

**North Devon+
Serviced 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:

Bed & Breakfast	<input type="checkbox"/>	Guest Accommodation	<input type="checkbox"/>	Motel	<input type="checkbox"/>
Budget Hotel	<input type="checkbox"/>	Guest House	<input type="checkbox"/>	Restaurant with Rooms	<input type="checkbox"/>
Conference Centre	<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Small Hotel	<input type="checkbox"/>
Country House Hotel	<input type="checkbox"/>	Inn	<input type="checkbox"/>	Townhouse Hotel	<input type="checkbox"/>
Farm	<input type="checkbox"/>	Metro Hotel	<input type="checkbox"/>		

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

Please tick any months that you are normally open:

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:

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"/>		

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

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"/>
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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"/>
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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"/> On street/public parking <input type="checkbox"/> Free private 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	<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 <input type="checkbox"/> Staff fluent in Italian <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
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		
<input type="checkbox"/> Air conditioning <input type="checkbox"/> Central heating <input type="checkbox"/> Conference facilities <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"/> Regular entertainment <input type="checkbox"/> Internet access for visitors <input type="checkbox"/> Ironing facilities <input type="checkbox"/> Laundry facilities <input type="checkbox"/> Laundry/valet service <input type="checkbox"/> Lounge for residents' use	<input type="checkbox"/> Night porter <input type="checkbox"/> Passenger lift <input type="checkbox"/> Real log/coal fires <input type="checkbox"/> Smoking allowed <input type="checkbox"/> Totally non-smoking <input type="checkbox"/> Telephone (public)
Children	Catering	Room Facilities (applies to all rooms)
<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	<input type="checkbox"/> Continental breakfast only <input type="checkbox"/> Evening meals <input type="checkbox"/> Licensed (table) <input type="checkbox"/> Packed lunches provided <input type="checkbox"/> Restaurant open to non-residents <input type="checkbox"/> Snacks/afternoon tea <input type="checkbox"/> Special diets available <input type="checkbox"/> Vegetarian diet available <input type="checkbox"/> Unlicensed	<input type="checkbox"/> Electric shaver points <input type="checkbox"/> Hairdryer <input type="checkbox"/> Tea/coffee making in bedrooms <input type="checkbox"/> Minibar in bedrooms <input type="checkbox"/> Telephone <input type="checkbox"/> Radio <input type="checkbox"/> Satellite television <input type="checkbox"/> Colour television <input type="checkbox"/> CD Player <input type="checkbox"/> Video/DVD

Room Details:

Please complete the following details for each room you wish to register with the DMS. For identical rooms, complete one section and give one room number. Please continue on additional sheets for further rooms.

Room number Room name (optional) No. of rooms of this type

Type (use flexible for double/twin/family) Single Double Twin Family Flexible Suite

Facilities (please tick those that apply)

<input type="checkbox"/> Shower en-suite	<input type="checkbox"/> Bath en-suite	<input type="checkbox"/> En-suite room
<input type="checkbox"/> Private facilities	<input type="checkbox"/> Shared facilities	<input type="checkbox"/> Spa bath
<input type="checkbox"/> Non-smoking room	<input type="checkbox"/> Four poster bed	<input type="checkbox"/> King-sized bed
<input type="checkbox"/> Accepts pets	<input type="checkbox"/> Scenic view/sea-view	<input type="checkbox"/> Ground floor room

Please enter information about how many people this room can sleep. The normal occupancy is the normal number of people who can stay in the room (i.e. 2 people for a double). Pricing is based on the normal occupancy. The occupancy range allows you to enter the minimum amount of people you allow stay in the room (i.e. if you let a double to a single occupant), and the maximum (i.e. if you provide an extra bed in a double room). Nb. Full pricing information can be entered via Guestlink tool with your login details.

Occupancy Normal Occupancy range (min and max the room sleeps): -

Price Current £ Range for seasonal & other variations £ - £

Pricing method per person per night for bed & breakfast per person per night per room per night for bed & breakfast per room per night

Additional room details

Room number Room name (optional) No. of rooms of this type

Type (use flexible for double/twin/family) Single Double Twin Family Flexible Suite

Facilities (please tick those that apply)

<input type="checkbox"/> Shower ensuite	<input type="checkbox"/> Bath ensuite	<input type="checkbox"/> Ensuite room
<input type="checkbox"/> Private facilities	<input type="checkbox"/> Shared facilities	<input type="checkbox"/> Spa bath/Jacuzzi
<input type="checkbox"/> Non-smoking room	<input type="checkbox"/> Four poster bed	<input type="checkbox"/> King-sized bed
<input type="checkbox"/> Seaview	<input type="checkbox"/> Scenic view	<input type="checkbox"/> Ground floor room

Occupancy Normal Occupancy range (min and max the room sleeps): -

Price Current £ Range for seasonal & other variations £ - £

Pricing method per person per night for bed & breakfast per person per night per room per night for bed & breakfast per room per night

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)