

Tourism Services

Registration form

To register with tourism services simply complete this form, sign it on page 7 and return it to:

Isle of Wight Council, Tourism Services, Room 204, Floor 2, County Hall, Newport, Isle of Wight, PO30 1UD or registration@islandbreaks.co.uk

Business name

Trading name (if applicable)



Business type

Accommodation

Hotel	No of rooms	<input type="text"/>	
B&B, guesthouse, inn or farmhouse	No of rooms	<input type="text"/>	
House boat	No of rooms	<input type="text"/>	
Hostel and campus	No of rooms	<input type="text"/>	
Self-catering	No of units	<input type="text"/>	Part of agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
Serviced apartment	No of units	<input type="text"/>	
Static caravan / chalet	No of units	<input type="text"/>	
Touring caravan and camping park	No of pitches	<input type="text"/>	
Holiday village	No of units	<input type="text"/>	

Attractions/sports, leisure and outdoor activities

Eating out establishments

Retail

Transport operators

Other tourism business Type of business

If you already have a business registered with us, please specify

Business address

 Postcode

Billing/ correspondence address (if different)

 Postcode

Main contact details

Title Forename Surname

Position

Business phone Home phone

Mobile Fax

Email 1

Email 2 (will not be viewable or available for visitors use)

Web address

Please indicate which area you are the main contact for:

General enquiries Marketing (including advertising) Billing (account holder) Bookings

Other contacts:

Name

Position

Address

Tel no.

Mobile

Email

Please indicate which area you are the main contact for:

General enquiries

Marketing (including advertising)

Billing (account holder)

Bookings

Name

Position

Address

Tel No

Mobile

Email

Please indicate which area you are the main contact for:

General enquiries

Marketing (including advertising)

Billing (account holder)

Bookings

Opening:

Please indicate your key opening dates as follows:

Open all year Open Christmas Open new year

Closed long term (please specify)

Daily opening times: (if applicable)

Pricing (non-accommodation businesses only):

Please advise us of your admission or menu prices below. We appreciate this information may be quite detailed and inclusion of a pre-printed menu/leaflet etc can be enclosed/attached with the registration form.

Images

A picture of your business is vital to enable tourism services to market it effectively. Please tick below:

Sending photograph via e-mail or disk (JPEG format only) to registration department

Photograph enclosed - original photograph only (will not be returned unless requested)

Photograph to follow

Please note: You are able to add more than one photo to our destination management system (DMS). For more information of how many images can be displayed on our website, regional and national websites please contact the registration department.

Business descriptions

Short Description

Please give a short description of your business (average of 40 words)*. This text will be entered on our DMS and will appear against your free listing (for certain sectors of the industry) on the regional, Tourism South East, website (www.visitsoutheastengland.com) and national, VisitBritain, websites (www.enjoyengland.com and www.visitbritain.com).

Main description

Please give a full description of your business (average of 400 words)*. This text will be entered on our DMS and will appear on your individual web page on our website (www.islandbreaks.co.uk). For certain other sectors of the industry this information will also appear on the regional, Tourism South East, website (www.visitsoutheastengland.com) and national, VisitBritain, websites (www.enjoyengland.com and www.visitbritain.com).

* Tourism services reserves the right to edit your copy to fit.

Facilities

Please detail below the facilities available at your business.

For accommodation providers only - For all other businesses please go to page 7

Application for annual quality assurance assessment by a nationally recognised body is mandatory to participate in our services. This application must be made independently of your registration to tourism services. We will require confirmation of your grading application before services are made available. Please indicate your existing/applied to quality assurance provider below. For more information of the grading application process please contact the registration department.

Applied AA Date application sent

Quality in Tourism* Date application sent

If your establishment/property has already been quality assured, please state the rating received with additional accolades/awards:

Quality in Tourism* Rating Award

AA Rating Award

Other awards

*organisation that administers the VisitBritain schemes

Room/Unit/Pitches and pricing

Please indicate below the number, type and prices for each room/unit/pitch available at your business.

Serviced accommodation							
Room type	Name (if applicable)	Quantity	Occupancy		Pricing		Price basis
			Min	Max	Min	Max	
Double							
Double en-suite							
Double – private bathroom							
Family							
Family en-suite							
Family – private bathroom							
Single							
Single en-suite							
Single – private bathroom							
Suite							
Suite en-suite							

See next page for more room types

Serviced accommodation							
Room type	Name (if applicable)	Quantity	Occupancy		Pricing		Price basis
			Min	Max	Min	Max	
Suite – private bathroom							
Triple							
Triple en-suite							
Triple – private bathroom							
Twin							
Twin en-suite							
Twin – private bathroom							
Latest arrival time							
Availability start date							

Unserviced accommodation								
Unit type	Name (if applicable)	Quantity	No of bedrooms (if applicable)	Occupancy		Pricing		Price basis
				Min	Max	Min	Max	
Bungalow								
Caravan holiday home								
Caravan pitch								
Chalet/Villa								
Cottage								
Flat/Apartment								
House								
Log cabin/Lodge								
Motor caravan pitch								
Serviced apartment								
Studio flat								
Stationary houseboat								
Tent pitch								
Latest arrival time								
Availability start date								

Services and opportunities available to you

If you would like more information or would like to participate in the following services please indicate below:

Website services:

- Full web page on www.islandbreaks.co.uk including hyperlink to your own website
- Banner advertising on www.islandbreaks.co.uk including hyperlink to your own website.

Booking services:

- (accommodation providers only)
- Call centre/tourist information centres booking service
- On-line booking service – your business bookable on-line 24 hours a day, 7 days a week.

Other services:

- Leaflet display
- Event ticketing
- Training courses
- Use of photographic library
- Business support (please supply further details of advice required below)

Registration agreement for all businesses

You must sign the below registration agreement for your business to be registered with the Isle of Wight Council tourism services.

REGISTRATION - IMPORTANT

Please sign below to participate in any services provided by the Isle of Wight Council tourism services. I have read and understood the enclosed terms and conditions of Isle of Wight Council tourism services and I hereby agree to abide by them.

Name Signature Date

Data Protection Act 1998

Isle of Wight Council tourism services handles personal data in accordance with the Data Protection Act 1998. Sometimes we may pass on your information to other departments of the Isle of Wight Council or external organisations for mailing purposes about services or goods in relation to the tourism industry that we believe may be of interest to you. If you do not wish to have any of your information used by other departments of the council or external organisations for these purposes please contact the registration department.

Accommodation booking agreement

Please sign the below agreement if you would like to participate in our booking services.

BOOKING AGREEMENT - IMPORTANT

Please note that a signature to the agreement below will enable Isle of Wight Council Tourism Services to offer you booking services if you provide accommodation to visitors.

Please tick which booking service you would like to participate in and sign below:

- Call centre AND tourist information centres booking service.
- Online booking service on our www.islandbreaks.co.uk website.

I/We hereby accept the Isle of Wight Council tourism services terms and conditions including commission rates payable to the Isle of Wight Council tourism services.

I/We understand that this booking agreement will be void if:

- I/We expressly communicate that we do not agree with these terms and conditions.
- Our national quality assurance rating has lapsed.
- A fundamental change in the nature and scope of the service arises, in which case I/We will be invited to sign a revised agreement or advised otherwise.

I/We agree to update on a regular basis our pricing and availability.

Name Signature Date

Isle of Wight Council Tourism Services

Room 204, Floor 2, County Hall,
Newport, Isle of Wight PO30 1UD

Telephone: (01983) 823099 ext 5273

Email: registration@islandbreaks.co.uk

Website: www.islandbreaks.co.uk

For official use only

Received registration form

/ /
date

initials

Grading checked

/ /
date

initials

Added to DMS

/ /
date

initials

Received web page ratecard
(if applicable)

/ /
date

initials

Received banner card
(if applicable)

/ /
date

initials

The information in this leaflet is also available in Braille, on audiotape, in large print and in other languages. If you would like this service please call (01983) 823099 ext 5274