

**North Devon+
Self Catering Accommodation Data Collection Form**

Please use the form below for your advert on northdevon.com. This information will be used to initially set up your advert. You will then be sent login details to make changes to or add data, photo's etc. You will also be able to add Accessibility information, availability and price plan. All details should be given in **BLOCK CAPITALS**. Shaded boxes must be completed. We reserve the right to edit data to fit the space available.

Please return to: North Devon+, Caddsdawn Business Support Centre, Caddsdawn Industrial Park, Bideford, North Devon EX39 3DX or email: lfurse@northdevonplus.co.uk

Contact Details: Please 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:

Property Details - Please use this form to provide details about your property.

Property Name:

Address for correspondence:

Postcode:

Website:

Email address for visitor use:

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

Self-Catering <input type="checkbox"/>	Holiday Park <input type="checkbox"/>	Narrowboat <input type="checkbox"/>
Cruiser <input type="checkbox"/>	Holiday Village <input type="checkbox"/>	Serviced Apartments <input type="checkbox"/>
Holiday Home Park <input type="checkbox"/>	Marina <input type="checkbox"/>	Static Caravans <input type="checkbox"/>

Total no. bedrooms:	<input type="text"/>	Total no. bedspaces (double bed = 2):	<input type="text"/>	Total no. staff:	<input type="text"/>
Earliest arrival time:	<input type="text"/>	Latest arrival time:	<input type="text"/>	Latest checkout time:	<input type="text"/>

Please tick any months that you are normally open:

Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	Jun <input type="checkbox"/>	Jul <input type="checkbox"/>	Aug <input type="checkbox"/>	Sep <input type="checkbox"/>	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>
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Please tick to indicate that you are open during these periods:

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

Area of Outstanding Beauty <input type="checkbox"/>	Seafront (within 100 metres) <input type="checkbox"/>
City/Town Centre <input type="checkbox"/>	Village <input type="checkbox"/>
City/Town Outskirts <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.**

Awarding body:	VisitBritain <input type="checkbox"/>	AA <input type="checkbox"/>	LIST <input type="checkbox"/>			
Grading level:	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"/>
Other awards:	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. **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 **characters** max):

Please provide a full description of the main attractions of your property, including any information that would be useful to visitors: (200-300 words max)

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

Photos can be emailed to lfurse@northdevonplus.co.uk or posted on a CD to **North Devon+**. You are responsible for the images which you send to **North Devon+**. By sending images to **North Devon+** you acknowledge that you 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 **North Devon+**, its staff, directors, or affiliates and you agree to fully indemnify **North Devon+** for any and all costs, liabilities or expenses it may incur due to such failures.








































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 x 225 pixels high, minimum. Please tick an option below if you are providing images for your entry.

- I have enclosed images on CD with this form
- I give my permission for North Devon+ 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 images to lfurse@northdevonplus.co.uk

Please tick the facilities that your site 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"/> Staff fluent in Arabic <input type="checkbox"/> Staff fluent in Chinese <input type="checkbox"/> Staff fluent in Dutch <input type="checkbox"/> Staff fluent in French <input type="checkbox"/> Staff fluent in German <input type="checkbox"/> Staff fluent in Hindustani
Booking & Payment Details	<input type="checkbox"/> Games room onsite	<input type="checkbox"/> Staff fluent in Italian
<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	<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"/> Staff fluent in Japanese <input type="checkbox"/> Staff fluent in Polish <input type="checkbox"/> Staff fluent in Portuguese <input type="checkbox"/> Staff fluent in Russian <input type="checkbox"/> Staff fluent in Spanish <input type="checkbox"/> Staff fluent in Welsh
Target Markets	<input type="checkbox"/> Swimming pool - indoor onsite	
<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	<input type="checkbox"/> Swimming pool - outdoor onsite <input type="checkbox"/> Tennis onsite	

Please tick the facilities that your units have to offer:

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

Minimum age for children:

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

Facilities (please tick those that apply)

<input type="checkbox"/> Bath	<input type="checkbox"/> Shower	<input type="checkbox"/> Spa bath/Jacuzzi
<input type="checkbox"/> Non-smoking unit	<input type="checkbox"/> Seaview	<input type="checkbox"/> Scenic view
<input type="checkbox"/> King-sized bed	<input type="checkbox"/> Ground floor bedroom	

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

Facilities (please tick those that apply)

<input type="checkbox"/> Bath	<input type="checkbox"/> Shower	<input type="checkbox"/> Spa bath/Jacuzzi
<input type="checkbox"/> Non-smoking unit	<input type="checkbox"/> Seaview	<input type="checkbox"/> Scenic view
<input type="checkbox"/> King-sized bed	<input type="checkbox"/> Ground floor bedroom	

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 for seasonal & other variations £ - £

Submitting your Information for Promotion

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.

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

Signature		
Print Name		
Position		
Date		
ND+ code:		(for office use only)