



**Cyfoeth  
Naturiol**  
Cymru  
**Natural  
Resources**  
Wales

## Gwahoddiad i Gyflwyno Dyfynbris Invitation to Quote

Dyddiad: 02/02/26

### **Gwahoddiad i Gyflwyno Dyfynbris**

Fe'ch gwahoddir i roi dyfynbris ar gyfer cyflenwi'r gofynion a nodir yn y gwahoddiad hwn i gyflwyno dyfynbris.

Anfonwch yr holl ohebiaeth ac unrhyw gwestiynau sydd gennych ynglŷn â'r gwahoddiad hwn i gyflwyno dyfynbris yn ysgrifenedig (trwy e-bost neu'r post arferol) at y sawl a enwir yn Rhan A, adran 2. Dylid nodi'n glir deitl a chyfeirnod y gwahoddiad hwn i gyflwyno dyfynbris wrth anfon cwestiynau neu ohebiaeth.

Rhaid ichi lenwi a dychwelyd y dyfynbris (trwy e-bost neu'r post arferol) i'r cyfeiriad a nodir yn Rhan A, adran 2 erbyn yr amser a'r dyddiad a nodir yn Rhan A, adran 1. Efallai y bydd eich dyfynbris yn cael ei wrthod pe na baem yn ei dderbyn erbyn y terfyn amser hwn.

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg.

Edrychaf ymlaen at dderbyn eich dyfynbris.

Yn gywir  
Claire Evans



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## Gwahoddiad i Gyflwyno Dyfynbris Invitation to Quote

Date: 02/02/26

Dear Potential Bidders,

### **Invitation to Quote**

You are invited to submit a quote/s to supply the requirements set out in this Invitation to Quote via the Sell2Wales portal.

Please direct all correspondence and any questions regarding this Invitation to Quote via the portal. We will provide answers to any questions asked, which will be made available to all potential bidders.

Your completed quote must be returned to the Sell2Wales system by the time and date stated in Part A, section 1. Your quote may be rejected if we do not receive it by this deadline.

We welcome correspondence in both Welsh and English.

I look forward to receiving your completed quote/s.

Yours sincerely

Claire Evans

## Instructions to Potential Bidders

Natural Resources Wales is the largest Welsh Government Sponsored Body and is responsible for making sure that the environment and natural resources of Wales are sustainably maintained, sustainably enhanced and sustainably used, now and in the future.

Further information is available on NRW's website: [What we do](#)

The purpose of this Invitation to Quote (ITQ) is to provide potential bidders with sufficient information to enable them to compile a comprehensive quote that meets our requirements for the placing of mobile catering units as described within this ITQ.

Unless required specifically to do so, bidders are not required to submit any other information. Please note that any additional information supplied by bidders that was not requested will be disregarded.

If you have any queries about this ITQ you should send your query via the Sell2Wales portal. Any queries should clearly reference the appropriate paragraph or section in the ITQ and, to the extent possible, should be aggregated rather than sent individually.

### 1. Tender Conditions and Contractual Requirements

This section sets out NRW's contracting requirements and the general conditions relating to this tender process.

#### 1.1. Terms and Conditions of contract

- 1.1.1. A template licence is included with this ITQ. This template will be completed with details of the relevant site and the successful bidder's proposals when that successful bidder is selected.
- 1.1.2. This ITQ, the template licence and the bidder's quote will form the contract between the successful bidder/s and NRW (the "Contract").
- 1.1.3. Any terms and conditions of the bidder/s will not apply unless, in special circumstances, this has been agreed by NRW.
- 1.1.4. In the event that bidders have any concerns or queries about the template licence, they should submit a request for clarification before submitting their quote. Any changes to the template licence that become necessary will be notified to all bidders.
- 1.1.5. NRW is under no obligation to consider any requests for clarification about the template licence received after the deadline for submitting your quote.
- 1.1.6. Any proposed amendments to the terms and conditions set out in the template licence received from a bidder as part of their quote will entitle NRW to reject that quote and to disqualify that bidder from this tender process.

#### 1.2. Conflict of interest

- 1.2.1. NRW is required to take appropriate measures to effectively prevent, identify and remedy conflicts of interest to ensure that competition is open and fair, and to ensure equal treatment of bidders. In order to help us manage any conflicts of interest bidders are required to declare any conflicts or potential conflicts of interest in relation to this procurement process and the means of resolving it.
- 1.2.2. Failure to declare any actual or potential conflict and/or failure to address such conflict to the reasonable satisfaction of NRW may result in a bidder being disqualified from this tender process.

#### 1.3. Contracting with ex-employees of NRW

- 1.3.1. Bidders who are ex-employees of NRW or who employ ex-employees of NRW are required to declare this as an actual or potential conflict of interest.
- 1.3.2. Where a conflict of interest or potential conflict of interest is declared, NRW will assess whether this conflict is likely to result in a distortion of competition and will take such measures to attempt to remedy such conflicts as it considers appropriate in its sole discretion.
- 1.3.3. Bidders will be given the opportunity to demonstrate that their involvement is not capable of distorting competition. NRW will assess the bidder's representations and consider if a real risk of a conflict or distortion still exists. In the event that the conflict or potential conflict of interest cannot be remedied, in NRW's reasonable opinion, NRW reserves the right at its absolute discretion to exclude the bidder from the tender process.
- 1.4. Confidentiality**
  - 1.4.1. All information supplied to bidders by NRW, including this ITQ and all other documents relating to this tender process, either in writing or orally, must be treated in confidence and not disclosed to any third party (except to the bidders' professional advisors, consortium members and/or sub-contractors strictly for the purposes only of helping them to participate in this tender process and/or prepare their quote) unless the information is already in the public domain or is required to be disclosed under any applicable laws.
  - 1.4.2. Bidders must not disclose, copy or reproduce any of the information supplied to them as part of this tender process other than for the purposes of preparing and submitting a quote/s.
  - 1.4.3. There must be no publicity by bidders regarding the tender process or the future award of any contract unless NRW has given express written consent to the relevant communication.
  - 1.4.4. This ITQ and its accompanying documents remain the property of NRW and must be returned on demand.
  - 1.4.5. NRW reserves the right to disclose all documents relating to this tender process, including without limitation the bidder's quote, to any employee, third party agent, adviser or other third party involved in the tender in support of, and/or in collaboration with, NRW. By participating in the tender process, bidders agree to such disclosure by NRW in accordance with such rights reserved by it under this paragraph.
- 1.5. Freedom of Information**
  - 1.5.1. The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) apply to NRW. Bidders should be aware of NRW's obligations and responsibilities under FOIA and EIR to disclose information held by NRW. Information provided by bidders in connection with this tender process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by NRW as a result of our obligations, unless NRW decides that one of the statutory exemptions under the FOIA or the EIR applies.
  - 1.5.2. Information may be exempt from disclosure under FOIA where its disclosure would be likely to prejudice the commercial interests of any person but NRW can give no assurance as to whether information received from bidders in connection with this bid would be disclosed in response to a request made under FOIA.
  - 1.5.3. In the event that such a request is received by NRW, NRW may, in accordance with its obligations under the Code of Practice made under section 45 FOIA, consult with any party whose interests are likely to be affected by disclosure. However, NRW will be responsible for determining at its absolute discretion whether any such information is exempt from disclosure in accordance with the provisions of the FOIA or EIR and whether any such information is to be disclosed in response to an information request.
- 1.6. Costs**
  - 1.6.1. Bidders are responsible for obtaining all information necessary for the preparation of their quote/s and for all costs and expenses incurred in preparation of their quote/s.

- 1.6.2. By submitting a quote/s bidders accept that they will not be entitled to claim from NRW any costs, expenses, or liabilities that they may incur in quoting for this requirement irrespective of whether or not their quote/s is/are successful.

**1.7. Payment and Invoicing**

- 1.7.1. NRW will raise invoices to the successful bidder/s quarterly in advance, in line with figures provided in accordance with the requirements of the Contract. Payment of these invoices must be made within 30 days of the date of invoice.
- 1.7.2. All payments must contain a description of the Contract reference/s and site name/s and be sent to the address quoted on the invoice.

**1.8. Offer Validity**

- 1.8.1. Bidders' offers must remain open for acceptance by NRW for a period of no less than 30 days from the date of submission, unless stated otherwise in the specification.

**1.9. Governing Law**

- 1.9.1. The laws of England and Wales (as applied in Wales) and the exclusive jurisdiction of the Courts of England and Wales will apply to this ITQ and subsequent Contract(s) and any dispute, including any non-contractual dispute arising therefrom.

**1.10. Disqualification**

- 1.10.1. NRW is entitled to reject a bidder's offer and to disqualify the bidder from this tender process if:
- i. they breach any of the terms and conditions set out in this ITQ ,
  - ii. there are any errors, omissions or material adverse changes relating to any information supplied by the bidder at any stage in this tender process,
  - iii. any other circumstances set out in this ITQ, and/or in any supporting documents, entitling NRW to reject a tender response apply, and/or
  - iv. the bidder or their appointed advisers attempt:
    - (a) to inappropriately influence this tender process;
    - (b) to fix or set the price for the licence fee, and/or any relevant goods or services;
    - (c) to enter into an arrangement with any other party that such party would refrain from submitting a quote;
    - (d) to enter into any arrangement with any other party (other than another party that forms part of the bidder's consortium bid or is the bidder's proposed sub-contractor) as to the fees submitted;
    - (e) to collude in any other way;
    - (f) to engage in direct or indirect bribery or canvassing by the bidder or their appointed advisers in relation to this tender process; or
    - (g) to obtain information from any of the employees, agents or advisors of NRW concerning this tender process (other than as set out in these terms and conditions) or from another potential bidder or another quote.
- 1.10.2. By participating in this tender process the bidder accepts that NRW has no liability to a disqualified potential bidder in the circumstances set out in condition 1.10.1.

**1.11. Right to cancel or vary the process**

- 1.11.1. By issuing this ITQ, entering into clarification communications with potential bidders or by having any other form of communication with potential bidders, NRW is not bound in any way to enter into any contractual or other arrangements with any bidder or potential bidder.
- 1.11.2. NRW reserves the right to terminate, suspend, amend or vary this tender process by notice posted to Sell2Wales.
- 1.11.3. NRW will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment, or variation.

**1.12. General Requirements**

1.12.1. Fees quoted must be stated in Sterling (GBP) and be **exclusive** of VAT.

## **2. Adherence to Regulatory and NRW Policy requirements**

This section sets out the Regulatory and policy requirements that NRW expects bidders to comply with and take into consideration when bidding for work with NRW.

### **2.1. Sustainability**

2.1.1. Sustainable tendering takes into account the economic, environmental, and social impacts of tendering. It allows NRW to meet its need for the requirements set out in this ITQ in a way that achieves value for money and generates benefits not only to the organisation but to society and the economy, whilst also considering the environmental impact.

2.1.2. NRW is also committed to working with bidders in order that they can deliver contracts in the most sustainable way, and expects that bidders consider sustainability when submitting their quote/s.

### **2.2. Environmental policy**

2.2.1. NRW's Environmental Policy sets out the organisation's commitment to minimise NRW's environmental impact by, amongst other things:

- i. Reducing the amount of energy, water and resource NRW uses;
- ii. Minimising the amount of waste that NRW generates;
- iii. Minimising NRW's use of harmful materials and preventing pollution;
- iv. Tendering goods and services from sustainable sources and encouraging NRW's suppliers/contractors to improve their own environmental performance;
- v. Minimising greenhouse gas emissions from all NRW operations and activities.

2.2.2. All bidders are encouraged to be aware of NRW's Environmental Policy and demonstrate best environmental practices when performing their activities. Further information is available via the NRW website using the following link: [Environmental Policy](#)

### **2.3. Ethical employment practices**

2.3.1. NRW supports the Welsh Government's commitment that workers in public sector supply chains are employed ethically and in compliance with both the letter and spirit of UK, EU, and international laws.

2.3.2. NRW will seek to ensure that unlawful and unethical employment practices are eradicated from its supply chains and that all workers at every stage of the supply chain are treated fairly. We expect bidders to ensure that ethical working practices are employed in relation to their own workforce, sub-contractors and supply chains.

### **2.4. Equality and diversity**

2.4.1. NRW will always consider equality, diversity and inclusion when conducting tender activities. NRW requires all bidders to meet their duties under the Equality Act 2010 and may ask for evidence that they are aware of and operate in accordance with those requirements.

2.4.2. All bidders are encouraged to be aware of NRW's Equality, Diversity and Inclusion Policy when providing services to the public on behalf of NRW. Further information is available on NRW's website using the following link: [Equality and Diversity](#)

### **2.5. Welsh language standards**

2.5.1. NRW's Welsh Language Standards state that contracts, agreements or arrangements with third parties which relate to the provision of services to the public in Wales that would have otherwise been provided by ourselves, will comply with the relevant parts of NRW's Welsh Language Standards.

2.5.2. All bidders are encouraged to be aware of NRW's Welsh Language Standards when providing services to the public on land managed by NRW. Further information is available on NRW's website using the following link: [Welsh Language Standards](#)

## **2.6. Health and Safety**

- 2.6.1. The health, safety and wellbeing of NRW's employees, suppliers/contractors, volunteers, and people who use its resources is of the utmost importance to NRW.
- 2.6.2. Bidders may be excluded for proven non-compliance with relevant health and safety legislation, or for a poor track record on previous contracts involving health and safety requirements.

## **2.7. Data protection**

- 2.7.1. Quotes are submitted on the condition that the appointed bidder/s will only process any personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with NRW's written instructions and will not use such personal data for any other purpose.
- 2.7.2. The contracted bidder/s will undertake to process any personal data on NRW's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

## **3. Evaluation of Quotes**

Quotes will be evaluated based on both quality and price criteria, with price being the overall financial offering in terms of turnover fees.

### **3.1. Gateway Criteria**

- 3.1.1. Some criteria/questions are known as gateways and are fundamental requirements of the contract. If bidders do not answer these questions appropriately, NRW may reject their quote in full and will not evaluate it any further.

### **3.2. Quality and Price evaluation**

- 3.2.1. Quality is evaluated using the following methodology:

- Each quality question is weighted according to its importance and will be scored using the following scoring system:
  - 100     Excellent
  - 80      Good
  - 50      Adequate
  - 20      Poor
  - 0       Unacceptable
- The score allocated for each question will then be multiplied by the relevant weighting for each individual question and divided by 100 to get the weighted score.
- All the weighted scores for every question are added together to give the overall weighted quality score for each of the quotes.
- Points are then awarded to each overall weighted quality score to reflect the position of each quote against the best quote. This is done by awarding 100 points to the highest weighted score (the best score). All the other quotes are then awarded points by taking their weighted score and dividing it by the highest weighted score and multiplying by 100.
- The overall quality ratio (see Part A, section 7) is applied to the quality points by dividing the quality ratio by 100 and multiplying by the quality points awarded.

- 3.2.2. Price is evaluated using the following methodology:

- The highest quote (the highest offer) is given the maximum of 100 points. All the other points are allocated by taking the other offers and dividing it by the cost bid and multiplying by 100 to get the cost points.
- The overall cost ratio (see Part A, section 7) is then applied to the cost points by dividing the cost ratio by 100 and multiplying by the cost points awarded.
- Finally, the overall quality points and the cost points are added together to give the total overall points scored. (A worked example of this methodology is available upon request).

3.2.3. The contract/s is/are awarded to the bidder/s who scores a Pass in all the gateway criteria and who achieves the best overall points score.

3.2.4. In the event that any proposed fees are expressed by the bidder as being subject to any pricing assumptions, qualifications or indexation not provided for by NRW, NRW may reject the quote.

3.2.5. NRW may also reject any quote where the percentage turnover figure bid is considered by NRW to be abnormally high.

### **3.3. Tie Break**

3.3.1. In the unlikely event of a tie-break (where two or more quotes offer the same fees, or achieve the same total points score), the contract will be awarded to the bidder who scores highest on quality.



# Invitation to Quote Form

## Part A - Contract Details

<b>1.</b>	<b>Deadline for Return of Quotes</b>	
1.1	Completed quotes must be returned by:	<b>3<sup>rd</sup> March 2026</b>

<b>2.</b>	<b>NRW Contact Details</b>	
2.1	Name of NRW Contact:	Madeleine Palmer
2.2	Mobile / telephone number:	0300 065 4608
2.3	Email address for correspondence / return of completed quotes:	<a href="mailto:madeleine.palmer@cyfoethnaturiolcymru.gov.uk">madeleine.palmer@cyfoethnaturiolcymru.gov.uk</a>
2.4	Office address:	Welsh Government Building, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, SY23 3UR

<b>3.</b>	<b>Basic Contract Information</b>	
3.1	Contract Title:	Pan Wales Concessions on various lots outlined below.
3.2	Contract Reference number:	Various please quote lots outlined below
3.3	Planned start date for contract:	<b>1<sup>st</sup> April 2026</b>
3.4	Duration of contract including any extension options:	4 years. Except Lot C3 Coed y Brenin which is 1 year.
3.5	Brief background information on what the contract is about and why it is needed (see full specification at section 5 below):	

1. We are Natural Resources Wales. We are the largest Welsh Government Sponsored Body, focussed on tackling the climate, nature and pollution emergencies. The work that we do to protect and enhance Wales's environment impacts everything that matters most – our communities, our wildlife and our future. [Natural Resources Wales / Our roles and responsibilities](#)
2. Our core purpose is to pursue the [Sustainable Management of Natural Resources](#) (SMNR) in the exercise of our functions, as set out in the Environment (Wales) Act 2016.
3. Our intention is to award 9 different mobile catering concession contract(s) across various sites in Wales that have a popular trail network and footfall. These different opportunities are outlined below and are categorised in individual Lot(s). Please read this document carefully when preparing your quote for the Lot/s you are interested in.

4. NRW's role is to have a positive impact on the environment, and we are looking for partners with the same ethos. Where possible we are seeking the use of local suppliers and to reduce food miles. Single use plastics will not be accepted, instead recyclable or biodegradable food and drink containers will be acceptable. We welcome innovation from bidders to improve environmental standards. We are keen to see bids with clean power generation and consumption. In addition, your bid must consider sound and safe mitigation of air pollution, with evidence provided.
5. Your concession unit must be presented to a high standard and meet all current health, safety, and hygiene legislation. We expect the vendor to provide onsite services at least 5 days a week, two of these should be Saturday and Sunday. Peak times such as school holidays should also be prioritised.
6. All vehicles, trailers, and any associated sales infrastructure must be removed from the sites listed in the Lots below at the end of each trading day. Temporary infrastructure includes, but is not limited to, signage, litter and waste receptacles. Please note that no on-site storage facilities are available at any of the Lots listed below, except for Lot C3 at Coed y Brenin. At this site the successful bidder is permitted to retain temporary infrastructure in situ for the duration of the licence. Such infrastructure may include, for example, a trailer to trade from.
7. The concession holder is likely to be the first point of contact for visitors, and we welcome tenders from people who are willing to work with us to promote the forest/woodland and help us deal quickly and effectively with issues.
8. Please note that information provided in this ITQ about footfall numbers or anticipated turnovers at each site are estimates only. They are provided in good faith and NRW can provide no guarantees that a licensee will generate a particular level of income.
9. [A template licence is included as part of this ITQ at Appendix A on page 31.](#) The terms and conditions set out in the licence are standard and non-negotiable and will apply to any resulting agreement. We encourage you to review the draft carefully to ensure you will be able to comply with these terms before submitting your response.

<b>4.</b>	<b>Requirements and Key Information for Bidders</b>
4.1	<i>The terms and conditions that will apply to this contract are set out in the template licence, which is included at Appendix A of this ITQ.</i>
4.2	<i>Commercial Terms and Essential Bid Criteria.</i>
1.	Our lots are based on a 'Minimum Fee' payable in equal up-front quarterly instalments plus a 'Turnover Fee' of a percentage of Gross Turnover offer paid in 2 x 6 monthly instalments. The Minimum Fee is £2,000 except for Lot D2 at Chepstow Park woods where the Minimum Fee is £1,200. This site has a limit on trading months, and the Minimum Fee reflects this.
2.	Bidders are also required to provide us with an offer for what rate they are prepared to pay as a Percentage of Gross Turnover (net of VAT) for the duration of the Contract. There is

no set minimum percentage. Bidders will need to present their most competitive offer (Financial Offer).

3. The successful applicant will be required to produce proof of Public Liability Insurance of at least £2 million and employers' liability insurance of at least the legal minimum.
4. The successful applicant will also be held responsible for maintaining the car park clean of litter arising from sales, and to provide adequate litter bins for customers to use. Removal of litter from the sites listed in the Lots below will be the responsibility of the successful bidder.
5. Bidders must confirm that they already have or are willing to attain the correct Food Business registration/licence with the relevant Local Authority before commencing trading.
6. The licence holder will be responsible for any rates, taxes that may be levied on by the appropriate authorities.
7. Bidders will be required to provide Health and Safety details with relevant certification, policies, and procedures to maintain a high standard of health and safety requirement for this offer as part of their bid. These include:
  - Risk assessments
  - Food Hygiene Certification
  - Food Hygiene rating
  - Fire Safety Policy including service of fire safety equipment.
  - Waste management policy/procedure or associated experience in line with Welsh Government Packaging Waste and Recycling Regulations
8. Bidders must have supplied/ confirmed that DBS disclosures will be obtained for all relevant staff prior to commencement of operation, and that subsequent safeguarding procedures will ensure a safe working and customer environment.
9. NRW reserves the right to close a site during periods of severe weather and/or to carry out forestry or other operations, so NRW may require the licensee to adapt, pause or stop its use of the site, to leave the site entirely, or to take such other action as NRW may reasonably direct. NRW will not be liable for any reduction in visitor numbers or sales as a result of such closures, or for any other reason beyond its control.
10. The opportunities will operate under a licence agreement.
11. Bids will only be evaluated based on the information presented in them.

5.	Description of the requirement	
5.1	<p>The specification is as follows:</p> <p><b>LOT(s) 1 – X Listed below.</b> <b>LOTs/ Locations are linked for reader ease below. Please quote the LOT Number &amp; Location on your bid</b></p>	

**LOT: A South-Central Location**  
Reference: [A1 Fforest Fawr](#)  
Reference: [A2 Llantrisant Woods](#)

**LOT: B Mid Wales**  
Reference: [B1 Hafren Forest](#)  
Reference: [B2 Tan y Coed](#)

**LOT: C Northwest Wales**  
Reference: C1 [Newbrough x 2 Opportunities](#)  
Reference: C2 [Coed y Brenin](#)

**LOT: D Southeast Wales**  
Reference: D1 [Van Road](#)  
Reference: D2 [Chepstow Park Woods](#)

**LOT: A South-Central Wales**

<b>LOT Reference</b>	<a href="#">A1 Fforest Fawr</a> <b>(Quote this to bid)</b>
<b>General Area</b>	South Central Wales/ <b>Fforest Fawr</b>
<b>Location</b>	Near Caerphilly & Cardiff
<b>Postcode</b>	CF83 1NG
<b>What3Words</b>	///flames.gosh.milky
<b>Infrastructure</b>	Waymarked/Sculpture Trails
<b>Hard Standing</b>	Yes (Tarmac suitable for parking)
<b>Car Park Spaces</b>	30 spaces (Free to park)
<b>Access Hours</b>	Car Park and Pedestrian access is always available. No conditions on trading hours/days of week.
<b>Contract Intention</b>	4-year period

**Utilities and Services**

<b>Feature</b>	<b>Availability Notes</b>	
<b>Mobile Signal</b>	<b>Yes</b>	Moderate to strong signal across several major network providers.
<b>Lighting</b>	<b>No</b>	No lighting in the car park or forest.
<b>Mains Electricity</b>	<b>No</b>	No provision for mains electricity.

**Water / Grey Water**

**No**

No water or grey water drainage available.

**Trails**

Fforest Fawr is a scenic woodland located near Castell Coch, one of Wales's most picturesque castles. The site is a key destination for walkers and cyclists, offering several well-maintained routes. There are three distinct walking trails, including a popular sculpture trail for families, start directly from the main Fforest Fawr car park. With an additional trail accessible from the Castell Coch car park. These routes are suitable for all visitors and typically require between one and two hours to complete. Furthermore, Fforest Fawr is situated directly on the Taff Trail, a significant long-distance route that stretches for 55 miles, connecting Cardiff and Brecon via a mix of riverside paths, former railway lines, and forest roads.

**Site specific**

As a unique and peri urban site nestled between Cardiff and Caerphilly, our visitor counters for 2024 registered over 103,078 cars at Forest Fawr. This is a key destination in the area particularly for family groups, dog walkers and cyclists. All trails can be accessed from our car park which is free to park in. Although with only 30 spaces, this is a particularly busy site with consistent weekday footfall.

**Events and Permissions.**

We receive several applications for events and filming on this site every year. We assess these applications and, if permitted, ensure that all 3<sup>rd</sup> party business is notified of the event in advance.

**Site Management**

The woodland is managed by our South-Central team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. There will not always be a member of staff on site, as responsibilities cover a large area of South Wales. However, the local Land Management team will be available by phone and email should site issues arise.

**LOT Reference**

**A2 Llantrisant/ Smilog Woods (Quote this to bid)**

**General Area**

South Central Wales/ **Llantrisant**

**Location (Grid Ref)**

ST021843

**What3Words**

///equipment.history.sanded

**Infrastructure**

Horse Riding Routes, Waymarked trails, Mountain Biking, Ancient woodland.

**Hard Standing**

Yes (Mixture of hardcore and dirt, suitable for parking).

**Access/Specific Trading Hours**

Car Park and Pedestrian access is always available. Permitted hours to trade 9am- 17.00pm including bank holidays and Sundays

**Contract Intention** 4-year period

### **Utilities and Services**

<b>Feature</b>	<b>Availability</b>	<b>Notes</b>
<b>Mobile Signal</b>	<b>Yes</b>	Moderate to strong signal across several major network providers.
<b>Lighting</b>	<b>No</b>	No lighting in the car park or forest.
<b>Mains Electricity</b>	<b>No</b>	No provision for mains electricity.
<b>Water / Grey Water</b>	<b>No</b>	No access to water or grey water drainage.

### **Trails**

Llantrisant Forest, cherished locally as ‘Smilog Woods’, boasts a highly diverse and robust network of multi-user trails that cater specifically to equestrians, walkers, and mountain bikers. The woodland is a critical access point, featuring several popular horse-riding routes that seamlessly connect to the expansive Great Glamorgan Way—a major regional network of bridleways and paths spanning five South Wales counties. The trail system offers circular routes of varying distances, from approximately 5 miles to 8 miles, leading to prominent viewpoints like The Cariad Stones and linking onward to the Taff Ely Ridgeway. This connectivity and variety solidify Llantrisant Woods as a significant recreational destination within the South-Central Wales area.

### **Site specific**

This woodland represents a highly valuable opportunity as a popular peri-urban location within Rhondda Cynon Taf, strategically positioned near the City of Cardiff and key regional tourism attractions, including the Royal Mint. Characterized by attractive broadleaf woodland, very similar in style to the desirable Hensol Woods, it naturally draws consistent footfall, particularly from families and dog walkers. The terrain offers an added benefit: a notable incline for walkers provides a more challenging and diverse recreational experience than flatter sites. Crucially, while specific visitor data is unavailable, the site's proven local popularity and its advantageous location create a high-potential environment. We confidently anticipate that the generated footfall will be substantial enough to ensure a local concession can thrive and generate income.

### **Events and Permissions.**

We receive several applications for events and filming on this site every year. We assess these applications and, if permitted, ensure all 3<sup>rd</sup> party business are notified of the event in advance.

### **Site Management**

The woodland is managed by our South-Central team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. Currently there is felling at this site which is currently ongoing in 2025/2026 [Natural Resources Wales / Felling and replanting of trees to begin in Llantrisant Forest](#)

There will not always be a member of staff on site as responsibilities cover a large area of South Wales. However, the local Land Management team will be available by phone and email should site issues arise.

## **LOT: B Mid North Wales**

### **LOT B1: Hafren Forest**

#### **LOT Reference B1 Hafren Forest (Quote this to bid)**

<b>General Area</b>	Mid North Wales/ <b>Hafren Forest</b>
<b>Postcode</b>	SY18 6PT
<b>What3Words</b>	///sofas.drips.stalemate
<b>Hard Standing</b>	Yes (Suitable for parking).
<b>Access Hours</b>	Car Park and Pedestrian access is always available. No conditions on trading hours/days of week.
<b>Contract Intention</b>	4-year period

#### **Trails and Connectivity**

<b>Feature</b>	<b>Detail</b>
<b>Infrastructure</b>	Waymarked trails, Toileting Facilities, numerous picnic benches, and undercover riverside seating.
<b>Major Trails</b>	Source of the Severn Trail (7 mile/11km, 4.5 hours), Severn-Break-its-Neck Trail, Blaen Hafren Falls Trail, and the accessible Cascades Walk (riverside boardwalk).
<b>Long Distance Connections</b>	The forest is the start (or end) point for two major routes: the Severn Way (210 miles) and the Wye Valley Walk (136 miles). It also features Glyndŵr's Way and Sustrans National Cycle Network Route 8.

#### **Site Specifics and Visitor Profile**

<b>Metric</b>	<b>Detail</b>
<b>Site Type</b>	Iconic woodland on the edge of the Cambrian Mountains, famous as the source of the River Severn.
<b>Annual Vehicle Count</b>	Average of approx. 8,500 cars per annum.
<b>Estimated Footfall</b>	More than 17,000 visitors per annum (estimated at 2 persons/vehicle).
<b>Hiker Profile</b>	Approximately 14% of visitors attempt the long, strenuous Source of the Severn Trail.

### **Utilities and Services**

<b>Feature</b>	<b>Availability</b>	<b>Notes</b>
<b>Mobile Signal</b>	<b>Yes</b>	Good signal strength.
<b>Lighting</b>	<b>No</b>	No lighting in the car park or forest.
<b>Mains Electricity</b>	<b>No</b>	No provision for mains electricity.
<b>Water / Grey Water</b>	<b>Yes</b>	(Grey Water) Available via the male and female toilet facilities.

### **Trails**

Hafren Forest offers a compelling range of walking and hiking experiences, capitalising on its iconic location at the Source of the River Severn. The site serves as the crucial starting point for two of the nation's longest trails: the Severn Way (210 miles) and the Wye Valley Walk (136 miles).

The forest's own internal network includes varied, well-waymarked routes, with the most ambitious hike being the circular Source of the Severn Trail, which extends for approximately 7 miles (11km) and takes around 4.5 hours. For visitors seeking a less strenuous experience, the forest provides excellent accessibility, including the popular Cascades Walk—a riverside boardwalk ensuring easy access to the dramatic waterways.

Key scenic features along the trails include a series of spectacular waterfalls and cascades, such as the aptly named Severn-Break-its-Neck. Beyond the walking routes, visitors are well-catered for with large picnic areas, sheltered undercover riverside seating, and accessible toilet facilities, all easily reachable from the car park. The forest maintains a strong sense of wild remoteness, despite being only 6 miles from the nearest town, Llanidloes.

### **Events and Permissions.**

We receive several applications for events and filming on this site every year. We assess these applications and, if permitted, ensure that all 3<sup>rd</sup> party business are notified of the event in advance.

### **Site Management**

The woodland is managed by our Mid-North team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. There will not always be a member of staff on site, as responsibilities cover a large area of Mid North Wales. However, the local Land Management team will be available by phone and email should site issues arise.

### **LOT B2: Tan y Coed**

<b>LOT Reference</b>	<b>Lot B2 Tan y Coed (Quote this to bid)</b>
<b>General Area</b>	Mid Wales/ Near Machynlleth (Mid North Wales/Dyfi Forest) <b>Tan Y Coed</b>
<b>Postcode</b>	SY18 6PT



<b>What3Words</b>	///situates.snooze.height
<b>Hard Standing</b>	Yes (Suitable for parking). Car Park and Pedestrian access is always available. Permitted trading hours between 9am to 17.00pm. The mobile van or trailer must not be stationed on the application site outside of these hours. Signs must be Welsh or bilingual, with priority for the Welsh language.
<b>Access Hours/ Trading Hours and Conditions</b>	Before the catering unit is used for the first time, waste management details must be submitted to the Local Planning Authority (LPA) and approved in writing by the LPA. NRW will manage this process. Before the catering unit is used, details of the proposed location for the unit must be submitted to the LPA and approved in writing by them.
<b>Contract Intention</b>	4-year period

### **Trails and Connectivity**

<b>Feature</b>	<b>Detail</b>
<b>Infrastructure</b>	Waymarked trails, Toileting Facilities, Numerous picnic benches, and additional natural seating in an area opposite the car park.
<b>Major Trails</b>	Accessible walks, Varied routes.

### **Utilities and Services**

<b>Feature</b>	<b>Availability</b>	<b>Notes</b>
<b>Mobile Signal</b>	<b>Yes</b>	Weak signal strength.
<b>Lighting</b>	<b>No</b>	No lighting in the car park or forest.
<b>Mains Electricity</b>	<b>No</b>	No provision for mains electricity.
<b>Water / Grey Water</b>	<b>Yes (Grey Water)</b>	Available via the male and female toilet facilities.

### **Trails**

Tan y Coed, situated within the wider Dyfi Forest area, is characterised as a welcoming picnic site and the starting point for a system of woodland and riverside walks. The site specifically features waymarked trails that follow the stream of Cwm Cadian. The trail system is primarily focused on pedestrians, offering two main waymarked walks of varying difficulty: A shorter, animal discovery trail for families and children, which follows a route through conifers and beech trees, including steps and uneven ground, leading to the riverside. A longer, more challenging trail that zig-zags up a steep hillside and features steps down to a waterfall, with the route returning to the car park via a rock passage and views over Dyfi Forest. The proximity to Dyfi Forest also links the area to wider regional networks including bridleways and mountain bike trails (such as the nearby ClimachX trail).

### **Site Specifics**

This site represents a popular and accessible woodland area in Mid North Wales, strategically located immediately off the A487 between Machynlleth and Dolgellau. It is an established entry point into the spectacular Dyfi Forest, which lies in the shadow of Cadair Idris and is largely within the Eryri National Park.

The site's primary draw is its convenience and family-friendliness, offering a large picnic area, toilets, and the Animal Discovery Trail which ensures consistent appeal for families and dog walkers. The notable local attractions, including the Centre for Alternative Technology (CAT), the Dyfi Osprey Project, Dyfi Bike Park and the Corris Caverns/Steam Railway all lie a short distance away. Crucially, while specific visitor data is unavailable, the site's proven local popularity and its advantageous location create a high-potential environment. We confidently anticipate that the generated footfall will be substantial enough to ensure a local concession can thrive and generate income

### **Events and Permissions**

We receive several applications for events and filming on this site every year. We assess these applications and, if permitted, ensure that all 3rd party business are notified of the event in advance.

### **Site Management**

The woodland is managed by our Mid-North team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. There will not always be a member of staff on site, as responsibilities cover a large area of Mid North Wales. However, the local Land Management team will be available by phone and email should site issues arise.

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## **LOT: C Northwest Wales**

### **LOT C1 & C2 Newbrough Beach / Treath Llanddwn**

**There are 2 x Opportunities at this site as per what three words location, a designated space within the car park for concessions. These lots are for either hot food or cold food/drinks ice cream.**

### **LOT Reference C1 & C2 Newbrough Beach (Quote this to bid)**

**General Area** Anglesey / North Wales. **Newbrough Beach**

**Postcode** LL61 6SG

**What3Words** ///stages.declining.shuttled

**Hard Standing** Yes (Suitable for parking).

**Access Hours** From 7 am to 19:00pm (Car Park access closed at night). No conditions on trading hours during car parking opening times.

**Contract Intention** 5-year period

### **Trails and Connectivity**

Feature	Detail
<b>Infrastructure</b>	Toilets, cold water showers, car parking, baby changing, wildlife hide, picnic tables, barbecue areas, cycle stands.
<b>Major Trails</b>	Accessible trails, Orienteering route, Horse riding trail, Walking trails, Running trails, Audio trail.

### **Site Specifics and Visitor Profile**

Metric	Detail
<b>Car Park Space</b>	400 Capacity

### **Utilities and Services**

Feature	Availability	Notes
<b>Mobile Signal</b>	Yes	Varied with networks.
<b>Lighting</b>	No	No lighting in the car park or forest.
<b>Mains Electricity</b>	No	No provision for mains electricity.
<b>Water / Grey Water</b>	Yes	Drinking water and grey water access are available

### **Trails**

Newbrough Forest, located on Anglesey, offers a highly diverse and well-developed network of multi-user trails that cater to pedestrians, cyclists, runners, and equestrians, with several routes starting from the main beach car park. The site features over six waymarked trails, including those that are accessible for all abilities, such as the Lake View Trail and two accessible stations on the Trim Trail, and family-friendly options like the Animal Discovery Trail (1.1 miles). For cyclists, there are circular routes like the Corsica Bike Trail (6.2 miles) on forest roads, and for runners, the Commonwealth Running Trail (8.5 miles) offers a strenuous challenge encompassing forest tracks, loose sand, and shingle, leading toward Ynys Llanddwyn. Additionally, the site offers an Orienteering course, and designated horse-riding trails (permit required), while connecting to the wider Anglesey Coast Path and the Lôn Las Cefni Cycle Route, solidifying its reputation as a major recreational hub in North Wales.

### **Events and Permissions.**

We receive several applications for events and filming on this site every year. We assess these applications and, if permitted, ensure that all 3<sup>rd</sup> party business is notified of the event in advance.

### **Site Management**

The woodland is managed by our Northwest team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. There will not always be a member of staff on site, as responsibilities cover a large area of Northwest Wales. However, the local Land Management team will be available by phone and email should site issues arise.

## **LOT Reference**      **C3 Coed y Brenin Visitor Centre (Quote this to bid)**

<b>General Area</b>	Near Dolgellau – Eryri National Park / North Wales.
<b>Postcode</b>	LL40 2HZ
<b>What3Words</b>	///gallons.bends.assorted
<b>Hard Standing</b>	Yes (Suitable for parking).
<b>Access Hours</b>	From 7.00am to 19:00pm (Car Park access closed at night). No conditions on trading hours during car parking opening times.
<b>Contract Intention</b>	1 year period

### **Trails and Connectivity**

<b>Feature</b>	<b>Detail</b>
<b>Infrastructure</b>	Britain's first purpose-built mountain centre and dedicated trails for all skills. Walking trails and accessible trails available to all with public tramper access. Designed running trails up to half marathon distance. Geocache trails, orienteering as well as dedicated children's play area. Publicly accessible toilets & showers. Picnic tables. Bike shop.
<b>Major Trails</b>	Accessible trails, Orienteering route, Horse riding trail, walking trails, Running trails, Cycle trails Mountain Bike Trails.

### **Site Specifics and Visitor Profile**

<b>Metric</b>	<b>Detail</b>
<b>Car Park Space</b>	140 Capacity

### **Utilities and Services**

<b>Feature</b>	<b>Availability</b>	<b>Notes</b>
<b>Mobile Signal</b>	<b>Yes</b>	Varied with networks.
<b>Lighting</b>	<b>Yes</b>	Lighting in the car park.
<b>Mains Electricity</b>	<b>No</b>	No provision for mains electricity.
<b>Water / Grey Water</b>	<b>Yes</b>	Drinking water and grey water access are available

### **Trails**

Coed y Brenin was Britain's first purpose-built mountain biking centre, and it is still one of the sport's top destinations. There are eight purpose-built mountain bike trails that range from easy trails for families and beginners to technical routes for expert riders. Other facilities for mountain bikers include a bike shop and a skills area.

There are 3 dedicated walking trails through Coed y Brenin Forest Park taking anything from 45 minutes to 2 hours to complete. Two of these walking trails are suitable for visitors using an off-road tramper, which NRW will manage the public access to. We also host orienteering courses and two geocaching trails.

There are 5 waymarked running trails ranging from short, quick work out distance to a half marathon covering significant elevation. Due to our site hosting these trails we have a number of key seasonal sporting events at the site and would expect footfall to be high at these and your concession to be open for event participants/spectators use.

All of these trails, as well as dedicated children's play area, ensure that Coed y Brenin is a key outdoor destination for all our visitors, who make use of these recreational facilities that are easily accessed from grounds of the Visitor Centre.

Receiving up to 100,000 – 150,000 visitors annually with an average stay of 3 hours. Although weekends and school holidays are the busiest time on the site, there is consistent weekday footfall throughout the year.

### **Site specific**

Our car park has capacity for approximately 140 cars, with neighbouring car parks around the Forest offering additional parking up to 100. Our site at Coed y Brenin has charge for car parking which contributes to the upkeep of the trails, toilets and the car park. Paid parking will be either via Ringo/phone, or card at our payment machines.

There is a popular bike shop on the premises, Beics Brenin, which offers bike hire, bike, clothing and accessories. They also have an onsite workshop and offer mountain bike training sessions to all enthusiasts. Their opening hours are 9-5 7 days a week (except bank holidays). They will be trading within the building adjacent to this pitch site. This lease is managed by NRW.

The toilet block and well as visitor centre toilets and showers will remain open to the public and are cleaned daily by NRW appointed contractor.

### **Events and Permissions.**

We receive several applications for events and films on this site every year. We assess these applications and if permitted ensure all 3<sup>rd</sup> party businesses are notified of the event in advance.

### **Site Management**

The woodland is managed by our Northwest Land Management team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep.

There will not always be a member of staff on site as responsibilities cover a large area of North Wales. However, the local Land Management team will be available by phone and email should site issues arise.

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## **LOT: D – Southeast Wales**

## LOT D1 – Van Road Rudry, Caerphilly

### LOT Reference      **Lot D1 Van Road (Quote to Bid)**

**General Area**      Rudry, Caerphilly / Southeast Wales **Van Road**

**Postcode**      CF83 3EA

**What3Words**      ///trips.span.luck

**Hard Standing**      Yes (Gravel, suitable for parking/access)

**Access Hours**      Permitted trading hours 09:00am to 17:00pm, Monday to Sunday. No equipment must be left on site outside this period.

**Contract Intention** 4-year period

### Trails and Connectivity

Feature	Detail
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<b>Infrastructure</b>	Community Pump Track(s), Picnic Bench, Pond, Waymarked trails
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<b>Major Trails</b>	Accessible footpaths, Cycling/Bike Track (Pump Track)
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### Site Specifics and Visitor Profile

Metric	Detail
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<b>Visitor Footfall</b>	16,320 per annum (Based on Linetop Counter - 2021)
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### Utilities and Services

Feature	Availability	Notes
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<b>Mobile Signal</b>	Yes	Most network providers
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<b>Lighting</b>	No	No lighting in the area.
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<b>Mains Electricity</b>	No	Not available
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<b>Water / Grey Water</b>	No	Not available
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### Trails/ The Site

Van Road, located in Rudry on the edge of Caerphilly, is a vibrant community asset centered around a popular urban pump/bike track. The track, built on the NRW estate over three years through various partnerships, serves as a significant recreational hub for the town and its community. The site is easily accessible, being cyclable from the Caerphilly train station in less than five minutes.

Prior to reaching the pump track, visitors can enjoy a pond, a picnic bench, and accessible footpaths. The location's strong visitor engagement is supported by the recorded footfall of 16,320 per annum (2021 data). Its proximity to the town, combined with its specialised cycling infrastructure, makes it a unique and valuable commercial opportunity.

**The main types of trails and features at the site are:**

- **Community Pump Track(s):** These are circuits of rollers and banked turns designed to be ridden without pedalling and are tarmacked. They are suitable for all abilities.
- **Dirt Jump Trails:** These are lines of earth jumps ranging in size. They typically include:
  - **Small/Beginner Lines:** For visitors learning to jump.
  - **Medium/Large Dirt Jump Lines:** For more experienced riders.
  - **Pro Lines:** Challenging jumps.
- **Dual Slalom Track:** A competitive track where two riders can race side by side down the edge of the park.

### **Events and Permissions**

We receive several applications for events, parking for Network Rail and filming on this site every year. We assess these applications and, if permitted, ensure that all 3<sup>rd</sup> party business are notified of the event in advance.

### **Site Management**

The woodland is managed by our Northwest team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. There will not always be a member of staff on site, as responsibilities cover a large area of Southeast Wales. However, the local Land Management team will be available by phone and email should site issues arise.

## **LOT D2 Chepstow Park Wood**

### **LOT Reference**

### **LOT D2 Chepstow Park Wood**

### **General Area**

Devauden, Chepstow / Monmouthshire (Southeast Wales)  
**Chepstow Woods**

### **Location (Grid Ref)**

ST493974

### **What3Words**

///ounce.regret.polices

### **Hard Standing**

Yes (Gravel, suitable for parking).

### **Access Hours**

Car Park and Pedestrian access is always available. Catering van/trailer cannot be left on site overnight.  
As per Planning the bidder must be in the location as per the map below under the title site map. And must only trade on site between 24<sup>th</sup> March and 1<sup>st</sup> November.

### **Contract Intention**

4-year period.

### **Licence Specifics**

The Minimum Fee for this site is £1200 per year, payable over 4 x instalments of £300 per quarter. This reflects the trading months permitted.

### **Trails and Connectivity**

#### **Feature**

#### **Detail**

#### **Infrastructure**

Waymarked trails, small car park, reservoir, broadleaf/conifer woodland mix.

**Major Trails** Waymarked walking trails leading through the historic hunting park.

### **Site Specifics and Visitor Profile**

<b>Metric</b>	<b>Detail</b>
<b>Car Park Capacity</b>	15–22 spaces.
<b>Site Type</b>	Historic hunting park; popular Community Site.
<b>Connectivity</b>	Located within 3 miles of Chepstow and the Wye Valley Area of Outstanding Natural Beauty (AONB).

### **Utilities and Services**

<b>Feature</b>	<b>Availability Notes</b>	
<b>Mobile Signal</b>	Yes	<b>Weak signal</b> (across major network providers).
<b>Lighting</b>	No	No lighting in the car park or forest.
<b>Mains Electricity</b>	No	No provision for mains electricity.
<b>Water / Grey Water</b>	No	No access to water or grey water drainage.

### **Site Description**

Chepstow Park Wood, situated near the village of Devauden, is a valuable community site within the Wye Valley. As a former historic hunting park, the area is characterised by an attractive and diverse blend of broadleaf and conifer woodland, featuring a prominent reservoir.

Chepstow Park Wood offers an extensive network of trails, primarily featuring wide, well-maintained forest roads and tracks that are suitable for walkers, runners, and general cycling. The site is known for its designated waymarked trails that guide visitors through the peaceful mix of broadleaf and conifer woodland, with popular loop walks ranging from approximately 4 miles (6.5 km) and upwards. While excellent for general recreation, the woods are also utilised for informal mountain biking, and many paths provide scenic viewpoints over the surrounding landscape, including the Severn Estuary and, on clear days, distant views of the Black Mountains.

Despite a relatively small car park (capacity 15–22 spaces), its strategic location—being less than three miles from the town of Chepstow and within the Wye Valley AONB—ensures consistent local footfall. While specific visitor data is unavailable, we are keen to explore the benefits of a local mobile concession in situ, anticipating that footfall could be substantial enough to support a viable commercial operation.

### **Events and Permissions.**

We receive several applications for events, parking for Network Rail and filming on this site every year. We assess these applications and, if permitted, ensure that all 3<sup>rd</sup> party businesses are notified of the event in advance.

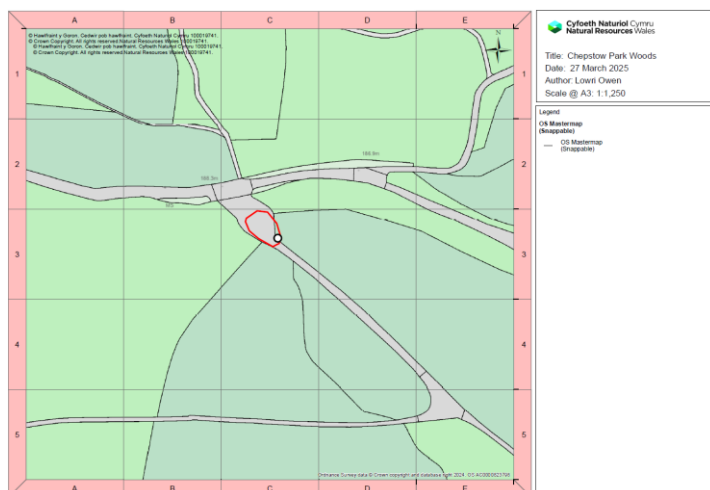
### **Site Management**



The woodland is managed by our Northwest team, who appoint contractors for forestry operations and contribute to the site maintenance and upkeep. There will not always be a member of staff on site, as responsibilities cover a large area of Southeast Wales. However, the local Land Management team will be available by phone and email should site issues arise.

### Site Map

As per planning conditions trailer must be stationed at the point marked in the red line boundary.



5.2	<i>Details of the scope and nature of any extension options or review clauses that apply to this contract and the circumstances under which these options/clauses may be used are provided below:</i>
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Extension will be by agreement only with the Contract Manager.

### 6. List of attachments (if applicable)

6.1 The attachments relating to this requirement are listed below:

Draft licence in appendix A

### 7. Evaluation of Quotes

7.1 All quotes must achieve a Pass on all Gateway criteria. Those quotes that achieve a Pass will then be evaluated on a combination of both **Quality and Price**.

7.2 The overall ratios that will be applied to this invitation to quote are as follows:

Quality =	60%
Price =	40%

## Part B - Bidder's Quote

<b>Privacy Notice</b>
<p>The information on this form will be held and used by Natural Resources Wales in accordance with the provisions of the General Data Protection Regulation and all relevant subsequent legislation. If you have any further queries or concerns, please contact <a href="mailto:dataprotection@naturalresourceswales.gov.uk">dataprotection@naturalresourceswales.gov.uk</a>.</p> <p>For further information on the processing of your personal details please see our Privacy Notice page <a href="http://www.naturalresourceswales/privacy">www.naturalresourceswales/privacy</a></p>

**Please complete this section in full.**

8.	Contract / Bidder Details	Evaluation - Gateway Pass/Fail – in order to score a Pass, you must complete all details
8.1	Title of the contract that you are bidding for (see Part A, section 3.1):	
8.2	Title of location and Lot Code bidding for	
8.3	Full name of your Company:	
8.4	Contact Name for this quote:	
8.5	Mobile / telephone number:	
8.6	Email address for correspondence:	
8.7	Office address for correspondence:	
8.8	VAT Reg number (if applicable):	

9.	Connections with NRW	Evaluation - Gateway Pass/Fail – in order to score a Pass, either there must be no prior connection with NRW, or any connection must be declared and the potential conflict of interest must be managed to NRW's satisfaction
9.1	Are you (if an individual) or any of your directors, partners, shareholders, owners, officers, employees, agents or associates (if an organisation) related or connected to any officer/employee of NRW?	Yes / No

9.2	<i>If you have answered Yes to 9.1 please provide details below of your relation or connection (note that if you fail to declare a potential conflict of interest NRW may cancel any contract awarded):</i>	
9.3	<i>Are you a former employee of NRW or do you employ any former employees of NRW?</i>	Yes / No
9.4	<i>If you have answered Yes to 9.3 please provide details below including the name(s) of the former employee(s), the role that you/they carried out within NRW and the date you/they left NRW (note that if you fail to declare a potential conflict of interest NRW may cancel any contract awarded):</i>	

<b>10.</b>	<b>Terms and Conditions</b>	<b>Evaluation - Gateway Pass/Fail – in order to score a Pass, you must accept the template licence, unless we exercise our discretion to make any amendments as a result of your feedback below.</b>
10.1	<i>Do you accept NRW's the terms and conditions set out in the template licence?</i>	Yes / No
10.2	<i>If 'No' state why below (note that your quote may be rejected if you do not accept NRW's terms):</i>	

<b>11.</b>	<b>Insurance Requirements</b>	<b>Evaluation - Gateway Pass/Fail – in order to score a Pass, you must confirm that you have, or can obtain the required insurance</b>
11.1	<p><i>Please indicate whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</i></p> <p><i>Note that it is a legal requirement that all Companies hold Employers Liability Insurance of £5 million as a minimum (this requirement is not applicable to Sole Traders).</i></p> <p><i>You will be required to evidence that you have the appropriate level of insurance in place prior to the start of the contract.</i></p>	
11.2	<i>Employers (Compulsory) Liability Insurance = £5,000,000</i>	Yes / No
11.3	<i>Public Liability Insurance = £2 million</i>	Yes / No

<b>12.</b>	<b>Please provide the following:</b>	<b>Evaluation - Gateway Pass/Fail – in order to score a Pass, you must provide all the documentation required</b>
12.1	<i>Photo of Concession unit</i>	Yes / No

12.2	<i>Supply Sample Menu</i>	Yes / No
12.3	<i>evidence or assurance of DBS certification</i>	Yes / No
12.4	<i>evidence of power generator or source detailing noise and efficiency rating</i>	Yes / No
12.5	<i>your waste management policy/procedure or associated experience in line with Welsh Government Regulations</i>	Yes / No
12.6	<i>risk assessments &amp; Fire Safety Policy including service of fire safety equipment.</i>	Yes / No
12.7	<i>Food Hygiene Certification &amp; Food Hygiene rating</i>	Yes / No

<b>13.</b>	<b>Quality Criteria</b>	
<b>13.1</b>	<b>Question 1</b>	<b>Evaluation - Question 1 - Weighting 20%</b>

**We need you to tell us about your experience, your van/trailer/unit, and how you will power your service.**

**1. Your Experience**  
 Past Work: Tell us about your previous jobs running a similar food or drink van or concession.  
 Success Example: Give us at least one clear example of a contract you finished successfully in the last three years.

**2. Your Van/Trailer/unit and Equipment**  
 The Unit: Describe the specific sales vehicle or trailer you plan to use.  
 Fittings: What internal furniture and fittings will you have?  
 Equipment: List all your cooking and serving machines (e.g. coffee machine, ice cream freezer, grill, etc.).  
 Tills/Payment: What kind of system will you use to take orders and accept payments (e.g. card readers)?

**3. Power and Efficiency**  
 How does your unit power up: How will your concession get its electricity (e.g. battery bank, solar, generator)?  
 Efficiency: We are looking for low-energy solutions. Please confirm your system's energy rating or explain how efficient it is.  
 Noise: If you use a generator, tell us how loud it is, the nature and strength of any emissions, and how efficient it runs.

**Required Attachments**  
 A photo of your concession and certification/ details of energy rating as per point 3 above.

<bidder please insert your response here>

13.2 Question 2

Evaluation - Question 2 - Weighting 20%

We need clear details on what you plan to sell and when you will be open:

**1. Menu and Health Commitment**

When you outline your menu, you must show us that you are committed to health and sustainability:

Your Menu: Tell us exactly what food and drinks you will offer.

Healthier Choices: Your menu must go beyond traditional options such as ice cream and cans of coke. We need to see a wider range of healthier choices.

Compliance: Your menu must demonstrate full compliance with the new Food (Promotion and Presentation) (Wales) Regulations 2025. This means you must limit or avoid promoting foods high in fat, sugar, and salt (HFSS).

Sustainability: Show us your strong commitment to environmental sustainability in your product choices (e.g., local sourcing, waste reduction). NRW is keen to encourage the use of locally sourced produce, but it is not a restriction to your ability to quote.

**2. Operating Hours**

Hours: Tell us the specific days and times (the hours) you intend to be open at the site to meet the contract's needs.

**Required Attachments**

Sample Menu: A sample of your proposed menu is required.

<bidder please insert your response here>

13.3 Question 3

Evaluation - Question 3 - Weighting 20%

We need to know about the people who will be running the mobile concession (your **key personnel**). Please give us:

1. **A Brief Summary** of their job experience and qualifications (what they've done and what food standards training they have).
2. **DBS Standing:** Confirmation of their DBS (Disclosure and Barring Service) status. This shows they are safe to work with the public.

**Required Attachments**

Copies of relevant Health and Safety certification as well as DBS or a commitment to secure DBS registration.
<bidder please insert your response here>

<b>14.</b>	<b>Pricing Schedule (ex VAT) (40%)</b>	
<b>Description (Lot name and reference number)</b>	<b>Please insert the % of turnover offered by way of a Turnover Fee</b>	<b>Any comments/conditions</b>
Confirm that this quote will remain valid for no less than 30 days	Yes / No	
If 'No' state, the validity period of this quote:		

<b>15.</b>	<b>Declaration</b>	<b>Evaluation - Gateway Pass/Fail – In order to score a Pass, this declaration must be signed and dated</b>
<p><i>I declare that:</i></p> <p>(a) <i>The information provided in this submission is, to the best of my knowledge and belief, true, accurate, and complete.</i></p> <p>(b) <i>I have no undeclared conflicts of interest that are relevant to this selection process. Should any conflict arise, I undertake to notify NRW immediately.</i></p> <p>(c) <i>I (including any directors, partners, or persons with significant control) and my business have not been convicted of any offences relating to health &amp; safety, food hygiene, equal opportunities, fraud, tax legislation, modern slavery, environmental legislation, or any other matters that in NRW's reasonable opinion would render me/my business unsuitable to be appointed as a licensee for this opportunity.</i></p> <p>(d) <i>I understand that any false declaration or failure to disclose relevant information may result in disqualification from this selection process and may be referred for further investigation.</i></p>		
Print Name:		
On behalf of (organisation/company):		
Role in organisation/company:		
Date:		

Signature:	
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## Appendix A: Example / Draft Licence

### Mobile Catering Concessions Licence Draft

This licence is dated [ XXXX] and is made between:

- (1) **The Natural Resources Body for Wales** of Welsh Government Offices, Cathays Park, King Edward VII Avenue, Cardiff, CF10 3NQ (**Licensor**); and
  - (2) **[Licensee name] of [Registered Address] (Licensee)**
- each a “**Party**” and together the “**Parties**”.

#### Agreed terms

##### 1. Interpretation

- 1.1 The following definitions and rules of interpretation apply in this licence.

**Common Parts:** such roads, paths, and other means of access in or upon the Site required for access to and from the Property as designated from time to time by the Licensor.

**Competent Authority:** any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.

**Designated Hours:** XXX to XXX Monday to Sunday (inclusive) or such other hours and days as the Licensor using its discretion may determine on 2 weeks' notice to the Licensee.

**Insolvency Event:** any one or more of the following, in relation to the Licensee:

- (a) Entering into or seeking to enter into a voluntary arrangement with its creditors;
- (b) Applying for or being granted an administration order or a moratorium under Part A1 of the Insolvency Act 1986, or taking steps to appoint an administrator or a receiver or an administrative receiver;
- (c) The commencement of a voluntary or compulsory winding-up, (except a winding-up for the restructuring of a solvent company);
- (d) Being struck off the Register of Companies or the making of an application for striking off;
- (e) Ceasing to exist;
- (f) Being declared bankrupt or any steps being taken towards a bankruptcy order;
- (g) Being subject to legal action to seize or taking control of assets.

**Licence Period:** the period from and including [START DATE] to [END DATE] or until the date on which this licence is determined in accordance with clause 5.

**Minimum Fee:** £XX plus VAT if applicable.

**Necessary Consents:** all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which are required by any Competent Authority for the Permitted Use, including:

- (a) a minimum Level 2 Food Safety And Hygiene For Catering for anyone handling food in the course of the Permitted Purpose
- (b) a minimum Level 3 Food Hygiene for Catering for anyone supervising or managing the catering unit
- (c) an accredited workplace first aid qualification
- (d) registration as a food business with the relevant local authority's Environmental Health Department.

**Permitted Use:** the parking of one mobile catering unit on the Property for the sale of Products to members of the general public visiting the Site.

**Plans:** attached plans marked "Plan 1", "Plan 2", "Plan 3".

**Products:** food and beverages, not including alcohol.

**Property:** the land at [xxxx] shown edged [xxxxx] on Plan 1 and shown for illustrative purposes edged [xxxx] on Plan 2, or such other space as allocated to the Licensee from time to time under clause 2.2(d).

**Site:** land at [xxxx] registered at the Land Registry with title number [xxxx] and shown edged [xxxx] on Plan 3.

**Turnover:** the total amount of all sums of money received by the Licensee in the course of its business from the Property, excluding any VAT or other sales tax imposed on and paid or accounted for by the Licensee in relation to the supply of goods and services from the Property.

**Turnover Fee:** the Licensee's Turnover during the Turnover Period multiplied by the Turnover Rate.

**Turnover Period:** the period of 6 months from the date of this Licence and each successive 6-monthly period thereafter.

**Turnover Rate:** [XX%].

**VAT:** value added tax chargeable in the UK.

**Working Day:** any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in Wales.

- 1.2 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).



- 1.3 Unless expressly provided otherwise in this licence, a reference to legislation includes amendments, extensions or re-enactments, and any subsidiary legislation or official guidance made under it.
- 1.4 Unless otherwise expressly stated in this licence, a reference to **writing** or **written** excludes fax but includes e-mail.
- 1.5 If a Party is not allowed to do something, it must also ensure that it is not done by another person, and must use best endeavours to prevent someone else doing it.
- 1.6 Any words following the terms **including, include, in particular, for example** or any similar expression are construed as illustrative and will not limit the sense of the words, description, definition, phrase or term preceding those terms.

## **2. Licence to occupy**

- 2.1 Subject to clause 3 and clause 5, the Licenser permits the Licensee to occupy the Property and use the Common Parts for the Permitted Use for the Licence Period during the Designated Hours, in common with the Licenser and all others authorised by the Licenser.
- 2.2 The Licensee acknowledges that:
- (a) the Licensee may occupy the Property as a licensee only and that no relationship of landlord and tenant is created between the Licenser and the Licensee by this licence;
  - (b) the Licenser retains control, possession and management of the Property and the Licensee has no right to exclude the Licenser its agents and employees from the Property;
  - (c) the licence to occupy granted by this licence is personal to the Licensee and is not assignable and the rights given in this clause may only be exercised by the Licensee and its employees;
  - (d) without prejudice to its rights under clause 5, the Licenser is entitled at any time on giving reasonable notice to require the Licensee to transfer to alternative space elsewhere within the Site and the Licensee must comply with such requirement; and
  - (e) the Licenser is not responsible for the provision of gas, water or electricity to the Property.

## **3. Licensee's obligations**

The Licensee agrees and undertakes:

- 3.1 to pay the fees in accordance with clause 4 of this Licence;
- 3.2 to keep the Property clean, tidy and clear of litter, provide waste receptacles for use by its customers including separate collection of waste for recycling, ensure that such receptacles do not overflow and are emptied at the end of each day, and dispose of waste lawfully;

- 3.3 not to obstruct the Common Parts, make them dirty or untidy or leave any litter on them;
- 3.4 not to use the Property other than for the Permitted Use;
- 3.5 not to make any alteration or addition whatsoever to the Property, nor to or erect buildings or structures of any kind on the Property;
- 3.6 not to display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices at the Property or elsewhere on the Site without the prior written consent of the Licensor;
- 3.7 not to do or permit to be done on the Property anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Licensor or to visitors, tenants or occupiers of the Site or any owner or occupier of neighbouring property;
- 3.8 not to cause or permit to be caused any damage to:
  - (a) the Property, Site or any neighbouring property; or
  - (b) any property of the owners or occupiers of the Property, Site or any neighbouring property;
- 3.9 to comply with any rules and reasonable instructions the Licensor makes and notifies to the Licensee from time to time including those relating to environmental standards, and the Licensee's use of the Property and the Common Parts;
- 3.10 to observe and comply with reasonable requests made by the Licensor;
- 3.11 not to sell any items from the Property other than the Products;
- 3.12 so far as practicable, to use local produce and sustainable materials in the course of the Permitted Use;
- 3.13 to comply with all applicable laws, bye-laws, rules, regulations and recommendations applicable to the Licensee's use of the Property;
- 3.14 to obtain, maintain and comply with all Necessary Consents, licences and agreements required for the Permitted Use, and ensure that no actions are taken that will or might constitute a breach of any Necessary Consents;
- 3.15 to comply with the Licensor's Welsh Language Standards Policy by offering a bilingual service to Welsh speaking members of the public including having bilingual staff, menus, signs, advertising, and publications at the Property;
- 3.16 not to place anything on the Property other than one mobile catering unit, approved litter receptacles and approved signs, publications and menus;

- 3.17 not to place or use diesel or petrol generators on the Property at any time;
- 3.18 to have a suitable first aid kit on the Property during the Designated Hours;
- 3.19 to keep in place during the Licence Period;
- (a) public liability insurance to provide a minimum cover of one million pounds (£1,000,000.00); and
  - (b) employers liability insurance cover in an amount not less than five million pounds (£5,000,000.00);
- and on reasonable written request the Licensee must give to the Licensor a copy of the insurance policies taken out in accordance with this clause together with evidence of payment of the premiums paid;
- 3.20 to pay all rates, taxes and other outgoings payable in respect of the Licensee's use of the Property;
- 3.21 to inform the Licensor in writing as soon as possible after receipt of any notice, order, direction, claim or proceedings made or brought against the Licensee in respect of the Licensee's use of the Property;
- 3.22 to have a complaints procedure in place and inform the Licensor in writing of:
- (a) any complaints arising from the Licensee's use of the Property within 7 days of receiving the complaint; and
  - (b) any accidents in connection with the Property or the Permitted Use within 24 hours;
- 3.23 to be responsible for any loss of or damage the Property, the Common Parts or the Site caused during the Licence Period by the Licensee's use of the Property, and, at the Licensor's discretion, either reinstate it to the Licensor's satisfaction, or provide appropriate compensation;
- 3.24 to leave the Property in a clean and tidy condition and to remove the Licensee's vehicle, equipment and goods from the Property at the end of the Licence Period;
- 3.25 ensure that all individuals engaged by the Licensee at the Property are subject to a valid disclosure check undertaken through the Disclosure and Barring Service (DBS), and not to employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would present a risk to the Licensee's service users; and
- 3.26 not to state anything or act in a manner which may be harmful to NRW's reputation or which may have an adverse effect on NRW's interests, and to co-operate in good faith with NRW in relation to any publicity or press statements regarding this Licence or the Property or the Site.

#### **4. Fees**

- 4.1 The Licensee must pay to the Licensor the Minimum Fee:
- (a) on the date of this Agreement, and
  - (b) every quarter thereafter.
- 4.2 Within one month of the end of a Turnover Period, the Licensee must provide to the Licensor a statement in respect of that Turnover Period setting out:
- (a) the Licensee's Turnover, and
  - (b) a calculation of the Turnover Fee payable.
- 4.3 NRW will issue an invoice for the Turnover Fee notified under clause 4.2, which the Licensee must pay within the deadline stated in that invoice.
- 4.4 The Licensee must keep records or other evidence for the purpose of accurately ascertaining and demonstrating its Turnover for each Turnover Period. The Licensee must make these records available for inspection on reasonable request at any time by the Licensor, its accountants or authorised agents. The Licensor may, in its discretion, arrange for the records in respect of any Turnover Period to be audited by a professionally qualified independent auditor or accountant appointed by the Licensor.
- 4.5 If the audit commissioned by the Licensor pursuant to clause 4.4 reveals an underpayment of Turnover Fee, the Licensee must, within 14 days after receiving written demand, pay to the Licensor:
- (a) the underpayment;
  - (b) interest calculated in accordance with clause 4.6 on that underpayment for the period from the due date for delivery of the statement under clause 4.2, up to and including the date of actual payment of the underpayment; and
  - (c) the full cost of the audit commissioned by the Licensor.
- 4.6 The Licensee is responsible for paying to the Licensor interest on the Minimum Fee or the Turnover Fee or other payments at the rate of 4% per cent per annum above the base rate of Barclays Bank Plc from time to time calculated on a daily basis from the due date until payment if the Licensee fails to pay the Minimum Fee or the Turnover Fee or any other payments due under this licence within 14 days of the due date (whether formally demanded or not).
- 4.7 Unless otherwise expressly specified, all sums payable by the Licensee are exclusive of any VAT that may be chargeable, and the Licensee must pay VAT in respect of all taxable supplies made to it in connection with this Licence. Every obligation on the Licensee under or in connection with this Licence to pay, refund or to indemnify the Licensor or any other

person any money or against any liability includes an obligation to pay, refund or indemnify against any VAT, or an amount equal to any VAT, chargeable in respect of it.

## **5. Termination**

5.1 This licence will end on the earliest of:

- (a) the end of the Licence Period; or
- (b) the expiry of any notice given by the Licensors to the Licensee at any time on breach of any of the Licensee's obligations contained in clause 3 or clause 4; or
- (c) the expiry of any notice given by the Licensors to the Licensee at any time on becoming aware of an Insolvency Event; or
- (d) the expiry of not less than two weeks' notice given by the Licensors to the Licensee or by the Licensee to the Licensors.

5.2 Termination of this licence will not affect the rights of either Party in connection with any breach of any obligation under this licence which existed at or before the date of termination.

## **6. Notices**

6.1 Any notice under this licence must be in writing and must be delivered by hand or sent by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case).

6.2 If a notice complies with the criteria in clause 6.1, it is deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

6.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

6.4 A notice given under this licence is not valid if sent by e-mail or fax.

## **7. No warranties for use or condition**

7.1 The Licensors give no warranty that the Property possesses the Necessary Consents for the Permitted Use.

7.2 The Licensors give no warranty that the Property or the Common Parts are physically fit or otherwise suitable for the purposes specified in clause 2.

7.3 The Licensee acknowledges that it does not rely on, and will have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that may have been

made by or on behalf of the Licensor before the date of this licence as to any of the matters mentioned in clause 7.1 or clause 7.2.

7.4 Nothing in this clause will limit or exclude any liability for fraud.

## **8. Limitation of Licensor's liability**

8.1 Subject to clause 8.2, the Licensor is not liable for:

- (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Property; or
- (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Property; or
- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or the Licensee's employees, customers or other invitees to the Property in the exercise or purported exercise of the rights granted by clause 2.

8.2 Nothing in clause 8.1 will limit or exclude the Licensor's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

## **9. Emergency and Land Management Works**

9.1 The Licensor may at any time and from time to time to close or restrict the access of the general public to the Property or the Site in the case of an emergency, and the Licensor will be the sole judge of the existence of any such emergency.

9.2 If the Licensor exercises its rights set out in clause 9.1 no compensation will be payable to the Licensee.

9.3 The Licensee acknowledges that the Property is in the vicinity of a woodland managed by NRW, where NRW may undertake forestry or other operations during the Licence Period. NRW may require the Licensee to adapt, pause or stop its use of the Property, to leave the Property entirely, or to take such other action as NRW may reasonably direct. The Licensee will comply with all such requirements.

## **10. Alternative Dispute Resolution**

10.1 If any dispute, question or difference arising out of, under or in connection with this licence other than disputes questions or differences in regard to matters left to the determination of the Licensor or of any other person under the provision of the licence may in the absence of

an agreement between the Parties, attempt to settle such claim, dispute or issue by mediation.

- 10.2 The Parties (and each of them) will give the other Party or Parties written notice (copied to their respective solicitors) of any such claim, dispute or issue providing a reasonable explanation of the claim, dispute or issue and the steps required to remedy it.
- 10.3 If any such claim, dispute or issue cannot be settled by mediation within 21 days after such written notice the Parties will, before resorting to court or regulatory proceedings, attempt to resolve the claim, dispute or issue by negotiation. If they do not reach settlement within a period of 60 days of commencement of the negotiation, the dispute may be referred and finally resolved by the courts of England and Wales.

## **11. Licensor's Powers and FOIA**

- 11.1 Nothing express or implied in this licence limits or fetters the discretion of the Licensor in the exercise of its powers and duties as a statutory body.
- 11.2 The Licensee acknowledges the obligation of the Licensor to comply with the requirements of the Freedom of Information Act 2000 ("FOIA"), and the Environmental Information Regulations 2004 ("EIR"). The Licensee acknowledges and accepts that any decision whether to release any information made in response to any request made in accordance with the FOIA or the EIR will be a decision for the Licensor at its sole discretion.

## **12. Third party rights**

This licence does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

## **13. Governing law**

This licence and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation will be governed by and construed in accordance with the law of England and Wales.

## **14. Jurisdiction**

Each Party irrevocably agrees that the courts of England and Wales will have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this licence or its subject matter or formation.

This licence has been entered into on the date stated at the beginning of it.

Signed by [xxxxxxxxxx]

.....

Senior Specialist Surveyor

for and on behalf of  
**The Natural Resources Body for Wales**

Signed by [NAME OF SIGNATORY]

.....

for and on behalf of [NAME OF **Licensee**]