



## NEW TOURIST ACCOMMODATION APPLICATION FORM

PLEASE COMPLETE BOTH SIDES IN BLOCK CAPITALS

**Application for a Statutory Inspection to allocate a Statutory Category**  
*Article 13(2)(b) of the Tourism (Northern Ireland) Order 1992*

**Tourism NI encourages providers to apply as early as possible for certification  
as it can take up to six weeks to facilitate visit appointments**

You may also apply and pay online at: [www.tourismni.com/forms](http://www.tourismni.com/forms)

Name of proprietor \_\_\_\_\_

Address of proprietor \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact telephone number (to arrange inspection) \_\_\_\_\_

Email address (for email correspondence) \_\_\_\_\_

Name of establishment \_\_\_\_\_

Address of establishment  
(if different from that of proprietor) \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone number  
(to appear on promotional material) \_\_\_\_\_

Statutory category to which I/we wish to apply: (please tick one box only)

Hotel	<input type="checkbox"/>	Self-catering	<input type="checkbox"/>	Bed & Breakfast	<input type="checkbox"/>	Bunk House	<input type="checkbox"/>
Guesthouse	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Guest Accommodation	<input type="checkbox"/>	Campus Accommodation	<input type="checkbox"/>

Number of bedrooms \_\_\_\_\_ Number of bed spaces \_\_\_\_\_

Number of properties (self-catering only) \_\_\_\_\_ Date when I/we expect to start trading \_\_\_\_\_

**This application requests a statutory inspection of the establishment to be conducted so that it may be allocated to the statutory category specified in this application.**

Enclosed is a cheque for £ \_\_\_\_\_, crossed "account payee" or "a/c payee", either with or without the word "only", payable to Tourism Northern Ireland, being the amount of fee set out in the Statutory Inspection of Tourist Establishments (Fees) Regulations (Northern Ireland) 2011 [SR 2011 No. 105] (see overleaf).

Signed \_\_\_\_\_

Date \_\_\_\_\_

## PLEASE COMPLETE

### Contact Options:

Correspondence will automatically be sent via **email**. If you would prefer post, please tick one of the following boxes:

Post

Email & Post

**Once your property has been certified, it will automatically appear on [www.discovernorthernireland.com](http://www.discovernorthernireland.com).**

Discover Northern Ireland is the consumer website of Tourism Northern Ireland, which provides information which would be of interest to a visitor to Northern Ireland.

This free service is provided at the absolute discretion of Tourism Northern Ireland and offers certified accommodation providers a credible promotional platform on which to advertise to visitors planning a stay in Northern Ireland. Tourism Northern Ireland reserves the right at any stage to remove a property from the consumer website.

Tourism Northern Ireland is committed to providing quality standards. Instances of unresolved grievances reported about a property can result in a property being temporarily withdrawn from the consumer website until any such grievances are resolved. Properties can continue to legally trade providing their Tourism Northern Ireland certificate remains in force.

**Tick this box if you do NOT want your premises to appear on [www.discovernorthernireland.com](http://www.discovernorthernireland.com)**

### INFORMATION ABOUT STAR RATINGS

The application process for certification falls under Tourism (Northern Ireland) Order 1992 which states that all tourist accommodation providers are required by law to hold a valid Tourism Northern Ireland certificate before commencing trade to ensure that the minimum requirements, as stipulated in the legislation, are met.

However, Tourism Northern Ireland also operates a Quality Grading Scheme where assessment visits are carried on properties to determine a star rating. This scheme is open to Hotels, Guest Houses, B&Bs, Hostels, Guest Accommodation and Self Catering premises. Once a valid Tourism Northern Ireland certificate is in place, you will be eligible to apply.

If you are also considering having your property star graded please tick here

This will ensure that Tourism Northern Ireland (NI) allocate your visit to an appropriate Advisor.

To find out more about this scheme, go to: [www.tourismni.com/grading](http://www.tourismni.com/grading)

**Please note:** The Quality Grading Scheme is voluntary and you are under no obligation to participate.



## **FEE STRUCTURE FOR STATUTORY INSPECTION (Effective 11 April 2011 - carried out once every four years)**

*Full details can be obtained from The Statutory Rules of Northern Ireland, "Statutory Inspection of Tourist Establishments (Fees) Regulations (Northern Ireland) 2011 No. 105" available from The Stationery Office, 16 Arthur Street, Belfast, BT1 4GD.*

<b>Category</b>	<b>Cost per bedroom</b>	<b>Minimum fee</b>	<b>Maximum fee</b>
<b>Hotels</b>	£20	£300	£2,000
<b>Bed &amp; Breakfast</b>	£20	£80	£200
<b>Guest House</b>	£20	£80	£200
<b>Guest Accommodation</b>	£20	£80	£200
<b>Campus Accommodation</b>	£20	£80	£200
<b>Category</b>	<b>Cost per unit</b>	<b>Minimum fee</b>	<b>Maximum fee</b>
<b>Self Catering</b>	£40	£40	£350
<b>Category</b>	<b>Cost per bed space</b>	<b>Minimum fee</b>	<b>Maximum fee</b>
<b>Hostel</b>	£2	£70	£175
<b>Bunk House</b>	£2	£70	£175

**NB:**

- Minimum fee indicates the minimum amount payable for a new venture/statutory inspection i.e. the cost for a B&B is £20 per bedroom but the fee for a B&B with 2 bedrooms will be £80.
- Maximum fee indicates the maximum amount payable for a new venture/statutory inspection i.e. the cost for a B&B is £20 per bedroom but the fee for a B&B with 12 bedrooms will be £200.