



Café Partnership Opportunity

Sandilands, Lincolnshire Coast



Opportunity Summary

The National Trust is excited to invite expressions of interest from established businesses to take on the management and operation of the newly built café at Sandilands on an initial 5-year lease, with the passion to provide a food and beverage concept that compliments the National Trust experience.

The core concept must:

1. Operate with opening hours reflecting the requirement of the community and in line with site opening times (opening hours to be negotiated).
2. Provide visitors with a professional and friendly service, serving items such as, but not necessarily limited to:
 - Barista coffee and other hot beverages
 - Chilled drinks
 - Hot/cold snacks and light meals
 - Cakes/bakes
 - Ice cream
3. Support a seasonal events programme that engages visitors and the wider community, and that may require extending the offer across the evening. We want the offer to be suitable for a broad range of visitors, including families, and as the area is popular with dog walkers we would also like consideration to be given to how we cater for customers with dogs.

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4. Provide confidence in the management and commercial acumen of the partner to uphold the terms of the lease and represent the National Trust.

Applicants are requested to submit tender documents to Nick Brown by 1st September 2025



The National Trust & Sandilands

The National Trust is Europe's leading conservation charity, and is committed to restoring nature, ending unequal access to nature, beauty and history, and inspiring millions more people to care and take action.. The Trust depends on a variety of income streams, including those from commercial food and beverage operations, and it could not deliver its core objectives without the support of its thousands of visitors, volunteers, and partners.

The National Trust is embarking on an exciting project to transform the former golf course at Sandilands into a year-round nature experience for everyone. Working in partnership with the Lincolnshire Coastal Country Park, we plan to create new habitats for a variety of wildlife, especially migrating birds like black-tailed godwit, spotted redshank and spoonbills, along with breeding birds such as snipe, lapwings and oystercatchers. Our vision for this new reserve is to provide a space where everyone can enjoy the benefits of being in nature. We're delighted to have this opportunity as the Lincolnshire coast is one of the most important stretches of the English coastline for wildlife as a stop-over on the 'flyway' migration route. We plan to create an amazing place for people to immerse themselves in nature and truly connect with the wonders the Lincolnshire coast has to offer.

A range of walkways and boardwalks will be installed to ensure convenient and safe access for everyone across this visionary landscape. There will also be a visitor welcome building at the northern tip of the reserve, that will contain a café and a community space.

Our vision for this new nature reserve is to provide a space where everyone can enjoy the benefits of being in nature. Improving accessibility to the site is a primary objective of the Sandilands project.

Opportunity

Sandilands will be a destination of choice on the Lincolnshire Coast, welcoming locals, tourists and day trippers, active users, and nature enthusiasts. We will be creating a brand new, year-round visitor operation that will provide a 'gateway' offer for people into nature that is accessible and inclusive, embracing the nature audiences as well as drawing custom from the established beach audience. Facilitating connection

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and giving access to nature at Sandilands will be critical, especially in the county of Lincolnshire, where access to nature is listed as one of the worst in England. We want to create a site that locals feel proud of and commit to support in the long term.

Sandilands is brilliantly positioned to deliver both paid for and free to access components, with a free to access nature reserve and café open all year round. The National Trust provides an incredible opportunity to connect people with the places it owns and create lasting experiences and relationships. A great food experience plays an important role in this. As such, the National Trust is looking to tender the café at Sandilands (40 indoor covers and up to 92 outdoor), to a like-minded business partner with flair and imagination, to fully deliver against the brief.

The overall design, appearance, and internal accommodation offers café seating, kitchen, and servery space, a community room, national trust staff office, and accessible toilets. The design also provides extensive covered areas to provide solar shading during the hot summer months and shelter from wind and rain on wild and windy days on the Lincolnshire Coast. These covered spaces will also be used for interpretation, a covered ice cream/coffee hatch, and a sheltered café entrance. The building will still be clad in National Trust Ashridge Estate Oak and Larch, but we have opened the café to more expansive views overlooking the nature reserve and natural play interventions.

The café could potentially provide a seven day a week, year-round destination, and a hub for engagement with the property's visitors, customers of the café, and National Trust members alike. The café will be open to National Trust members, visitors and the general public alike, there will not be a requirement for café customers to be NT members or visitors.

The National Trust is predicting 75,000 visitors in the first year, rising to 100,000 by year five. As visiting the café is a key component of the visitor experience for any National Trust place, a significant proportion of those visitors will also become customers of the café. This does not include the significant number of visitors to the free to access beach and coastal areas from which the café would also benefit.

Over the duration of the lease, there are proposals to enhance the wider free to access nature reserve, The potential to grow the business is significant with a customer base that benefits from National Trust members and visitors, visitors to the beach and coastline, holidaymakers and the local community.

Although the lease is for an initial 5 years, if the business proves successful there would likely be scope to extend beyond this.

Location

The site is accessed from the A52 into Sandilands and then south on Huttoft Bank. The nature reserve car park (pay and display for visitors, managed by National Trust) is located on the seaward side of the newly surfaced Huttoft Bank. The car park has on foot access to the beach, beach huts, nature reserve and café.

Café & Kitchen

The café is a single-storey new build located on the nature reserve, adjacent to the car park, toilet block and Changing Place facility with accessible access paths along with easy access to the beach, and a private service/ utility road for delivery/ service access.

It consists of 4 main areas, The kitchen, café/seating, community space (managed by National Trust and not included in the letting) and W/Cs. The property is fully fitted and will be freshly decorated. The total internal let area is 144.9 m² . Of this:

The kitchen is 32.7 m², including staff WC and ancillary spaces.

The servery is 25.9 m²

The café seating area is 66.5 m² , which equates to approximately 40 covers..

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The outdoor seating area extends at the front of the café with south facing views of the nature reserve and its walking paths and coastline and should accommodate approximately 92 covers. The property has three toilet units which are fully accessible with baby changing facilities, which are external to the café and serve the whole visitor building. There is also a separate toilet block, including a Changing Place facility, which serves the wider Sandilands site. The property benefits from ample natural light from the front windows.

For a full list of the equipment see appendix 1.

Applicant Experience

Applicants will be required to demonstrate the following skills, experience and planning:

- Demonstrable prior experience of managing cafes or restaurants.
- Ideally experience working with charitable organisations, trusts, community groups or social enterprises.
- A detailed 5-year business plan.
- Details of registration with their local authority as a food business, food hygiene rating and associated food safety management systems (as detailed below).
- Clear passion for the opportunity to transform the space into a thriving community café destination.
- Two references.

Core Operations

As the country's largest conservation charity, we have the privilege of looking after places of historic significance and great natural beauty. We want to ensure that our visitors have a great experience with us and to that end we ask that our food businesses meet some minimum standards to keep our staff and visitors safe, and to protect the special places we look after.

Use

The use of the property as a high quality café including the sale of hot and cold drinks, food products and merchandise within Class E of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (Amendment) (England) Regulations 2020 (SI 2020 No.757); or such other use within Class E as may be approved by the Landlord (such approval not to be unreasonably withheld or delayed). The applicant will also be permitted to offer a takeaway / delivery service, there is currently no application for an alcohol license in place for the premises, but this can be negotiated.

Food Safety

If already operating as a food business, the applicant must be registered with their local authority and provide details of registration. The expectation is that the applicant will achieve a minimum Food Hygiene Rating of at least 4. If already operating as a food business, the applicant must provide details of their current Food Hygiene Rating – this rating could relate to an outlet already operating on NT property, a parent outlet or associated business.

If already operating as a food business, the applicant must provide a copy of their last Local Authority inspection report. The report could relate to an outlet already operating on NT property, a parent outlet or associated business. The inspection should have been completed within the last 2 years – if not, you must provide details of why this has not been carried out. During the course of the agreement the applicant must comply in all respects with food hygiene legislation and notify the landlord of any issues arising out of an inspection.

The applicant must provide details of their allergen management process, how allergens will be controlled, monitored, recorded and communicated to customers including provision of signage and documentation. All

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processes must comply with current allergen legislation including (if applicable) requirements for labelling pre-packed for direct sale (PPDS) food following the introduction of Natasha's Law.

The applicant must have in place a clear HACCP plan and provide details of this and how it is implemented.

Health & Safety

A Health and safety policy must be provided which sets out their general approach to health and safety. The applicant must also provide details of their risk assessments which includes the hazard analysis undertaken, who might be harmed and how and what they are doing to control the risks.

Sustainability

As a conservation charity, the National Trust has a clear strategic focus on sustainability, with ambitions to look after its places and give them a sustainable future, as well as to improve the state of nature in the UK. For this partnership opportunity, we would therefore encourage the promotion of seasonal and sustainably sourced food and beverage products, from local suppliers. Similarly, this approach would also extend to the use of sustainable energy, where possible.

Waste Management

The Applicant will be responsible for waste disposal costs and adhering to obligations under the Waste (England and Wales) Regulations 2011 for maximising the reduction, reuse and recycling of waste.

Adhere to the new [Separation of Waste \(England\) Regulations 2024](#) (and exemptions set out in [Separation of Waste \(England\) Regulations 2025](#)) which came into force in England on 31st March 2025. Better known as Simpler Recycling, this will be enforced by the Environment Agency.

Where possible, the applicant should plan to reduce and minimise the use of plastic across its operations.

Equipment & Maintenance

The applicant will need to comply with all legislative requirements regarding future inspection and maintenance of any pressure boiler and any gas or electrical equipment. They must take out and maintain with a reputable insurer an annual inspection and insurance policy for any relevant equipment.

Insurance & Liabilities

The Applicant will be responsible for their own insurance and liabilities, including

- Public liability insurance – minimum £10m
- Employer's liability insurance – minimum £5m
- Business insurance – minimum £5m

Handling money

The applicant will be responsible installing and maintaining the necessary systems for cash flow to be managed and audited, with audited sales figures to be provided to the National Trust on a quarterly basis. The applicant will also be responsible for the safe and secure handling of any cash held on the premises.

Opening Hours

We are requesting that the café be open 7 days a week if feasible but are open to discussing the exact opening times and are interested to hear proposals of how this can support the Sandilands experience and the local community.

Business Rates

The property has not yet been assessed for business rate but, business rates will need to be paid by the applicant.

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Commercials

We are excited to accept proposals from applicants wishing to lease the internal café premises. As such, please provide a 5-year business plan outlining the proposed concept, operation and vision, referring to the following commercial considerations.

Option to Lease – initially we will enter into an option to lease with the successful applicant, with the National Trust giving 2 months' notice of the start date of the lease once completion dates of the building have been finalised.

Expected start date – at present it is envisaged that the building will be ready for operation for 1st July 2026

L&T Act 1954 – The new Lease shall be contracted outside the Act.

Lease Term – A new 5-year lease from commencement.

Break Option – The Lease shall contain a 2nd anniversary mutual break option. Each party shall provide 6 months' prior written notice.

Rent – The applicant is expected to submit a minimum base rent for the property payable quarterly in advance. We will accept reductions in both the base rent and turnover rent for year 1 of the lease. VAT will be payable on the Rent and the Tenant will also be responsible for payment of Business Rates, Insurance, Service Charge (if applicable), utilities and all other outgoings.

Turnover Rent – A top-up rent as a percentage of turnover is also requested and we invite proposals. The Tenant shall provide audited sales figures on a quarterly basis, and the turnover rental element shall be reconciled at the end of each anniversary of the Term.

Rent Review - The base rent will be subject to a 3rd anniversary upwards only rent review. The new rent shall be calculated in line with RPI.

Deposit – A deposit equivalent to 3 months' base rent shall be payable on exchange of contracts. The deposit to be returned on expiry or earlier determination of the Lease, provided there are no rent or service charge arrears.

Repairs – The Landlord will carry out any necessary internal repairs to the fabric of the building, including doors and windows, and historic features, and the Tenant will reimburse the Landlord the cost of doing so.

The Tenant will carry out repairs to internal fixtures, fittings and equipment, at their own cost.

The Landlord shall recover a fair proportion of expenditure from the Tenant relating to repair and maintenance works in the common areas

Utilities – The Tenant will reimburse the Landlord for the electricity used in the Property as identified by the sub-meter.

The Tenant will also reimburse a reasonable proportion of other shared costs of utilities between the Property and the remainder of the National Trust Sandilands operation.

Building Insurance – The Landlord will insure the building and the Tenant will pay to the Landlord a fair proportion of the premium relating to the café, on an annual basis.

Alienation – Assignment or underletting shall be prohibited.

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Key Dates

Project Milestones	Dates
Publish tender opportunity	10 th June 2025
Site visits and Q&A on location	By appointment
Deadline for questions	15 th August 2025
Deadline for applications	1 st September 2025
Interviews	11 th September
Successful applicant notified for inception	10 th October
Contract signed	Early January 2026
Target for handover for setup	1 st June 2026
Target opening	1 st July 2026

Application Process & Conditions

Interested parties will be able to view the property daily within day light hours.

Applicants are encouraged to submit proposals to nick.brown@nationaltrust.org.uk by 5 pm on 1st September 2025

Applications would then be short-listed and may result in applicants being invited to attend an interview provisionally planned for 11th September 2025

Any offer made is subject to references and appropriate credit checks. Any offer made is also subject to contract.

The National Trust reserves the right not to accept the highest bid, or indeed any applicant. The choice of the Tenant shall be at the discretion of the National Trust. It will not give reason as to why a particular tender is accepted or refused. The National Trust will not be responsible for any expenses incurred by applicants in submitting their tender. The National Trust shall not be bound to any particular programme of dates for notification of the successful applicant.

All other information given in the application will be treated in the strictest confidence by the National Trust.

Appendix Documents

- Appendix 1 Planned Café Equipment list
- Appendix 2 Café Interior Plan – Partial kit-out
- Appendix 3 Draft Heads of Terms
- Appendix 4 Rental Offer Form
- Appendix 5 Café Evaluation/Scoring Criteria
- Appendix 6 Food Sourcing Standards

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Appendix 1 – Planned Café Equipment list

External store area

F&B Storage Cupboard - 900 x 400mm stainless steel wall shelf
Fridge & freezer walk-in cold rooms / dual compartment fridge and freezer with remote refrigeration / inc. racking

Kitchen

500w x 600d x 850h stainless steel single bowl janitor sink with lever arms
900 x 300mm stainless steel wall shelf
1400 x 800 Stainless steel Ingredients Bench, with upstand
Stainless steel wall cladding to rear of hot prep area
Blue Seal Turbofan® electric convection oven
Blue Seal VH32 Ventless Condensing Hood, for E32D4 Oven
Rack stand, included on castors
1650 x 775mm stainless steel wall table / 2no shelf under
1600 x 700mm stainless steel single bowl prep sink with spray arms / RH drainer / under shelf / inset HWB and taps
1600 x 300mm stainless steel wall shelf
1000 x 600mm 5 tier wire racking
Hobart 1000 x 883 with 300 upstand Dishwasher inlet tabling with sink, taps and spray arm to be fabricated to configuration shown with channel to take dishwasher baskets (Budget - TBC)
Hood type dishwasher (single) with Automatic soil removal and in-built softener
Hobart 1500 x 883 Dishwasher outlet tabling with 1no set of 4 x basket runners to configuration shown with channel to take dishwasher baskets
TCT 1/12-S P Single column - 12 level - stainless steel with side panels on castors
1500 x 600mm 5 tier wire racking
Wall mounted hand wash basin & taps
800 x 300mm stainless steel wall shelf
Bespoke 2000 x 650mm stainless steel prep-island table / support posts / 2no shelves / 2no fridge voids below
New 900mm fridge
Changing area bench, 1600mm mirror and coat hooks to internal walls
Premium Lockers With ActiveCoat Cam lock with 2 keys Air vent system Anti bacterial coating.
Wall mounted insect control unit

Servery area

Corian solid worktop with 400mm matching upstand / laminated counter base units and doors / dishwasher brackets for existing trays / equipment cupboards / void for fridge & ice-cream unit / storage shelving / worktop voids for washers and scoop
New 900mm fridge
Tefcold Scoop Ice cream Freezer 10 Pan IC400SC W1300 x D615 x H892
Ice Cream counter to infill door opening - Corian solid worktop / laminated counter base with storage shelving under / tiling to front fascia measured elsewhere (external doors measured within building contract by others)
New Corian solid worktop only / laminated counter units / new shelving / dishwasher brackets for existing trays / tray slinging buttons to front / tiling to front fascia measured in tiling package
Ceramic tiles to front fascia of servery counter and ice-cream counter - Solus Variety 5HVB107 & Dark Grey Grout

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1245mm width Multi tier unit Ref: SP601-CHCLMD12 Front doors required NT specification by Counterline.

Condiments unit - Corian solid worktop & rear 50mm upstand / timber cupboard storage under, prepared for decoration / 8no. cutlery pots / waste chute & bin / water fountain supplied by client / decoration all round (paint - Little Greene Hicks 'Blue 208')

10mm toughened glass shelf & metal black PPC support frame 1000mm, for cups and glasses

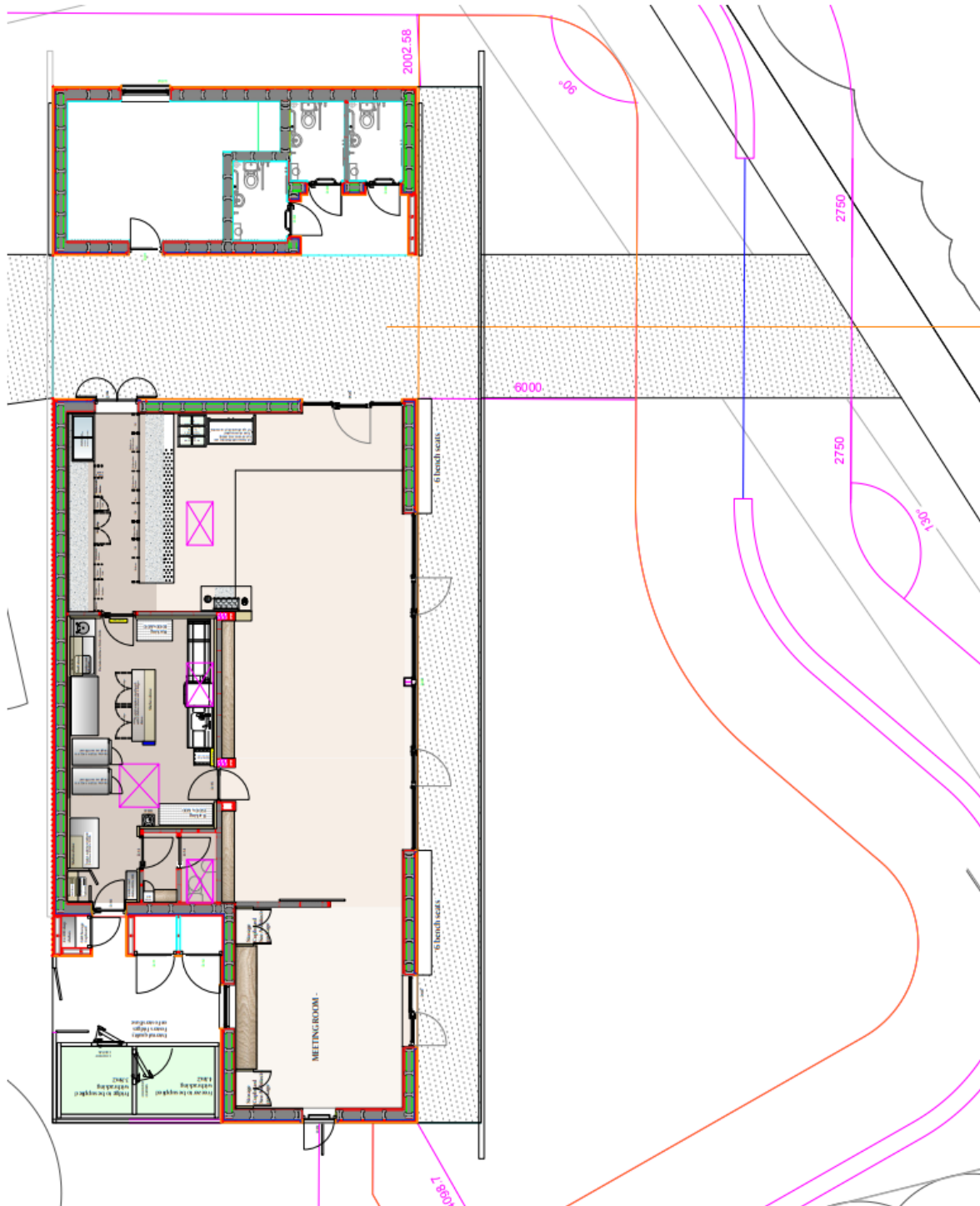
Cold Water Tap Instanta - InstaTap G2 High 12CC20 by Zip Water and filter fit (plumbing and power measured elsewhere)

Tray pick-up plinth - laminated timber effect MDF panels / 40mm solid Corian top / lockable castor wheels

Wall mounted insect control unit

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Appendix 2 – Café Interior as partial kit out



Book #: 910-02-24 Map/development and N.T. required
for this project. See N.T. for details.
N.T. on file at the County of San Mateo, Planning and
Public Works Division.

INSPIRE

INSPIRE CONSULTING, INC.
10000 S. DEER CREEK DRIVE, SUITE 100
SAN JOSE, CA 95138
TEL: 408.255.0000 FAX: 408.255.0001
WWW.INSPIRE-CA.COM

CLIENT: National Trust

PROJECT: Sandlands

DRAWING TITLE: Site Plan

DRAWING NO: NTSLS01B

DRAWING DATE: November 2024

DRAWING SCALE: 1/8" @ A1

DRAWING BY: IS

DRAWING NO: NTSLS01B

CONTRACT/PROJECT APPROVAL (SIGNED AND DATED)
DATE: 11/15/2024
BY: [Signature]
TITLE: [Title]
FIRM: [Firm Name]

CONTRACT/PROJECT APPROVAL (SIGNED AND DATED)
DATE: 11/15/2024
BY: [Signature]
TITLE: [Title]
FIRM: [Firm Name]

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Appendix 3 – Draft Heads of Terms



HEADS OF TERMS FOR A PROPOSED LEASE

The National Trust intends to grant a lease of the property described here on the following terms. These terms are not intended to create any legally binding obligations. They are subject to contract, completion of formally executed legal documentation and approval processes of the National Trust.

Landlord	The National Trust for Places of Historic Interest or Natural Beauty (registered charity number 205846) whose principal office is at Heelis, Kemble Drive, Swindon, Wilts SN2 2NA
Tenant	[]
Guarantor	☐ Yes TBC ☐ No
Property	Address: Café building, Sandilands This is part of the National Trust's Sandilands Estate. The Landlord's Land Registry title number is LL237744 The Property is shown edged in red on the attached plan. <i>[Given that the letting is of part of a building the measured area will be included here].</i>
Title	No known issues
Term	5 years from TBC
Break Clause	☐ Landlord only ☐ Tenant only ☒ Mutual ☐ None Notice period for exercising is 6 months The break clause will be conditional on: 1. Payment of all rent up to and including the Break Date 2. The premises being unoccupied and free of any sub-leases or other legal interests

Break Dates	☒ Exercisable at the end of the 2 nd year of the Lease ☐ Exercisable after
Contracted out of security of tenure provisions in the Landlord and Tenant Act 1954?	Yes/ No
Contractual Option to Renew	☐ Yes further term.....years on notice on or before..... ☒ No
Rent	£ TBC per annum VAT is / is not payable on the rent in addition to rent. This is inclusive/exclusive of business rates. Rent is payable quarterly in advance on [] Rent commencement date is TBC
Rent Review	Every 3 months/years ☒ Index Linked: RPI/CPI (<i>delete as appropriate</i>) ☐ Upwards only Open Market ☐ Other, calculated as:
Occupancy Costs	The estimated costs of occupancy, including service charge and insurance contributions are set out in the Schedule below in the table headed "Occupancy Costs".
Rights for the tenant	☒ Access: as shown coloured yellow on the Plan ☒ Services: Use of Landlord's supply of electricity, water and sewage ☒ Other: [] car parking spaces in the Landlord's car park for staff purposes as shown coloured green on the Plan
Reservations	Access for Landlord to use the adjoining community space
Permitted Use	The use of the property as a café including the sale of hot and cold drinks, food products and merchandise within Class E of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (Amendment) (England) Regulations 2020 (SI 2020 No.757). The applicant will also be permitted to offer a takeaway / delivery service and to sell alcohol.

	Changes to permitted use permitted during the Term (with prior landlord consent not to be unreasonably withheld)? Yes/No (<i>delete as appropriate</i>) Details (e.g. use class or other specification/restriction) Other uses within Class E All other changes of permitted use are prohibited
Assignment, subletting and other dispositions	The following types of disposition are permitted during the Term with prior written consent from the Landlord, not to be unreasonably withheld (tick all that apply): ☐ Assignment of Whole:..... ☐ Assignment of Part:..... ☐ Subletting of Whole:..... ☐ Subletting of Part:..... ☐ Sharing Occupation with GroupCo:..... ☐ Other..... All other dispositions will be prohibited.
Landlord's repair (and Tenant's contribution)	The Landlord must keep the Landlord's Items set out in the Repair Schedule below in good repair. The Tenant must pay the tenant contribution as set out in the Repair Schedule within 21 days of written demand from the Landlord.
Tenant's repairs	The Tenant must keep the Tenant Items set out in the Repair Schedule below (and any other parts of the Property not mentioned in the Repair Schedule) in good repair and condition.
Redecoration	The Tenant must redecorate the Tenant Decoration Items in the Repair Schedule below every 3 years and in the last year of the Term. The Landlord must redecorate the Landlord Decoration Items in the Repair Schedule below every 5 years
Alterations	☐ The Tenant must not make any alterations to the Property; or ☒ Initial/Fit Out works are permitted and will/will not require reinstatement if requested by the Landlord when the lease ends (<i>delete as appropriate</i>); or ☐ Tenant alterations will be permitted during the Term with Landlord consent and will/will not require reinstatement when the lease ends (<i>delete as appropriate</i>) The Tenant must not put signs on the Property unless the Landlord has first approved their design, size and location

Buildings Insurance	The Landlord will insure the Property under its block policy and the Tenant will pay a fair proportion of the cost relating to the café to the Landlord on demand (see Occupancy Costs Table in the Schedule). Terrorism is not insured under the Landlord's policy.
Public Liability Insurance	a minimum indemnity limit of at least £5,000,000 in the Tenant's name is required
Other Agreed Terms	The Tenant shall pay a reasonable proportion of the expenditure incurred by the Landlord in the maintenance and operation of the shared areas, including a fair proportion of the utilities used.
Approvals	☐ Subject to Survey ☒ Regional/ National /Trustee Internal Approval ☐ Charity Commission Consent ☐ DEFRA Consent ☐ Treasury/DCMS Consent ☐ Other (e.g. Natural England, Planning).....
Costs	Each party will be responsible for its own legal costs.
Solicitors	For the Landlord: Legal Dept, National Trust, Heelis, Kemble Drive, Swindon SN2 2NA For the Tenant: []

Signed to confirm agreement to these proposed terms:

..... for TenantDate

..... for LandlordDate

REPAIR SCHEDULE

PARTS OF THE BUILDING(S) AT THE PROPERTY	LANDLORD ITEMS	TENANT ITEMS	TENANT CONTRIBUTION
Chimneys and Flues	X		
Flashings/Flaunchings	X		
Roofs (coverings and structure)	X		
Rainwater goods, gutters and downpipes	X		
External walls of building(s)	X		
Structural walls and columns inside building(s)	X		
Non structural walls inside building(s)	X		100%
Plaster on inside of building(s)	X		
Loft insulation	X		
Internal joinery	X		
External joinery	X		
Doors inside buildings including frames, glass and fittings	X		100%
Doors within the external walls of building(s) including frames, glass and fittings	X		
Windows either inside the building(s) or in the external walls of building(s) including glass and fittings and frames	X		100%
Porches/conservatories	X		
Floors and ceilings (not including joists and other structural components)	X		
Joists and other structural components supporting floors and ceilings	X		
Staircases	X		

SERVICES AND UTILITIES AT THE PROPERTY	LANDLORD ITEMS	TENANT ITEMS	TENANT CONTRIBUTION
Electrical Installations, wires, consumer units and other fittings and appliances	X		100%
Gas installations, pipes and other fittings and appliances	X		
Oil installations, pipes and other fittings and appliances	X		
Water pipes, sanitary fittings and appliances	X		
Foul drainage pipes	X		
Surface water drainage channels and ditches	X		
Boilers/central heating systems, pumps and fittings	X		
Telephone and broadband installations, wires and appliances		X	
Lightning conductors	X		
Fire and security systems	X		

SERVICES AND UTILITIES OUTSIDE THE PROPERTY	LANDLORD ITEMS	TENANT ITEMS	TENANT CONTRIBUTION
Wires, cables, pipes, conduits, apparatus and other service media on the Adjoining Land which:			
exclusively serve the Property; or		X	
are shared with other properties.	X		
Surface water drainage channels and ditches on the Adjoining Land which:			
exclusively serve the Property; or	X		
are shared with other properties.	X		
Foul Water pipes on the Adjoining Land which:			
exclusively serve the Property; or	X		
are shared with other properties.	X		
Access way.	X		

PARTS OF THE GROUNDS	LANDLORD ITEMS	TENANT ITEMS	TENANT CONTRIBUTION
Boundary walls, fences, gates and hedges.	X		
Paths, paving, hard surfacing and drives or roadways	X		

DECORATION	LANDLORD ITEMS	TENANT ITEMS	TENANT CONTRIBUTION
Inner facing of exterior walls and structural and non-structural walls inside the building(s) on the Property		X	
Outside of exterior walls of the building(s) on the Property	X		
Doors and frames (interior)		X	
Doors and frames (exterior)	X		
Window frames (interior)		X	
Window frames (exterior)	X		

RESPONSIBILITY FOR SERVICE ITEMS (TO INCLUDE CLEANING AND REGULAR SERVICING)	LANDLORD ITEMS	TENANT ITEMS	TENANT CONTRIBUTION
Fire suppression system		X	
Ducts and dampers		X	
Portable Appliance Testing		X	
Glass in doors and windows		X	
Kitchen equipment		X	
Extraction fans		X	
Pest Control		X	
Sanitation in staff toilet		X	
Sanitation in customer toilets	X		TBC
Waste disposal and recycling		X	
External paved seating area	X		

OCCUPANCY COSTS

Please note that where costs are not expressly fixed by the terms of the lease, they are subject to change. Where the cost is not fixed (as indicated in the table below) the figures quoted are for illustrative purposes only.

OCCUPANCY COSTS	WHO PAYS?	HOW MUCH?	HOW OFTEN?	TENANT COST PER YEAR	IF NOT FIXED WHAT DOES IT DEPEND ON?
Rent	Tenant	TBC	Quarterly	TBC	TBC
VAT on Rent	Tenant	TBC	Quarterly	TBC	Rent
Rates	Tenant	TBC	Monthly	TBC	
Service Charge	Tenant	TBC	Quarterly	TBC	Proportion of the costs incurred in the communal areas
Insurance	Landlord	TBC	TBC	TBC	Floor area of the café
Utilities	Tenant	TBC	Half yearly	TBC	Usage
Repair/Dilapidations	Both	TBC	TBC	TBC	Actual cost
Fit Out/Alterations	Tenant	TBC	At start	TBC	Actual cost
Any additional Costs	None				
Total Each Year				TBC	
Total Lease Cost		TBC			

Appendix 4 – Rental Offer Form

Tenant Details

- **Company Name:**
- **Registered Address:**
- **Contact Person:**
- **Phone Number:**
- **Email Address:**
- **Company Registration Number:**
- **VAT Registration Number (if applicable):**

Offer Details

- **Proposed Base Rent (Per Annum):**
- **Proposed Turnover Rent (Per Annum):**
- **Rent Free Period (if requested):**
- **Any Other Conditions or Requests (Optional):**

Fit-Out & Maintenance

- **Fit-Out Plan (if applicable):**
- **Responsibility for Maintenance:**

References & Supporting Documents

Please attach the following documents with this Rental Offer Form:

- **Company Financial Statements (last 2 years):**
 - Attached: Yes ☐ No ☐
- **Company References (e.g., business partners or previous landlords):**
 - Attached: Yes ☐ No ☐
- **Proof of ID (Directors or Key Shareholders):**
 - Attached: Yes ☐ No ☐

By submitting this offer, I/we confirm that:

- The information provided in this form is true and accurate to the best of my/our knowledge.
- This offer is made subject to contract and does not form a binding agreement unless a formal lease is agreed and signed by both parties.
- I/we understand that the landlord reserves the right to reject any offer at their sole discretion.

Signature:

Name:

Position in Company:

Date:

Important Notes:

- All offers are subject to the final approval of the landlord.
- Submission of this form does not guarantee acceptance of the offer.

For Office Use Only (Landlord/Agent)

- **Date Offer Received:**
[Insert date]
- **Offer Reviewed By:**
[Insert name of person reviewing the offer]



Café Partnership Opportunity

Evaluation Criteria

The National Trust will assess proposals based [40%] on the commercial suitability of the business plan and [60%] on the quality of the information provided. The criteria below show how the quality section is broken down and areas worth taking into consideration. Please include any documentation that you have that meet the criteria below, including photos, etc. where applicable.

Experience – 20%

- How many years of experience do you have?
- What sets the business apart from everyone else?
- Have you supplied supporting evidence, e.g. pictures, menus, etc.?
- Can you provide references from previous tenancies or events that you have attended?

Business Set Up and Compliance – 20%

- Have you registered as a food business with the Local Authority?
- Public liability insurance of at least £5 million
- Do you have a food hygiene rating of 4 or more?
- Can you provide details of your HACCP plan and details of how this is implemented?
- Can you provide details of your allergen management processes and staff training?
- Do you have a written risk assessment for your operations?
- Do you have a Health and Safety Policy?

Sustainability – 20%

- Where are your products from, e.g. do you use local, seasonal produce?
- Are you selecting products from sustainable sources?
- Are you using sustainable energy?
- How are you reducing/minimising your use of plastic?
- What do you plan to do with your waste and do you have plans for your business to minimise waste?

We will ask you more about all areas if you are shortlisted for interview.



Appendix 6 - Food sourcing standards matrix

Meat, poultry & fish

May-24

Product	Permitted Country of Origin	Minimum Standard	Minimum Product Traceability Standard
Venison	UK reared and slaughtered or UK wild /parkland	Farm Assured (not applicable for wild / parkland deer)	SAI Global/EFISIS Assured Farm Venison Standard (only applicable if farmed) Supplier contract/declaration if applicable
Beef Lamb Pork Ham & bacon Poultry	UK reared and slaughtered	Farm Assured	One of the following is required: * Assured Food Standards (Red Tractor Assurance) * Farm Assured Welsh Livestock (FAWL) * Quality Meat Scotland (QMS) * Farm Quality Assurance Scheme (FQAS) Northern Ireland * EBLEX Quality Standard Mark (English beef and Lamb Executive) * Organic * RSPCA Assured (formally Freedom Food) * British Poultry Council Duck Assurance Scheme * British Quality Assured Pig Standard * SAI Global/EFISIS Assured Farm Venison Standard (only applicable if farmed) * Small Non-Assured Farms - Soil Association
Meat content products eg. sausages, burgers	UK reared and slaughtered	Farm Assured (minimum 62% meat content)	Supplier contract/declaration, if applicable

Product	Permitted Country of Origin	Minimum Standard	Minimum Product Traceability Standard
Fresh / frozen fish & shellfish	UK landed *	Fish rating of 1, 2 as defined on the MCS Fish to Eat list ** Also detailed in the Sustainable Fish guidance	Reference to the Marine Conservation Society (MCS) 'Fish to Eat' list. MSC certification desirable.
Tinned fish & shellfish	No current restrictions	Fish rating of 1, 2 as defined on the MCS Fish to Eat list. Also detailed in the Sustainable Fish guidance	Reference to the Marine Conservation Society (MCS) 'Fish to Eat' list. MSC certification desirable. Supplier contract or declaration

* UK landed is the standard we are working towards and will be introduced at a later stage

** Artisan fisheries may require specific assessment to establish equivalent MCS score if supporting information is not available on the MCS 'fish to eat' list

Products of animal origin in general

As per eggs above, other than small, marginal or restricted (technical exemption) all meat products, fish products etc, need to come from an approved premises for either the processing of the product or the rewinding of it. The number must accompany the product and/or be on the label. The link is the same as above. To go with your checks you could ask for the approved businesses they use or information about why there are there is no approval identification.



Food sourcing standards matrix - Eggs

Product	Permitted Country of Origin	Minimum Standard	Minimum Product Traceability Standard
Eggs (Hens) (including liquid egg)	UK free range	Free Range, RSPCA Assured (formally Freedom Food). Egg suppliers must hold accreditation to Red Lion or Laid in Britain. All eggs to be coded with method of production, producer's identity and best before date	RSPCA Assured
Eggs (Duck)	UK free range	Free range. All eggs to be coded with method of production, producer's identity and best before date	Free range

The egg packing centre (all egg types) if used must also be approved by the Local Authority, and should be able to provide their approval number. If it is approved, the centre appear here in the approved Premises list (as a bit of an outlier it doesn't need to be on the packaging) [: https://data.food.gov.uk/catalog/datasets/1e61736a-2a1a-4c6a-b8b1-e45912ebc8e3](https://data.food.gov.uk/catalog/datasets/1e61736a-2a1a-4c6a-b8b1-e45912ebc8e3)



Food sourcing standards matrix - Fruit & vegetables

Product	Permitted Country of Origin	Minimum Standard	Minimum Product Traceability Standard
Fruit & vegetables (UK)	UK grown	UK grown plus compliance with minimum harvest intervals where pesticides are used. Higher standard accepted such as Farm Assured	Supplier contract or declaration
Fruit & vegetables (Imported)	Should not be used where UK options are available	Fairtrade or Rainforest Alliance, where available	Fairtrade or Rainforest Alliance mark where available. Country of Origin to be clearly stated. Supplier contract or declaration



Food sourcing standards matrix - Tea, coffee & cocoa based beverages

Product	Permitted Country of Origin	Minimum Standard	Minimum Product Traceability Standard
Tea	No current restrictions	Fairtrade	Fairtrade Supplier contract
Coffee			
Cocoa based beverages			



Food sourcing standards matrix - Palm oil, Soy and Mushrooms

Product	Permitted Country of Origin	Minimum Standard	Minimum Product Traceability Standard
Palm Oil	No current restrictions	RSPO - Roundtable on Sustainable Palm Oil	Any palm oil used in products must be certified by RSPO, or products free from palm oil should be offered as an alternative
Soy	No current restrictions	RTRS- Roundtable on Responsible Soy or ProTerra certified growers.	Any soy used in products must be certified by RTRS, or ProTerra certified growers. Products free from soy should be offered as an alternative
All Mushrooms (fresh, dried or processed)	No current restrictions	100% Peat Free	Produce to be grown 100% peat free throughout their whole life and the evidence to support this for any mushroom or product containing mushroom.



Additives and ingredients to avoid:

Banned ingredients

Colourings

E102 tartrazine (FD&C Yellow 5)

E104 quinoline yellow (C.I. Acid Yellow 3, Food Yellow 13, D&C Yellow No. 10, Acid yellow 3, Quinidine Yellow KT, Japan Yellow 203, Lemon Yellow ZN 3, C.I. 47005)

E107 yellow 2G (Lissamine Fast Yellow, C.I. Acid Yellow 17, C.I. 18965, Light Fast Yellow 2G, C.I. Food Yellow 5, Acid Leather Yellow 2GL, Erio Flavine SX, Fenalan Yellow G, Erio Flavine 3G, Kayacyl Yellow GG)

E110 sunset yellow (Orange Yellow S, FD&C Yellow 6, C.I. 15985, E110)

E120 cochineal (Carminic acid, C.I. Natural Red 4, C.I. 75470, CI 75470)

E122 carmoisine (carmoisine, Food Red 3, Azorubin S, Brillantcarmoisin O, Acid Red 14, C.I. 14720)

E123 amaranth (FD&C Red No. 2, C.I. Food Red 9, Acid Red 27, Azorubin S, C.I. 16185)

E124 ponceau 4R (C.I. 16255, cochineal red A, C.I. acid red 18, brilliant scarlet 3R, brilliant scarlet 4R, new coccine)

E129 allura red (Disodium 6-hydroxy-5-[(2-methoxy-5-methyl-4-sulfophenyl)azo]-2-naphthalenesulfonate, Allura Red, Food Red 17, C.I. 16035, FD&C Red 40, E129, 2-Naphthalenesulfonic acid, disodium salt)

E131 patent blue V (Food Blue 5, Sulphan Blue, Acid Blue 3, L-Blau 3, C-Blau 20, Patentblau V, Sky Blue, C.I. 42051, E 131)

E132 indigo carmine (indigotine, 5,5'-indigodisulfonic acid sodium salt, Brilliant Indigo, 4 G, C.I. Acid Blue 74, C.I. 73015, CI Food Blue 1, FD&C Blue 2, Sicovit Indigotin 85, E132, indigotindisulfonate sodium)

E133 brilliant blue FCF (FD&C Blue No.1, Acid blue 9, D&C Blue No. 4, Atracid Blue FG, Acilan Turquoise Blue AE, Aizen Brilliant Blue FCF, Alzen Food Blue No. 1, Erioglaurine, Eriosky blue, Patent Blue AR, Xylene Blue VSG, C.I. 42090, CI Food Blue 2, Basacid Blue 755, Sulfacid Brilliant Blue S J, Neolan Blue E-A, Brilliant Blue F, Brilliant Blue Lake, Blue #1 Lake, Bucacid Azure Blue)

E151 black PN (C.I. Food Black, 11743 Black, Black PN, Blue Black BN, Brilliant Acid Black, C.I. 28440, Certicol Black PNW, Cilefa Black B, E 151, Edicol Supra Black BN, exacol Black PN, L Black 8000, Melan Black, Xylene Black F)

Avoid

Flavourings/enhancers

E621 monosodium glutamate

E635 siduyn 5 – ribonucleotide

Sweeteners

(Not applicable to soft drinks or ice cream)

E950 acesulfame K

E951 aspartame

E954 sodium saccharine

Preservatives

(Not applicable to drinks)

E211 sodium benzoate

Artificial trans fats

(partially hydrogenated fat or oil)

Genetically Modified (GM) foods