

## FORM 2

PLEASE COMPLETE BOTH SIDES

### 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 6-12 weeks to facilitate visit appointments.**

**You may also apply and pay online via [Tourism Northern Ireland \(tourismni.com\)](http://tourismni.com)**

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

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

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

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

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

Address of establishment \_\_\_\_\_

*(if different from that of proprietor)*

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

Telephone number \_\_\_\_\_

*(to appear on promotional material)*

Email Address \_\_\_\_\_

*(you must have a valid email address in order to apply. This email address will be used for correspondence in relation to your application).*

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

Hotel		Self-catering		Bed & Breakfast		Bunk House	
Guesthouse		Hostel		Guest Accommodation		Campus Accommodation	

Number of rooms \_\_\_\_\_ Number of bedspaces \_\_\_\_\_

Number of units (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 \_\_\_\_\_  
(Position)

Date \_\_\_\_\_

Once your property has been certified, you will be given the option to appear on [www.discovernorthernireland.com](http://www.discovernorthernireland.com)

Discovernorthernireland.com 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 reserve 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.

Further advice on how to avail of this marketing opportunity will be provided once your business has been certified.

#### 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 operate 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.

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

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

## 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.*

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