

### **Guidance Note for a Vending Punt Business Proposal.**

An applicant to operate a vending punt on the river must submit a business proposal to the Conservators for their consideration. Please include all information relevant to the conduct of the proposed business, including the following:

1. Details of the applicant including name and address and experience.
2. If the business is to be managed by someone other than the applicant, that person's name, address and experience.
3. A copy of a valid premises licence from the Cambridge City Council and a copy of the application for that licence.
4. Details of the vessel to be used (size and description), the name and address of the owner if different from the applicant, and where the vessel is to be moored when not being used (note: any mooring must be with the permission of the owner or occupier of the land and Conservators may ask for evidence of this)
5. The type of merchandise it is intended to sell from the vessel.
6. The number of crew on the vessel at any one time while operating, and details of working time and rest periods for crew members.
7. Where the vessel will be loaded and unloaded (note: this must be with the permission of the owner or occupier of the land and Conservators may ask for evidence of this.)
8. Provision for the health, safety and welfare of the crew of the vessel, and provision for disposal of waste
9. A detailed description of how the business will be conducted, including where it is intended to operate, whether it is intended to vend while anchored or underway, and what procedures will be followed to ensure the safe transfer of merchandise, and receipt of money from, other vessels.
10. When it is intended to operate (e.g. specific months of the year, days of the week, and during which hours)
11. Provision of a risk assessment for the conduct and operation of the vending business.
12. Any further information the applicant may consider relevant and of assistance to the Conservators in considering the application.

The Conservators reserve the right to require the applicant to provide further information if they consider it necessary to enable them to decide whether or not to grant the application and what conditions to impose.