



Approved Accommodation Scheme
APPLICATION FORM
 Accredited by VisitEngland

Office use only:	
QiT Id:	
Regional Body:	

- Remember the comments in the numbered boxes are there for guidance when completing the form. If you have any questions please call our helpline on 0845 300 6996.
- Please complete the sections required in black or blue ink and use BLOCK CAPITALS where possible.
- For SERVICED ACCOMMODATION please complete sections 1, 2, 4, 7, 8, 9, 10, 11 and 12
- For SELF CATERING ACCOMMODATION please complete sections 1, 2, 3, 5, 7, 8, 9, 10, 11 and 12
- For TOURING, CAMPING AND HOLIDAY PARKS ACCOMMODATION please complete sections 1, 2, 6, 7, 8, 9, 10, 11 and 12
- Don't forget to sign and date the form before returning.
- Please return the completed application form to:
1320 Montpellier Court, Pioneer Way, Gloucester Business Park, Gloucester, GL3 4AH

ESTABLISHMENT DETAILS

Your application cannot be processed without this information.

Please complete the details of the establishment to be assessed as fully as possible.

1

Name of Establishment:

Full Postal Address:

County: Post Code:

Telephone: Fax:

Email: Website:

ADMIN CONTACT DETAILS

Your application cannot be processed without this information.

Please note we will use this address to send all correspondence to you .

2

Name of Admin Contact:

Company Name (if applicable):

Full Postal Address:

County: Post Code:

Telephone: Fax:

Email: Mobile:

BOOKING CONTACT DETAILS

(Only complete if different from admin contact details).

Please note these are the details potential guests will use to contact you.

3

Name of Booking Contact:

Full Postal Address:

County: Post Code:

Telephone: Fax:

Email: Mobile:

If you need help completing this form please call our helpline on 0845 300 6996.

Only complete this section if you offer **SERVICED ACCOMMODATION**

ACCOMMODATION INFORMATION

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BEDROOMS AND BATHROOMS - Please enter the number of each bathroom type and the standard occupancy for that bedroom type.

ROOM TYPES	Number	Standard Occupancy		Total Number
Total number of SINGLE bedrooms			BEDROOMS	
SINGLES with ensuite bath or shower and WC				
SINGLES with private bath or shower and WC			BEDSPACES	
Total number of DOUBLE bedrooms				
DOUBLES with ensuite bath or shower and WC			SHARED GUEST BATHROOMS	
DOUBLES with private bath or shower and WC				
Total number of TWIN bedrooms				
TWINS with ensuite bath or shower and WC				
TWINS with private bath or shower and WC				
Total number of FAMILY bedrooms (3+)				
FAMILY with ensuite bath or shower and WC				
FAMILY with private bath or shower and WC				
Total number of SUITES				

ESTABLISHMENT TYPES - Please select with a tick either Hotel or Guest Accommodation.

HOTEL - All properties must have a minimum of 5 bedrooms, be licensed, offer dinner and have all bedrooms ensuite or with private bathroom.

GUEST ACCOMMODATION - includes B&B, Guesthouse, Inn, Farmhouse, Restaurant with Rooms and Room Only

Only complete this section if you offer **SELF CATERING ACCOMMODATION**

ACCOMMODATION INFORMATION

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Please complete a separate line for each unit **UNLESS** the units are identical (see first two lines as examples).

Occupancy = Total number of people accommodated in each unit at one time.

A unit is any accommodation that can be let individually e.g. Flat, Cottage, House or Apartment. Additional units (up to three additional units can be included in the standard fee) must be within 1 mile of the main unit. If they are beyond this, a separate application should be made and an additional fee is payable.

Type of Unit (please tick where applicable)									Please note if any units are more than 1 mile away from the main unit a separate application form needs to be completed and an additional fee is payable.		
Chalets/Villa	Studio Apartment	Apartment	House	Bungalow	Cottage	Caravan Holiday Home	Stationary Houseboat	Other	Number of units (if identical)	Name of Unit	Occupancy (per unit)
	✓									THE STUDIO <i>(Example of a non identical single unit)</i>	2
					✓				10	1 - 10 PRIMROSE CLOSE <i>(Example of identical units)</i>	4

Total number of units to be assessed

If you need to provide further details please attach a separate sheet.

Only complete this section if you offer TOURING, CAMPING AND HOLIDAY PARKS ACCOMMODATION

ACCOMMODATION
INFORMATION

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PITCHES		Number of:	
Touring Pitches			
Number of these suitable for:	Motorcaravans		
	Caravans		
	Tents		
UNITS		Number of:	Standard Occupancy
Caravan Holiday Homes for HIRE			
Chalets/Villas for HIRE			
Log Cabins/Lodges for HIRE			
Number of units on park NOT for hire			
TOTAL NUMBER OF UNITS AND PITCHES			

Are you a member of the
British Holiday & Home Parks Association?

YES

NO

Are you a member of the National Caravan Council?

YES

NO

If you need help completing this form please call our helpline on 0845 300 6996.

ESTABLISHMENT DESCRIPTION

Your application cannot be processed without this information.

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(Max 20 words)

OPENING TIMES

Please provide full details of your establishment opening times.

8

Is your establishment open all year? **YES** **NO**

If **NO**, please provide details/dates when closed

Is your establishment open at Christmas? **YES** **NO**

Is your establishment open at New Year? **YES** **NO**

COMMENTS AND ADDITIONAL INFORMATION

Please use the comments/additional information box to advise of specific requirements e.g. delayed initial assessment request.

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Comments/Additional information:

Where did you hear about us?

What is your main reason for joining?

CALCULATE PAYMENT

To calculate your fee please refer to the Fees leaflet or call our helpline on 0845 300 6996.

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NET FEES

Approved Accommodation Scheme
Annual Participation Fee

£ :

TOTAL (NET) FEES

£ :
=====

VAT

£ :

TOTAL (GROSS) AMOUNT PAYABLE

£ :
=====

All fees quoted are at net prices therefore don't forget to add VAT at the current rate to your calculation.

METHOD OF PAYMENT

If paying by BACS please call our helpline on 0845 300 6996 to get your QiT number as you will need to quote this when paying.

If paying by Credit/Debit Card please ensure that you complete both the contact name and contact number details. Upon receipt of your application we will call you to take payment.

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Please **TICK** method of payment

Cheque BACS Credit/Debit Card

CHEQUE - Please make payable to **Quality in Tourism** and send with this application to:
Quality in Tourism, G4S Assessment Services, 1320 Montpellier Court, Pioneer Way, Gloucester Business Park, Gloucester, GL3 4AH

BACS - If paying by **BACS TRANSFER** please remit to:

Quality in Tourism, Account No: 40436799, Sort Code: 60-00-01 at NatWest, PO Box 12258 1 Princes Street, London, EC2R 8PA (Please note that there are several BACS accounts for Quality in Tourism and that if you do not use the one above your application may be delayed).

CREDIT/DEBIT CARD - Please note we are unable to take card payments until we have received your application form. To ensure maximum security we take card details by phone. Please provide your name and contact number below and we will call you to collect a secure payment. Credit/Debit Card payments will show on your statement as G4S Assessment Services - Quality in Tourism.

Contact Name: Contact Number:

CHECKLIST

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These items are mandatory prior to your application being submitted please TICK to confirm	
By the time of my assessment visit I will have carried out and recorded a Fire Risk Assessment	<input type="checkbox"/>
By the time of my assessment visit I will have in place Public Liability Insurance	<input type="checkbox"/>
By the time of my assessment visit I will have registered with the local Environmental Health Department , if any food is served	<input type="checkbox"/>
Self Catering only - By the time of my assessment I will have a valid Gas Safe Certificate supplied by a Gas Safe registered engineer	<input type="checkbox"/>
Parks only - By the time of my assessment visit I will have a valid Site Licence	<input type="checkbox"/>

DECLARATION

I/We wish to participate in the Entry Level/Accredited Scheme. I/We understand that granting and subsequent use of the accreditation is conditional upon:

- The establishment continuing to meet the criteria.
- The payment of an appropriate Annual Participation Fee.
- The establishment being assessed annually, and in the event of complaints, by Quality in Tourism.
- The completion of an annual information collection questionnaire either online or by post, as required.
- If I decide to leave the scheme I understand that I must remove all signage including logos on websites relating to a VisitEngland rating

All prices quoted are exclusive of VAT. **I/We understand that all Participation Fees are non refundable.** I/We have read the terms and conditions overleaf and hereby confirm that I/we understand and accept all these terms and conditions.

Signed..... Name (BLOCK CAPITALS)..... Date

RESTRICTIONS ON USE OF YOUR INFORMATION

The Tourism Promoters sometimes make their data available to carefully selected organisations whose products and services may be of interest to you. Please tick here if you **DO** agree to your information being passed on in this way.

The information you provide may be used to identify additional marketing opportunities and services provided by the Tourism Promoters which may be of interest to you. If you **DO NOT** wish to be contacted about such opportunities and services, please tick here.

TERMS AND CONDITIONS FOR USE OF YOUR INFORMATION

1. The information your organisation (hereafter 'you') has entered on the form displaying these terms and conditions (together with any further information or amendments you may subsequently provide), including any personal details, will be held on the computer database of VisitEngland's agent Quality in Tourism. For the purposes of the Data Protection Act 1998, the Data Controller will be VisitEngland, Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT
2. The information you provide may be used by VisitEngland and their agents and your appointed local and regional tourism organisations (hereafter the 'Tourism Promoters') for the purposes of data collection, tourism marketing related activities such as inclusion in the Tourism Promoters publications and websites, providing information to those interested in the services you provide via tourist information centres, market research, statistical analysis and the promotion and sale of the Tourism Promoters services and marketing opportunities which may be of interest to you.
3. The Tourism Promoters do not guarantee that the information you have supplied will be published or used either in the form submitted or at all. If it is, every reasonable effort will be made to ensure its accuracy but no liability of any kind arising from or in connection with the use or publication of the information, either by themselves or third parties, including as a result of any error or omission, will be accepted.
4. The Tourism Promoters expressly reserve the right, at their absolute discretion, to refuse or withdraw your eligibility to participate in any of their marketing activities.
5. All of the provisions in these terms and conditions relating to how your information may be used and to whom it may be passed shall be subject to any choices you may make under the heading 'Restrictions on the Use of Your Information' elsewhere on this application form.
6. You warrant that the information you have provided is true and accurate and, if published, will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987.
7. You agree to indemnify and keep indemnified The Tourism Promoters against any and all liability, loss, damage, costs and expenses which any of them may suffer as a result of a third party alleging that the use of any information provided by you constitutes an infringement of such third party's intellectual property rights.
8. If you require any information with regard to the treatment of the information you have provided, please contact VisitEngland, Sanctuary Buildings, 20 Great Smith Street, London, SW1 3BT

Please retain a copy of this for your own records.