

## Retail Establishments

Please fill in details for primary contact for the business. This information will be used for correspondence and invoicing.

### Listing Administration Contact Details:

Name of Business	
Contact Name	
Contact Address	
Postcode	
Contact Telephone	
Contact Email	

#### **Please Note:**

This form is your way of updating your information on the local and regional tourism database. Completing and returning this form will ensure that we have up to date information about your business for use in promotional activities. It will cost you nothing other than a few moments of your time.

**IMPORTANT** - You must read the Code of Conduct, tick the data protection boxes and sign the declaration at the end of the questionnaire or we will be unable to use the information provided to promote your business.

[Data Sharing and Distribution Policy](#). As part of the processing the organisations may contact your business about your use of Extranet, updating your entry on the organisations' websites and publications.

You can view the Colchester Borough Council / Visit Colchester [Data Protection Policy](#).

<input type="checkbox"/>	Tick this box if your business does <b>NOT</b> wish to be contacted about non-essential matters
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### Contact Details:

Property Name	
Property Address	
Post Code	
Telephone (for public use)	
Email (for public use)	
Web	
Business Type, see following page and select as applicable	

Please complete all the sections relevant to your business on the following pages.

## Retail type:

### Antiques, Books & Specialities

	Antiques		Antiques & Collectables		Book		Bookmakers
	Music						

### Clothing, Jewellery & Boutiques

	Bridalwear		Costume Hire		Fashion		Formalwear Hire
	Jewellery		Shoe				

### Crafts & Gifts

	Arts & Craft		Ethnic		Gift		Model
	Stationer		Toy		Specialist		

### Food & Local Produce

	Award Winning		Bakery		Butcher		Craft Beer
	Local Food & Drink Producer		Convenience		Drink		Delicatessen
	Farm		Food		Supermarket		Fishmonger

### Games & Electronics

	Electronics		Games		Video Hire		
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### Health & Beauty

	Hairdresser		Hair & Beauty		Health		
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### Homes & Gardens

	Florist		Garden Centre		Shop		Baby / Children
	Department Store		DIY		Homes & Gardens		Pets
	Cookery						

### Other Activities

	Romantic Breaks						
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### Outdoor & Sports

	Equine		Outdoor		Sports		
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# Visit Colchester | Britain's First City

## Second Hand

	Charity		Second hand Goods				
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## Shopping & Outlet Centres

	Business Supplies		Indoor Market		Online Shopping		Outdoor Market
	Permanent Market		Pottery Factory Shop		Retail / Outlet Village		
	Factory/outlet		Independent		Local		Shopping Centre

## Business Description, Information and Facilities:

**Description:**

**Short Description (750 characters maximum):**

**Directions:**

**By Car:**

**By Bus/Train:**

**Opening Days and Times:**

- Monday:
- Tuesday:
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Facilities (select all that apply):**

	Disabled access		Disabled toilets		Facilities for hearing impaired		Facilities for visually impaired
	Wheelchairs available						
	Cash accepted		Cash Point		Credit cards accepted (no fee)		Credit cards accepted (with charge)
	Currency Exchange						
	Breakfast available		Evening meals		Picnic site		Special diets available
	Vegetarian diet available						
	Baby changing facilities		Children welcome		Children's indoor play area		Children's outdoor play area
	Pushchairs available						
	Education/study area		Facilities for educational visits				
	Accepts groups		Coach parties accepted		Facilities for groups		Guided tours for groups
	French signs / guides		German signs / guides		Italian signs / guides		Spanish signs / guides
	Air conditioning		Bar area		Board / Flipchart		Business support
	Facilities for conferencing		Facilities for corporate hospitality		Free broadband internet in bedrooms		
	Grounds for outdoor activities		Helicopter landing		Leisure facilities onsite		
	Free Parking		Parking with charge		Sole use of venue		Venue approved for civil marriage
	Wedding planner available		Wedding receptions				
	English Heritage Property		National Trust Property		Regional Tourist Board Member		
	Afternoon tea		Beer garden		Carvery available Children's menu		Locally sourced produce

	Serve lunch		Take away service			
	Dogs accepted		Dogs not accepted (except guidedogs)		Gift shop	Passenger lift
	Postbox		Private rooms		Public toilets	Smoking allowed
	Smoking not allowed		Telephone (public)			
	WiFi or internet access		Free WiFi			

## COVID-19 Response (select all that apply):

	1m distancing in place		2m distancing in place		Advance booking essential		All linens sanitized in high-temperature wash
	Capacity limit		Clear signage		Click and collect		Contactless payment only
	Contactless payment possible		COVID-19 measures in place		Currently closed		Deep cleaning between visitors
	Delivery available		Delivery only		Face mask essential (not provided)		Face mask essential (provided)
	Face masks available for visitors		Face masks required for staff in public areas		Facilities must be booked		Floors clearly marked for social distancing
	Food available during COVID-19 restrictions		Hand sanitizer available to visitors & staff		Hygiene screens in place		One way system
	Online booking only		Online booking possible		Online ordering available		Online ordering only
	Outside seating		Pets welcome during COVID-19 restrictions		Queuing system		Regular temperature checks for staff
	Regularly sanitised high-traffic areas		Socially distanced spaced seating		Staff required to regularly wash hands		Takeaway available
	Takeaway only		Temperature checks for visitors		Time limited visits		Touch-free toilet facilities
	Virtual menus		Virtual queuing system				

## Image Request

At least one image should be supplied with the information provided; this could be used in a variety of media including, but not limited to, multiple websites, brochures or leaflets. All images should be supplied in digital format ie jpeg 400 pixels - suitable for general use.

## Declaration

1. I/we warrant that the information provided is true and accurate and if published will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987.
2. I/we warrant that each image which I/we have supplied may be used by national and regional tourist boards, enjoyengland.com and Tourist Information Centre and that, where relevant, the consent of any individual featured in an image has been obtained for such use. In addition I/we agree that the image may be supplied to other carefully selected third parties for tourism-related purposes.
3. I/we accept that it cannot be guaranteed that the image and/or text supplied will be published or used in either the form submitted or at all.
4. I/We warrant that I/we are authorized to supply the image and that it does not infringe any existing copyright or other intellectual property right. We further warrant that the image is accurate and if published, will not constitute an offence under the Trade Descriptions Act 1968, the Consumer Protection Act 1987 or breach any codes of practice relating to advertising or sales promotion.
5. I/We undertake to indemnify local, national and regional tourist organisations and any third parties to whom the image is supplied against any loss, damage or proceedings arising from breach of these warranties.

## Photo Caption (Maximum 10 words in block capitals please)

## Declaration

<b>Signed</b>	
<b>Name (in block capitals)</b>	
<b>Position</b>	
<b>Date (DD-MM-YYYY)</b>	

## LEGAL STATEMENT FOR SUBMISSION OF INFORMATION TO TOURISM PROMOTERS

### Code of Conduct

Only those establishments that agree to use their best endeavours to meet the following requirements may be eligible to participate in marketing and publishing activities undertaken by local tourism organisations and Area Tourism Partnerships:

- To fulfil all appropriate statutory obligations.
- To have Public Liability Insurance.
- To maintain their buildings, their fixtures, furnishings, fittings and decor in sound and clean condition and fit for the purposes intended.
- To observe the following Code of Conduct:
  1. To ensure high standards of courtesy and cleanliness, catering and service appropriate to the type of establishment.
  2. To describe fairly to all visitors and prospective visitors the amenities, facilities and services provided by the establishment, whether by advertisement, brochure, word of mouth or any other means. To allow visitors to see accommodation, if requested, before booking.
  3. To make clear to visitors exactly what is included in all prices quoted for accommodation, meals and refreshments, including service charges, taxes and other surcharges. Details of charges, if any, for heating or for additional services or facilities available should also be made clear.
  4. To adhere to, and not to exceed, prices current at time of occupation for accommodation or other services.
  5. To give each visitor, on request, details of payments due and a receipt, if required.
  6. To deal promptly and courteously with all enquiries, requests, reservations, correspondence and complaints from visitors.
  7. To allow a representative reasonable access to the establishment on request, to confirm that the Code of Conduct is being observed.

### Data Protection

<input type="checkbox"/>	I understand that the information I have provided within this questionnaire may be used for the selected purposes outlined below:
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Contact information will be used by your local tourism organisation and their tourism partners to contact me on a regular basis to ensure that address and contact records are accurate (including by phone, sms, email, post or fax). The information provided within the questionnaire will be processed for use in the web system for the purpose of advertising your business to a wide potential customer base and to service enquiries from the public and third parties.

Your local tourism organisation and their tourism partners may use the descriptive information to identify gaps in products and services available to customers, developing existing services, and for market research purposes. The information you provide may also be processed for inclusion in tourism publications and websites; statistical analysis; the promotion and sale of tourism services; customer service; administration monitoring; tracking and recording participation in projects and publications.



The information held within the DMS system will be made available to registered users and other users as specified above through password enabled web access. The full details provided in your questionnaire are accessible only by your local tourism organisation, their tourism partners and yourselves.

	I agree that my local tourism organisation and their tourism partners as specified above will use my contact information for marketing purposes: this may include receiving information about new services, initiatives or events that may be of interest; targeting offers, promotions, services and other events to businesses and notification of changes to our services (locally and nationally) or our database (including by phone, sms, email, post or fax).
	I agree that my local tourism organisation may pass my contact information to carefully selected third parties involved in the marketing of goods and services in order to: a) contact me about their products and services that may be of interest and b) include my information at their discretion in tourism related publications and websites for the purposes of providing potential additional customers and sales activity.

**Your local tourism organisation and the tourism partners set out in the data protection statement (hereafter "the tourism promoters") do not guarantee that the information supplied by your organisation (hereafter "you") in the questionnaire will be published or used in the form that you have submitted, or at all. If your information is used, the tourism promoters will make every reasonable effort to ensure accuracy but will not accept liability of any kind arising from, or in connection with, the use or publication of the information either by themselves or third parties, including as a result of any error or omission on the part of the tourism promoters.**

**The tourism promoters expressly reserve the right, in their absolute discretion, to refuse or withdraw your eligibility to participate in any of their marketing or publishing activities. In consideration for any decision by the tourism promoters to allow your participation in any of their marketing and / or publishing activities, you agree to comply fully with all of the requirements listed in this document under the Code of Conduct.**

**By signing below, you warrant that the information you have provided is true and accurate and, if published, will not constitute an offence under the Trade Descriptions Act 1968 or the Consumer Protection Act 1987. Your signature also constitutes agreement to indemnify the tourism promoters against any and all liability, loss, damage, costs and expenses which the tourism promoters may suffer as a result of a third party alleging that the tourism promoter's use of any information provided by you constitutes an infringement of that third party's intellectual property rights.**

I/We have read the above statement and hereby confirm that I/we understand and accept the conditions therein.

<b>Signed</b>	
<b>Name (in block capitals)</b>	
<b>Position</b>	
<b>Date (DD-MM-YYYY)</b>	