



*[www.experiencewakefield.co.uk](http://www.experiencewakefield.co.uk)*

## **Destination Management System Data Capture Form**

### **Self-Catering Accommodation**

The Experience Wakefield website is the official tourism website for the Wakefield district and attracts on average over 430,000 users per year. Please use this form to register the details of your attraction for inclusion on [www.experiencewakefield.co.uk](http://www.experiencewakefield.co.uk)

We reserve the right to alter/edit data to comply with our website standards.

If you have any enquiries about the Experience Wakefield website please contact us on 01924 305569 or email [tourism@wakefield.gov.uk](mailto:tourism@wakefield.gov.uk)

#### **Please return your completed form by post:**

Experience Wakefield Tourism Team  
Wakefield One  
Burton Street  
Wakefield  
WF1 2EB

#### **Alternatively, please e-mail your completed form to:**

[tourism@wakefield.gov.uk](mailto:tourism@wakefield.gov.uk)

### **Photographs**

- Encourage people to visit your attraction by supplying high quality photographs that showcase the best of your venue.
- Photographs can be sent online for free via [www.WeTransfer.com](http://www.WeTransfer.com) to the above email address or sent on a disk to the above postal address. Please label correctly. Unfortunately disks are not returnable.
- Please do not supply any logos.
- Any necessary image credits for photographs need to be included on this form. Please specify which credit relates to which photo.
- Image credits will be given in the form of a tooltip (a user will see this when they hover the mouse over the photograph).
- Please note by providing us with photographs you are giving permission for us to use them to promote your venue on the Experience Wakefield website and on our Facebook, Twitter and Instagram accounts for a time of up to four years unless otherwise stated by you.

## Main Contact Details

Business Name:	<input type="text"/>		
Contact Name:	<input type="text" value="Mr / Mrs / Miss / Ms"/>		
Address for correspondence	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>	Fax No:	<input type="text"/>
Telephone No:	<input type="text"/>	Mobile:	<input type="text"/>
Booking Telephone No:	<input type="text"/>	Email:	<input type="text"/>
Company Registration No.	<input type="text"/>	VAT No.	<input type="text"/>
Roles (please tick those that apply):	Administration <input type="checkbox"/> Bookings <input type="checkbox"/> Conferences <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"/>		

## Property Details

Please complete the address if different from contact:

Property Name:	<input type="text"/>
Address of property:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>

To help visitors choose your property we need details of where it is, what kind of accommodation is provided and what facilities there are on offer:

Total number of units:     Total number of bedspaces (double bed = 2):

Type of property (please tick the most appropriate box):

- |  |  |
|--|--|
| <input type="checkbox"/> Self-Catering   | <input type="checkbox"/> Holiday Park        |
| <input type="checkbox"/> Static Caravans | <input type="checkbox"/> Serviced Apartments |

If you already have a web site please give the address:

Email address which may be used by visitors:

Please tick the option(s) that best describe the location of your property:

- |   |  |
|---|--|
| <input type="checkbox"/> City/Town centre                                   | <input type="checkbox"/> Mountains (within walking distance) |
| <input type="checkbox"/> City/Town outskirts (1 – 1.5 miles of town centre) | <input type="checkbox"/> Seafront (within 100 metres)        |
| <input type="checkbox"/> Countryside (rural location, outside town limits)  | <input type="checkbox"/> Waterfront (within 100 metres)      |
| <input type="checkbox"/> International airport (5 miles)                    | <input type="checkbox"/> Village                             |
| <input type="checkbox"/> Motorway junction (6 miles)                        |  |

Please give details of the National Accessibility Rating that your property has been awarded: Highlight text in red if completing form electronically.

- |                                     |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Mobility 1 | <input type="checkbox"/> Mobility 2 | <input type="checkbox"/> Mobility 3 | <input type="checkbox"/> Mobility 4 |
| <input type="checkbox"/> Hearing 1  | <input type="checkbox"/> Hearing 2  | <input type="checkbox"/> Visual 1   | <input type="checkbox"/> Visual 2   |

Please give details of the English Tourist Council, AA & RAC standardised classification(s) that your property has been awarded: : Highlight text in red if completing form electronically.

- |  |                                     |  |   |  |
|--|-------------------------------------|--|---|--|
| <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"/> Silver Award            | <input type="checkbox"/> Gold Award | <input type="checkbox"/> Locally inspected | <input type="checkbox"/> Cyclists welcome | <input type="checkbox"/> Walkers welcome |
| <input type="checkbox"/> Awaiting classification |                                     |  |   |  |

**Other awards:**

Please tick the facilities that your site has to offer: Highlight text in red if completing form electronically.

Site Features	Leisure Facilities	Languages
<b>I</b> <input type="checkbox"/> Building of historical interest	<b>8</b> <input type="checkbox"/> Cycles for hire	<b>ﺍ</b> <input type="checkbox"/> Staff fluent in Arabic
<b>#</b> <input type="checkbox"/> Public house/Inn	<b>U</b> <input type="checkbox"/> Fishing (onsite or nearby)	<b>ﻕ</b> <input type="checkbox"/> Staff fluent in Chinese
<b>7</b> <input type="checkbox"/> Working farm	<b>V</b> <input type="checkbox"/> Golf available (onsite or nearby)	<b>﷔</b> <input type="checkbox"/> Staff fluent in Dutch
<b>D</b> <input type="checkbox"/> Garden	<b>T</b> <input type="checkbox"/> Pony trekking/horse-riding	<b>3/4</b> <input type="checkbox"/> Staff fluent in French
<b>C</b> <input type="checkbox"/> Free private parking	<b>W</b> <input type="checkbox"/> Shooting	<b>—</b> <input type="checkbox"/> Staff fluent in German
<b>o</b> <input type="checkbox"/> On street/public parking	<b>3</b> <input type="checkbox"/> Water sports onsite	<b>«</b> <input type="checkbox"/> Staff fluent in Hindustani
<b>Booking &amp; Payment Details</b>	<b>O</b> <input type="checkbox"/> Games room onsite	<b> </b> <input type="checkbox"/> Staff fluent in Italian
<b>**</b> <input type="checkbox"/> American Express accepted	<b>4</b> <input type="checkbox"/> Snooker/billiards/pool onsite	<b>§</b> <input type="checkbox"/> Staff fluent in Japanese

<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 <b>Target Markets</b> <input type="checkbox"/> Coach parties welcomed <input type="checkbox"/> Gay friendly <input type="checkbox"/> Single sex groups NOT accepted <input type="checkbox"/> Single sex groups welcomed	<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 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
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Please tick the facilities that your property & all units have to offer. Highlight text in red if completing form electronically.

Property Facilities	Children	Unit Facilities (applies to all units)
<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 <b>Catering</b> <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	<input type="checkbox"/> Freezer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Microwave cooker <input type="checkbox"/> Washing machine <input type="checkbox"/> Ironing facilities <input type="checkbox"/> Drying facilities <input type="checkbox"/> Hairdryer <input type="checkbox"/> Colour television <input type="checkbox"/> Satellite television <input type="checkbox"/> Video/DVD <input type="checkbox"/> CD Player <input type="checkbox"/> Radio <input type="checkbox"/> Air conditioning

		<p><b>0</b> <input type="checkbox"/> Central heating</p> <p><b>1/2</b> <input type="checkbox"/> Real log/coal fires</p> <p><b>'</b> <input type="checkbox"/> Barbecue</p> <p><b>d</b> <input type="checkbox"/> Telephone</p>
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Minimum age for children:

Please provide a short description of the main attractions of your property – **not more than 240 characters:**


Please provide a complete description of the main attractions of your property. Please include any information it would be useful for visitors to know (such as last arrival times etc):


Please supply an image of your property, this can be sent by email or on disk in PC format, preferably saved as jpeg. **Please note, all images appear on the website in landscape format.**

Please tick this box if you have supplied a picture of the property:

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

By Road:	
By Public Transport:	


Please tick any months that you are normally closed: : Highlight text in red if completing form electronically.

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"/>

### Unit Details

Please complete the following details for each unit you wish to register with the DMS. For eight or more identical units, complete one section and give one unit number. **Please copy and complete this sheet for further units.**

<b>Unit number</b>	Unit name (optional)		No of units	
Type of unit (please tick the most appropriate box)	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Cottage	<input type="checkbox"/> Serviced apartment	
	<input type="checkbox"/> Caravan holiday home	<input type="checkbox"/> Flat	<input type="checkbox"/> Static houseboat	
	<input type="checkbox"/> Chalet/villa	<input type="checkbox"/> House	<input type="checkbox"/> Studio flat	
Facilities (please tick those that apply)	<input type="checkbox"/> Bath	<input type="checkbox"/> Non-smoking unit	National Accessibility Grading (give level)	
	<input type="checkbox"/> Shower	<input type="checkbox"/> Scenic or sea view		Mobility
	<input type="checkbox"/> Spa bath/Jacuzzi	<input type="checkbox"/> Ground floor		Hearing
				Visual
Number people sleeps	Normal <input style="width: 30px;" type="text"/>	Range <input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/>	Normal start day for bookings	<input style="width: 30px;" type="text"/>
	Specify the number of people you are happy to have in a unit at standard prices without a supplement. Set minimum to normal unless there is a discount for reduced occupancy.			
Price per unit per week	Current <input style="width: 60px;" type="text"/>	Range for seasonal & other variations	£	<input style="width: 30px;" type="text"/> - <input style="width: 30px;" type="text"/> £
Pricing Notes (e.g. linen, fuel, pets). Pricing details may be entered online through tariffs.				
Unit Description (e.g. number of bedrooms)				

## Important Information-please read

### Submitting your Information for Promotion

This questionnaire is your way of telling Wakefield Council 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.

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 Trade Descriptions Act 1968 or the Consumer Protection Act 1987.

**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 g.**

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

Please note, below needs to be signed (or your email address in place of a signature if you are returning by email) before your details can be published on the system

Signature

Print Name

Position

Date

Office code:

	(For office use only)