehicles?

Sustainability and Protection of the Environment: 20 marks

- Demonstrate how you aim for your business to be waste free.
- Where are your products from?
- Do you use local, seasonal produce?
- How are you reducing food miles?
- Are your products Fairtrade certified?
- Are you selecting products from sustainable sources?
- Are you growing your own?
- Are you using sustainable energy?
- How are you reducing noise pollution?
- Are you using a silent generator?

- How are you reducing/minimising your use of plastic i.e., biodegradable packaging?
- What do you plan to do with your waste (Expectation for trader to provide a bin as part of licence agreement)?
- Have you considered your impact on the local area?

Supporting the local community: 5 marks

- Do you support a local club/group through your business?
- Do you provide a reward scheme for people using their own containers / repeat business?
- Do you provide outreach activity through your business?
- Do you run charitable events or donate to charity through your business?
- Do you provide/support litter picking activities?
- Do you have evidence, awards, recognition etc. associated with your business?