

Application Form

www.qualityincornwall.com

Establishment: _____

Title Mr./Mrs./Miss./Other: _____

Name: _____

Address: _____

Post Code: _____

Telephone: _____

Email: _____

Website: _____

Current Quality Grading (if any): _____

Current Inspection Scheme (if any): _____



Self - Catering and Alternative Accommodation

Location 1 (Main or only location) No. of Units _____

Postal Address (if different from above) _____

Post Code: _____

Common ownership and a single postal address of the property/ies to be inspected.

If the properties to be inspected have multiple postal addresses and/or multiple ownership, the Quality in Cornwall inspection scheme classes you as an **Agency**, please use this classification when using the fee calculator.

Serviced Accommodation

Number of Letting Bedrooms _____

Postal Address (if different from above) _____

Post Code: _____

Classification : Hotel GuestHouse / Bed & Breakfast

Camping & Touring Parks

No. of Pitches _____

Postal Address (if different from above) _____

Post Code: _____

I would like to receive a QIC plaque on the successful completion of our inspection and have added £15 to the cost. (please tick the box)

I would like to be inspected for the following QIC Friendly Awards (please tick the relevant box) and have added £15 for each inspection requested.

Family Walker Pet Cyclist

I would like to receive a plaque for the following QIC Friendly Awards on the successful completion of our inspection (please tick the relevant box) and have added £15 for each to the cost.

Family Walker Pet Cyclist

New Members: The required fee is calculated using the following formula
Joining Fee + [(Annual Fee ÷ 12) x (number of whole months to 1st December)]

Please use the **Fee calculator** on the Quality in Cornwall website (www.qualityincornwall.com) to calculate the appropriate fee.

I / we enclosed the appropriate fee of £ _____

Your next Annual Fee payment will be due on 1st December.

I / we confirm that the details on this form are correct

Signed _____ Date _____

Please send this **Application Form** a signed and dated copy of both the **Disclaimer Form, Terms & Conditions** together with **cheque** payable to **Quality in Cornwall** to:

Quality in Cornwall,
c/o Linda Brown,
Fox Valley Cottages,
Trenewan,
Looe. PL13 2PZ



Legal Obligations & Inspection Disclaimer



Please note that all legal responsibilities relating to accommodation businesses participating in this scheme are the sole responsibility of the business concerned. Inspections are carried out by independent inspectors working on behalf of the approved inspecting organisation, according to criteria agreed by VisitCornwall

You should make yourself aware of your legal obligations to guests and in relation to letting your property and if necessary consult your legal adviser. The fact that we have inspected your property does not mean that we agree that it complies with all the relevant regulations (although we will always inform you if we think it does not).

For further guidance we highly recommend you obtain a copy of the Pink Booklet priced at £14.99 + £2.50 postage, available from Littlehampton Book Company T: 01903 828503. Or view legislation on line at:

<http://www.accommodationknowhow.co.uk>

You should particularly check that your property complies with the following (please put a tick in the box alongside each heading to show you comply):

Fire Regulations

The Regulatory Reform (Fire Safety) Order 2005, makes you responsible for taking steps to protect the people using your premises from the risk of fire. You must have conducted a written Fire Risk Assessment, have a copy available for inspection at any time by the Fire Brigade and review it regularly. See:

<http://www.communities.gov.uk/documents/fire/pdf/payingguests.pdf>

Gas Regulations

If you have gas boilers, fires or other appliances which burn gas you must have them checked at least once a year by a registered operative. See: <http://www.hse.gov.uk/pubns/indg238.pdf>

Electrical Regulations

All electrical equipment in your property must be safe to be used for the purpose for which it is intended. It is recommended you get an electrician to check it at least once a year. See: <http://www.pat-testing.info/> for further information.

Private Water Supplies

These must be tested at least once a year to prove they meet the minimum required standard. For further information and to arrange a test contact your local Environmental Health Officer. Also see:

<http://www.dwi.gov.uk/consumer/faq/private.htm>

Public Liability

You should ensure your Public Liability Insurance cover is adequate and examine your property for potential hazards, remove them where possible or mitigate their risk. You should make yourself aware of your responsibilities to inform your visitors of potential hazards. If necessary, consult your legal adviser. If you have a swimming pool you should be especially clear on these details. In all cases, you should be aware that it is your responsibility to assess the risks to visitors to your property and take reasonable steps to minimise them. *Please provide your Public liability insurer and policy number here:*

Policy Number:

Price Display Orders

You must display a current tariff that includes V.A.T. and lists all extras. Guests need to be aware of any such charges before occupation. http://212.104.147.54/media/pdf/b/a/Hotel_-_tourism_order.pdf

Trades Description Act

You must give true and accurate information to the guest, both verbally and in any promotional material, including cancellation policy on bookings. See: <http://www.berr.gov.uk/files/file8156.pdf>

Access Statement □

It is advisable to have a written Access Statement to enable a potential visitor to make an informed decision as to whether your business meets their particular access needs. See:

<http://www.dartmoor.co.uk/site/membership/accreditation/>

Licensing Act 2003 □

You must ensure that the services which you offer are permitted by reference to a current Premises Licence granted under the Licensing Act 2003 and that the Designated Premises Supervisor has been correctly appointed and is aware of the Operating Schedule attaching to the Premises Licence and the Terms and Conditions of the Premises Licence generally.

Guest Registration □

You must maintain a guest registration system that records the full name and nationality of all guests over 16 years of age. You must keep the passport numbers of non-E.E.C. residents on arrival and details of the next destination on departure. You must also keep these records for 12 months. See:

<http://www.accommodationknowhow.co.uk/legis.aspx?title=Registration%20and%20Data%20Protection>

Health & Safety □

Ensure that printed information on safety requirements and emergency procedures are made available or made prominently visible to every guest in their rooms or accommodation. See

<http://www.accommodationknowhow.co.uk/categorymain.aspx?expand=true&title=Health%20and%20safety>

Smoking □

Comply with the ban on smoking in enclosed public places and places of work (with some exceptions) under the Health Act 2006 which came into force on 1st July 2007. For further information see:

http://www.opsi.gov.uk/acts/acts2006/pdf/ukpga_20060028_en.pdf

Food Handling □

Accommodation businesses serving food and drinks need to register with their Environmental Health Department, 28 days before opening for business. Contact your Local Authority for further information.

Inspection Disclaimer

Please sign below to confirm you are aware of the regulations mentioned above, to confirm your property and the equipment in it comply with those regulations and to confirm you indemnify Quality in Cornwall against claims that might arise from your failure to comply with regulations or adequately assess risks. *We will ask you to provide evidence that the above requirements are being fulfilled (Public Liability Insurance, Fire Risk Assessment, Gas Safety Regulations and a selection of the others). Quality in Cornwall reserves the right to refuse membership to any business that it deems does not adequately fulfil minimum quality standards and statutory legislation.*

Print your name

Property name & type

Address

Telephone

Email

Website

Signed: **Date:**

TERMS & CONDITIONS FOR PARTICIPATION



All establishments participating in the Quality in Cornwall assessment scheme are required to:

- Meet or exceed the Quality in Cornwall minimum standards required in the relevant accommodation sector;
- Observe the Quality in Cornwall Code of Conduct;
- Be assessed annually;
- Pay an annual participation fee;
- Complete an annual Disclaimer Form;
- Agree to abide by the Terms and Conditions.

1. Establishments will be deemed to have left the scheme if the required annual participation fee has not been paid prior to 1st December.
2. Quality in Cornwall inspections will be deemed to have expired immediately the establishment leaves the scheme.
3. All bodies that recognise Quality in Cornwall will immediately be informed of any establishments that are deemed to have left and this may affect the benefits that these bodies can provide until the establishment has been inspected by a recognised scheme.
4. Establishments who are deemed to have left the scheme due to lack of payment of the required participation fee, can re-join at any time but will incur a joining fee.
5. Any participant disqualified from the Quality in Cornwall assessment scheme for whatever reason will not be allowed to re-join for a minimum period of one year from the date of disqualification. Re-application at an earlier stage may be considered by Quality in Cornwall where it is felt special circumstances apply. In all cases acceptance of re-application will be at the sole discretion of Quality in Cornwall. Application to re-join the scheme will always incur an additional fee. If disqualification was on the basis of quality or the level of complaints, then it must be demonstrated that the areas of concern have been addressed. This may be done in the form of an advisory visit by a Quality in Cornwall representative.

I/we have read, understand and agree to abide by the above Terms & Conditions.

Signed

Dated