

Please use this questionnaire to register the details of your **Self-Catering Accommodation** with the NVG Destination Management System database. Please obtain additional questionnaires if you wish to register serviced or other types of accommodation, or venue information. All details should be given CLEARLY. **Shaded boxes must be completed.** We reserve the right to edit data to fit the space available in the computer system. **Please return to Rebecca Crofts at: Cumbria Tourism, Windermere Road, Staveley, Kendal, Cumbria LA8 9PL or email: rcrofts@cumbriatourism.org**

**Main Contact Details :** Please use this to give details of the main contact at your business.

**Business Name:**

**Contact Name:**

**Address for correspondence:**

**Postcode:**

**Telephone No:**  **Booking Tel No:**

**Fax No:**  **Mobile No:**

**Email:**

**Roles (please tick all those that apply):**

Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <input type="checkbox"/>	Finance <input type="checkbox"/>
General Manager <input type="checkbox"/>	HR <input type="checkbox"/>	Marketing <input type="checkbox"/>	Owner <input type="checkbox"/>	Press & PR <input type="checkbox"/>

**Job Title:**

**Additional contact detail –** who fulfil a different role. Please use additional sheets for other contacts.

**Contact Name:**

**Address for correspondence:**

**Postcode:**

**Telephone No:**  **Booking Tel No:**

**Fax No:**  **Mobile No:**

**Email:**

**Roles (please tick all those that apply):**

Administration <input type="checkbox"/>	Bookings <input type="checkbox"/>	Conferences <input type="checkbox"/>	Events <input type="checkbox"/>	Finance <input type="checkbox"/>
General Manager <input type="checkbox"/>	HR <input type="checkbox"/>	Marketing <input type="checkbox"/>	Owner <input type="checkbox"/>	Press & PR <input type="checkbox"/>

**Job Title:**

**Property Details** - Please use this form to provide details about your property. You can request additional forms of the appropriate type for each property you manage.

**Property Name:**

**Address of property:**

	<b>Postcode:</b>

**Website:**

**Email address for visitor use:**

Please select the most appropriate type of property from the list. If your property has a VisitEngland or AA grading, please select the accommodation type that matches the certificate:

Self-Catering <input type="checkbox"/>	Agency <input type="checkbox"/>	Alternative Accommodation <input type="checkbox"/>
Chalet <input type="checkbox"/>	Cruiser <input type="checkbox"/>	Holiday Home Park <input type="checkbox"/>
Holiday Park <input type="checkbox"/>	Holiday Village <input type="checkbox"/>	Marina <input type="checkbox"/>
Sailing Boat <input type="checkbox"/>	Serviced Apartments <input type="checkbox"/>	Static Caravans <input type="checkbox"/>

The next questions give more information which will help visitors to choose this property. This includes where it is, what kind of accommodation is provided, and what facilities are on offer.

<b>Total no. units:</b> <input type="text"/>	<b>Total no. bedspaces (double bed = 2):</b> <input type="text"/>	<b>Total no. staff:</b> <input type="text"/>
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<b>Earliest arrival time:</b> <input type="text"/>	<b>Latest arrival time:</b> <input type="text"/>	<b>Latest checkout time:</b> <input type="text"/>
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Please tick any months that you are normally closed:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick to indicate that you are open during these periods:

<b>Christmas:</b> <input type="checkbox"/>	<b>New Year:</b> <input type="checkbox"/>
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Please tick the option(s) that best describe the location of your property:

Area of Outstanding Beauty <input type="checkbox"/>	International Airport (within 5 miles) <input type="checkbox"/>	Seafront (within 100 metres) <input type="checkbox"/>
City/Town Centre <input type="checkbox"/>	Motorway Junction (within 6 miles) <input type="checkbox"/>	Village <input type="checkbox"/>
City/Town Outskirts <input type="checkbox"/>	Mountains (within walking distance) <input type="checkbox"/>	Waterfront (within 100 metres) <input type="checkbox"/>
Countryside (Rural Location) <input type="checkbox"/>		

Please give details of any gradings that your property has been awarded. **Please enclose supporting documentation when returning the form: non-inspected properties will not be promoted.**

<b>Awarding body:</b>	VisitEngland <input type="checkbox"/>	AA <input type="checkbox"/>	Quality Cumbria <input type="checkbox"/>
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<b>Grading level:</b>	Awaiting grading <input type="checkbox"/>	1 star <input type="checkbox"/>	2 stars <input type="checkbox"/>	3 stars <input type="checkbox"/>	4 stars <input type="checkbox"/>	5 stars <input type="checkbox"/>
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<b>Other awards:</b>	Silver award <input type="checkbox"/>	Gold award <input type="checkbox"/>	Yellow stars <input type="checkbox"/>	Red stars <input type="checkbox"/>
	Cyclists welcome <input type="checkbox"/>	Walkers welcome <input type="checkbox"/>	Families welcome <input type="checkbox"/>	Pets welcome <input type="checkbox"/>

Please give details of any National Accessibility Rating(s) that your property has been awarded. If your property has been awarded any National Accessibility Rating(s) at a unit level rather than a property level you can specify this in section 3 of this form. **Please enclose supporting documentation when returning the form:**

































Elderly & less mobile <input type="checkbox"/>	Assisted wheelchair user – exceptional <input type="checkbox"/>
Part-time wheelchair user <input type="checkbox"/>	Hearing level 1 <input type="checkbox"/>
Independent wheelchair user <input type="checkbox"/>	Hearing level 2 <input type="checkbox"/>
Assisted wheelchair user <input type="checkbox"/>	Visual level 1 <input type="checkbox"/>
Independent wheelchair user - exceptional <input type="checkbox"/>	Visual level 2 <input type="checkbox"/>

Please provide a short description of the main attractions of your property (240 character **max**) – this information will be shown in tourist information centres


















Please provide a full description of the main attractions of your property, including any information that would be useful to visitors – to be shown on websites if subscription is applied for.


Please provide concise directions to your property from the nearest through route and by public transport:


Please tick the facilities that your property has to offer:

Site Features	Leisure Facilities	Languages
 <input type="checkbox"/> Building of historical interest  <input type="checkbox"/> Public house/Inn  <input type="checkbox"/> Working farm  <input type="checkbox"/> Garden  <input type="checkbox"/> Free private parking  <input type="checkbox"/> On street/public parking	 <input type="checkbox"/> Cycles for hire  <input type="checkbox"/> Fishing (onsite or nearby)  <input type="checkbox"/> Golf available (onsite or nearby)  <input type="checkbox"/> Pony trekking/horse-riding  <input type="checkbox"/> Shooting  <input type="checkbox"/> Water sports onsite  <input type="checkbox"/> Games room onsite  <input type="checkbox"/> Snooker/billiards/pool onsite  <input type="checkbox"/> Gym on site  <input type="checkbox"/> Health/beauty facilities onsite  <input type="checkbox"/> Leisure club (onsite or nearby)  <input type="checkbox"/> Sauna onsite  <input type="checkbox"/> Squash onsite  <input type="checkbox"/> Swimming pool - indoor onsite  <input type="checkbox"/> Swimming pool - outdoor onsite  <input type="checkbox"/> Tennis onsite	"Ar" <input type="checkbox"/> Staff fluent in Arabic "Ch" <input type="checkbox"/> Staff fluent in Chinese "Nd" <input type="checkbox"/> Staff fluent in Dutch "Fr" <input type="checkbox"/> Staff fluent in French "Ger" <input type="checkbox"/> Staff fluent in German "Hi" <input type="checkbox"/> Staff fluent in Hindustani "It" <input type="checkbox"/> Staff fluent in Italian "Jp" <input type="checkbox"/> Staff fluent in Japanese "Pl" <input type="checkbox"/> Staff fluent in Polish "Po" <input type="checkbox"/> Staff fluent in Portuguese "Ru" <input type="checkbox"/> Staff fluent in Russian "Sp" <input type="checkbox"/> Staff fluent in Spanish "We" <input type="checkbox"/> Staff fluent in Welsh
Booking & Payment Details		
 <input type="checkbox"/> American Express accepted  <input type="checkbox"/> Visa/Mastercard/Switch accepted  <input type="checkbox"/> Euros accepted  <input type="checkbox"/> Christmas special programme  <input type="checkbox"/> Senior citizens reduced rates  <input type="checkbox"/> Travel agent bookings		
Target Markets		
 <input type="checkbox"/> Coach parties welcomed  <input type="checkbox"/> Gay/lesbian friendly  <input type="checkbox"/> Single sex groups NOT accepted  <input type="checkbox"/> Single sex groups welcomed		

Please tick the facilities that your property and rooms have to offer:

Property Facilities	Children
 <input type="checkbox"/> Cleaning service  <input type="checkbox"/> Disabled facilities  <input type="checkbox"/> Dogs/pets accepted by arrangement  <input type="checkbox"/> Dogs/pets NOT accepted  <input type="checkbox"/> Regular entertainment	 <input type="checkbox"/> Internet access for visitors  <input type="checkbox"/> Laundry facilities  <input type="checkbox"/> Linen for hire  <input type="checkbox"/> Linen provided  <input type="checkbox"/> Telephone (public)
	 <input type="checkbox"/> Children welcome  <input type="checkbox"/> Children's indoor play area  <input type="checkbox"/> Children's outdoor play area  <input type="checkbox"/> Baby listening service  <input type="checkbox"/> Cots available  <input type="checkbox"/> High chairs available

Catering		
<input type="checkbox"/> Breakfast available	<input type="checkbox"/> Evening meals	<input type="checkbox"/> Packed lunches provided
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Snacks/afternoon tea	<input type="checkbox"/> Foodshop/mobile foodshop
Unit Facilities (applies to all units)		
<input type="checkbox"/> Freezer	<input type="checkbox"/> Hairdryer	<input type="checkbox"/> Air conditioning
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Colour television	<input type="checkbox"/> Central heating
<input type="checkbox"/> Microwave cooker	<input type="checkbox"/> Satellite television	<input type="checkbox"/> Real log/coal fires
<input type="checkbox"/> Washing machine	<input type="checkbox"/> Video/DVD	<input type="checkbox"/> Barbeque
<input type="checkbox"/> Ironing facilities	<input type="checkbox"/> CD Player	<input type="checkbox"/> Telephone
<input type="checkbox"/> Drying facilities	<input type="checkbox"/> Radio	

Please add any further notes about facilities (such as location of leisure facilities, etc):


**Minimum age for children:**  
(to indicate the lowest age at which  
you accept children)

Images can be provided with your record. You can send a photograph, a copy of the images on a CD, give us permission to take photographs from your accommodation's website, or email images to **rcrofts@cumbriatourism.org** You are responsible for the images which you send to **Cumbria Tourism**. By sending images to **Cumbria Tourism** you acknowledge that you must own and/or have the required rights to use, display, modify and distribute the said image. You are deemed to accept that failure to acquire a license and/or rights to any image may incur legal penalty and retribution, that this will not be the responsibility of the New Vision Group, its staff, directors, or affiliates and you agree to fully indemnify the New Vision Group for any and all costs, liabilities or expenses it may incur due to such failures.

Depending on your publishing option on each website up to 2 small images and 2 or more large images can be displayed. Please contact the relevant website owner for further details.

When emailing pictures or saving them to CD please note that small images should be 125 pixels wide by 86 pixels high, and large images should be 300 pixels wide and a maximum of 225 pixels high. Please tick an option below if you are providing images for your entry.

- I have enclosed printed images in landscape format with this form
- I have enclosed landscape images on CD with this form
- I give my permission for Cumbria Tourism to take a copy of images of their choice from the website address given previously in this form to use with this entry
- I will email landscape images to you at **rcrofts@cumbriatourism.org**

## Unit Details

Please complete the following details for each unit you wish to register with the DMS.

Unit number

Unit name (optional)

No. of units

Type (please tick most appropriate box)

<input type="checkbox"/> Bungalow	<input type="checkbox"/> Caravan	<input type="checkbox"/> Chalet/Villa	<input type="checkbox"/> Cottage	<input type="checkbox"/> Flat
<input type="checkbox"/> House	<input type="checkbox"/> Serviced Apartment	<input type="checkbox"/> Houseboat	<input type="checkbox"/> Studio Flat	<input type="checkbox"/> Berth
<input type="checkbox"/> Cruiser	<input type="checkbox"/> Sailboat	<input type="checkbox"/> Wigwam	<input type="checkbox"/> Camping pod	<input type="checkbox"/> Tipi
<input type="checkbox"/> Yurt	<input type="checkbox"/> Shepherds Trailer	<input type="checkbox"/> Romany Caravan	<input type="checkbox"/> Camper van	<input type="checkbox"/> Lodge

Facilities (please tick those that apply)

<input type="checkbox"/> Accepts Pets	<input type="checkbox"/> Hot tub	<input type="checkbox"/> Bath
<input type="checkbox"/> Shower	<input type="checkbox"/> Spa Bath	<input type="checkbox"/> Non Smoking Unit
<input type="checkbox"/> Sea View	<input type="checkbox"/> Scenic View	<input type="checkbox"/> King-Sized Bed
<input type="checkbox"/> Ground Floor Bedroom		

Please give National Accessibility Levels for this unit:

<input type="checkbox"/> Elderly & Less Mobile	<input type="checkbox"/> Part-Time Wheelchair users	<input type="checkbox"/> Independent Wheelchair Users
<input type="checkbox"/> Assisted Wheelchair Users	<input type="checkbox"/> Independent Wheelchair Users - Exceptional	<input type="checkbox"/> Assisted Wheelchair Users - Exceptional
<input type="checkbox"/> Visual Level 1	<input type="checkbox"/> Visual Level 2	
<input type="checkbox"/> Hearing Level 1	<input type="checkbox"/> Hearing Level 2	

Please enter information about how many people this unit can sleep. The normal occupancy is the normal number of people who can stay in the unit. Pricing is based on the normal occupancy. The occupancy range allows you to enter the minimum amount of people you allow stay in the unit. If there is a discount for reduced occupancy set the minimum occupancy to be the same as the normal; then use Price Plans in Guestlink to specify the amount of discount.

Occupancy:

Normal

Occupancy range: (min and max the unit sleeps)

Normal Start Day: (choose one)

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Any

Price:

Current

Range or seasonal & other variations

Pricing Method:

<input type="checkbox"/> Per unit per week for normal occupancy	<input type="checkbox"/> Per unit per night	<input type="checkbox"/> Per person per night for normal occupancy
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Pricing Notes (e.g. linen, fuel, pets). Further pricing details may be entered online using Price Plans.

Room Description: (e.g. number of bedrooms)

Nb. Full pricing information can be entered online using Price Plans in Guestlink.

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Unit name (optional)

No. of units

Type (please tick most appropriate box)

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Facilities (please tick those that apply)

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<input type="checkbox"/> Shower	<input type="checkbox"/> Spa Bath	<input type="checkbox"/> Non Smoking Unit
<input type="checkbox"/> Sea View	<input type="checkbox"/> Scenic View	<input type="checkbox"/> King-Sized Bed
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<input type="checkbox"/> Assisted Wheelchair Users	<input type="checkbox"/> Independent Wheelchair Users - Exceptional	<input type="checkbox"/> Assisted Wheelchair Users - Exceptional
<input type="checkbox"/> Visual Level 1	<input type="checkbox"/> Visual Level 2	
<input type="checkbox"/> Hearing Level 1	<input type="checkbox"/> Hearing Level 2	

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Occupancy:

Normal

Occupancy range: (min and max the unit sleeps)

Normal Start Day: (choose one)

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Any

Price:

Current

Range or seasonal & other variations

Pricing Method:

<input type="checkbox"/> Per unit per week for normal occupancy	<input type="checkbox"/> Per unit per night	<input type="checkbox"/> Per person per night for normal occupancy
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Pricing Notes (e.g. linen, fuel, pets). Further pricing details may be entered online using Price Plans.

Room Description: (e.g. number of bedrooms)

Nb. Full pricing information can be entered online using Price Plans in Guestlink.

Access Information - Please complete the following section to provide details about the accessible features of your property.

**Parking:**

	Yes	No
<b>Parking for single unit properties:</b>		
Is a parking space provided?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', is it within 50 metres of the entrance?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking for multiple unit properties:</b>		
Is a designated parking space provided for guests with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', is it within 50 metres of the entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a drop-off point for guests immediately outside the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface of the car park and pathway leading to entrance:		
- Solid i.e. tarmac / concrete etc?	<input type="checkbox"/>	<input type="checkbox"/>
- Gravel	<input type="checkbox"/>	<input type="checkbox"/>
- Other (please specify):		
Is the route from the parking area to the entrance:		
- Flat (i.e. without steps)	<input type="checkbox"/>	<input type="checkbox"/>
- With a ramp	<input type="checkbox"/>	<input type="checkbox"/>
- With steps and no ramp	<input type="checkbox"/>	<input type="checkbox"/>

**Building Entrance:**

	Yes	No
Are there any steps to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', how many steps?		
If 'yes', is there a handrail by the steps?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a ramp to the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', is there a handrail by the ramp?	<input type="checkbox"/>	<input type="checkbox"/>
Is the entrance well lit?	<input type="checkbox"/>	<input type="checkbox"/>

**Access to all areas:**

	Yes	No	N/A
Is there level access (i.e. no steps or thresholds), or access by a ramp or lifts at the following facilities (if available):			
To the toilet and bathroom?	<input type="checkbox"/>	<input type="checkbox"/>	
To one or more bedrooms?	<input type="checkbox"/>	<input type="checkbox"/>	
To the lounge?	<input type="checkbox"/>	<input type="checkbox"/>	
To the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	
To the dining room (if available)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To a toilet suitable for use by wheelchair users (if available)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To outdoor facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', list these... i.e. garden, terrace, dining area, swimming pool, beach, sports area			



etc. _____			
Is there good contrast between the floor and walls?	<input type="checkbox"/>	<input type="checkbox"/>	

**Kitchen:**

	Yes	No
Do the sink taps have lever handles?	<input type="checkbox"/>	<input type="checkbox"/>
Is seating available in the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>

**Bedrooms and Bathrooms:**

	Yes	No	N/A
Can bedroom furniture be rearranged, if requested by the guest?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you provide bedrooms with non-allergic bedding (i.e. non-feather pillows)?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any bedrooms with no fitted carpets?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have bathrooms with:			
- Separate shower units	<input type="checkbox"/>	<input type="checkbox"/>	
- Bath with shower	<input type="checkbox"/>	<input type="checkbox"/>	
- Bath	<input type="checkbox"/>	<input type="checkbox"/>	
- Wet room	<input type="checkbox"/>	<input type="checkbox"/>	
Where there are separate shower units, are any of these fitted with support handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there are separate shower units, are there fixed shower seats or shower chairs provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there are baths, are any of these fitted with support handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where there are WCs in bathrooms, are these fitted with handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do taps in the bathrooms have lever handles?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any bathrooms that have been specially adapted for wheelchair users?	<input type="checkbox"/>	<input type="checkbox"/>	

**General Questions:**

	Yes	No
Is there any reason why service dogs are NOT allowed in your premises?	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', please specify...		
Do you provide emergency call systems such as vibrating pads i.e. for front door or fire/smoke alarms?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide emergency call systems such as flashing lights i.e. for front door or fire/smoke alarms?	<input type="checkbox"/>	<input type="checkbox"/>
Is guest information available in large print (14pt and over)?	<input type="checkbox"/>	<input type="checkbox"/>

## Submitting your Information for Promotion

This questionnaire is your way of telling Tourist Boards, Local Councils and Visit Britain about your tourism product or service and of being part of their promotional activities for the coming year.

The information you provide may be published by the tourism promoters or may be used by Tourist Information Centres for helping with enquiries.

Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications. By submitting your information you agree to the sharing of your information in this manner.

There is no guarantee that your information will be published or used. If it is, the tourism promoters will make every reasonable effort to ensure accuracy. However, they regret that they cannot accept liability of any kind arising from the use or publication of the information, either by themselves or third parties, including where this is as a result of any error or omission on the part of the tourism promoters.

### Your Declaration

I have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Consumer Protection Act from Unfair Trading Regulations 2008.

**NB: You must ensure that the prices and other details that you display through the DMS are current and up to date. It is against the Trade Descriptions Act to charge prices higher than those you describe in your advertising.**

*If you agree to your information being used in the following ways, please tick the appropriate boxes:*

- The tourism promoters sometimes make data available to carefully selected organisations whose products and services may be of interest to you. Please tick if you wish your data to be passed on in this way.
- The tourism promoters sometimes make data available to carefully selected organisations for inclusion in tourism-related publications and websites for the purpose of, but not limited to, providing you with potential additional customers and/or sales leads. Please tick if you wish your data to be passed on in this way.
- Please tick if you consent to the tourism promoters passing the information you have supplied to persons and/or organisations located outside the European Economic Area.
- Please tick to confirm you would like to be promoted via Cumbria's Tourist Information Centre (TIC) network. Accommodation bookings from TICs incur a 10% commission; this is paid as a deposit by the visitor to the TIC and deducted from the price detailed on DMS. The balance is paid by the visitor direct to the provider.

I accept the above statement for submission of information to tourism promoters.

Signature

Print Name

Position

Date

Office code:

(for office use only)