

APPLICATION FORM

Establishment Details

Establishment Name

Address

Telephone

Contact

E-mail

Website

Proprietor Details (if different to above)

Name

Address

Telephone

Mobile

E-mail

Please tick if you would prefer us to use your own contact details

Accommodation Type

	(✓)		
Hotel	<input type="checkbox"/>	Number of rooms	<input type="text"/>
B&B / Guest House	<input type="checkbox"/>	Number of rooms	<input type="text"/>
Self Catering	<input type="checkbox"/>	Number of Units	<input type="text"/>
Touring Park	<input type="checkbox"/>	Number of pitches	<input type="text"/>

Please sign below and overleaf to confirm you:

- wish to apply for an Annual Quality North Lincolnshire Assessment at a cost of £49 +VAT;
- are aware of the Health and Safety Liabilities & Regulations detailed and understand it is your responsibility to adhere to these and obtain appropriate insurances;
- understand that you may be required to provide some documentation, but the responsibility to ensure that these are adequate for your property and continue to be maintained remains with you and your business;
- understand that an accreditation period is for one year and standards must be maintained throughout that period. Any complaints raised with Quality North Lincolnshire would be discussed with you, but should these reach what is deemed an unacceptable level, Quality North Lincolnshire reserves the right to remove you from the scheme until it is assured that standards are being maintained at all times;
- understand it is your responsibility to comply with all relevant legal requirements which apply to your specific business;
- understand that the property will be accredited to the scheme under your ownership. Should the property be sold, a new application must be submitted by the new proprietor;
- indemnify Quality North Lincolnshire and North Lincolnshire Council against any claims that may arise from your failure to assess risks or comply with legal and safety regulations;

Establishment Name: _____

Proprietor Name: _____

Proprietor Signature: _____ **Date:** _____

Legal and Safety Liabilities & Regulations

In order to participate in the scheme, it is essential that you confirm that you are aware of the following health and safety liabilities, that regulations are being adhered to and that you understand the need to maintain standards as detailed:

We highly recommend that you consult VisitEngland's Pink Book online (www.visitbritain.org/pink-book) for further details on each of these, as well as other areas of legislation which may also be relevant to your accommodation and services.

Fire Regulations

The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' in virtually all workplaces, including hotels, B&Bs and self-catering properties, to adopt a self-assessment approach to fire safety in the workplace.

Gas Regulations

Operators of all domestic, residential and sleeping accommodation have a responsibility for ensuring that gas appliances and flues in the premises are safely maintained and checked. All annual safety checks must be carried out by a Gas Safe registered engineer.

Electrical Regulations

Electrical equipment safety regulations require that all electrical equipment supplied 'in the course of business' is safe. There is no specific requirement for annual maintenance, but to ensure electrical equipment remains safe, you are strongly advised to have it checked and serviced regularly by a registered electrician.

Employers' Liability

Under the Employers' Liability (Compulsory Insurance) Act 1969, every employer must have insurance to cover their liability for any bodily injury or disease sustained by an employee at work. Failure to do this is a criminal offence. If you employ at least one person, you are required to take out and maintain employers' liability insurance cover with a minimum of £5 million for any one claim.

Public Liability Insurance

The Occupiers' Liability Acts 1957 and 1984 apply to owners of both serviced and self-catering accommodation. The person who controls the premises is liable for the physical safety of everyone who comes onto the property. There is no legal requirement to take out public liability insurance, but it is strongly recommended that you have this type of cover and is a requirement for participation in the Quality North Lincolnshire Scheme.

Food Safety and Hygiene

If you supply food or drink of any description, you are required to register with North Lincolnshire Council's Food and Safety Team and must comply with the provisions of food safety and hygiene legislation.

Transportation of Guests

If you transport guests, however occasional and whether or not a payment is made, you must have business insurance for your vehicle. You must also undertake a quick health and safety assessment prior to the journey. If you transport guests on a more regular basis you may require a special operating licence and appropriate vehicle insurance.

Maintaining Standards

Quality North Lincolnshire reserve the right to disqualify, at any point, an establishment which it feels is not continuing to maintain the minimum standards or which we feel is receiving an unacceptable level of complaints. In all cases, acceptance of re-application will be at the discretion of Quality North Lincolnshire, will incur an additional assessment fee and may involve a more thorough assessment to ensure all issues have been addressed.

This is a non-exhaustive list and it remains your responsibility to ensure the safety of your establishment and comply with all relevant legal requirements

Establishment Name: _____

Printed Name: _____

Signature: _____ **Date:** _____

Please send your completed form to:

Email: tourism@northlincs.gov.uk

Post: Quality North Lincolnshire, Brigg TIC, The Buttercross, Market Place, Brigg, DN20 8ER

If you require any further assistance, please call 01652 657053