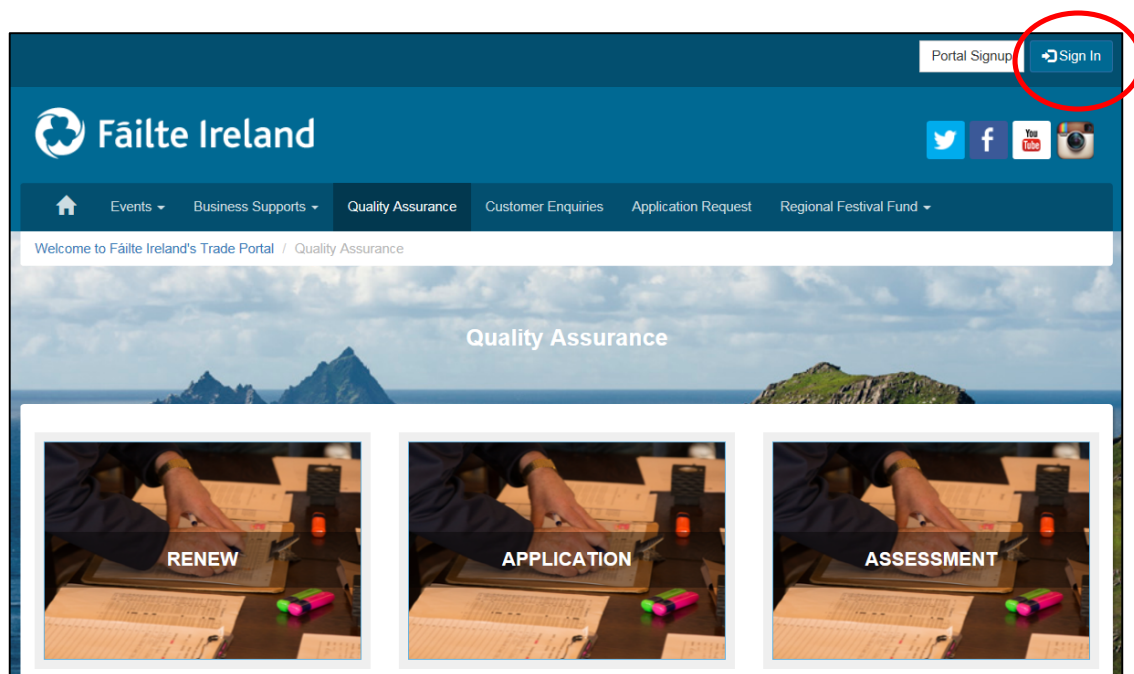




How to Register for Fáilte Ireland approval

1.1 To log in to the Trade Portal please follow the following link:

<https://tradeportal.failteireland.ie/>



1.2 If you already have log in credentials click “Sign In” and enter your username and password:

- Please note there is a “Forgot Your Password” facility. You will need the email address associated with the account to activate this.

- If you are having trouble gaining access to your account please contact our dedicated service provider Capita Customer Solutions:

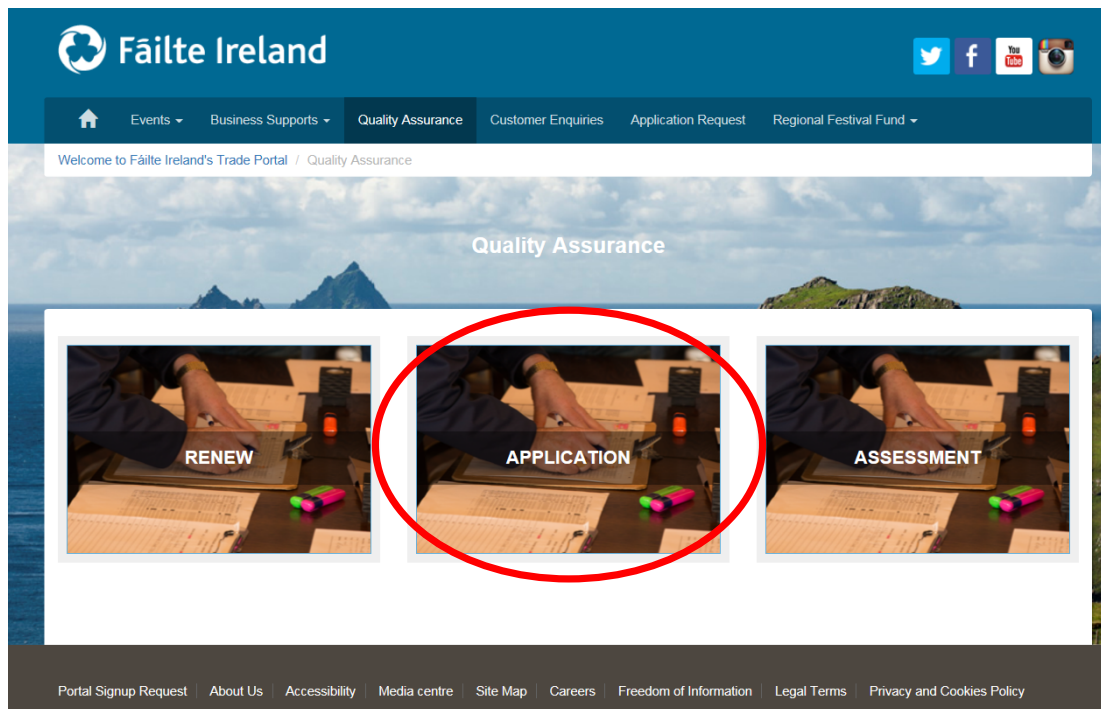
Phone: 1890 697000

Email: qualityassurance@failteireland.ie

1.3 If you are not registered on the Trade Portal you will need to create an account, to do this follow the below link:

<https://tradeportal.failteireland.ie/>

To create a new account click on "Application":



Please answer all of the questions carefully and then submit the form:

Property Name

Sector *

Rating *

First Name *

Last Name *

Email Address *

Phone *

SPECIA CLOSE

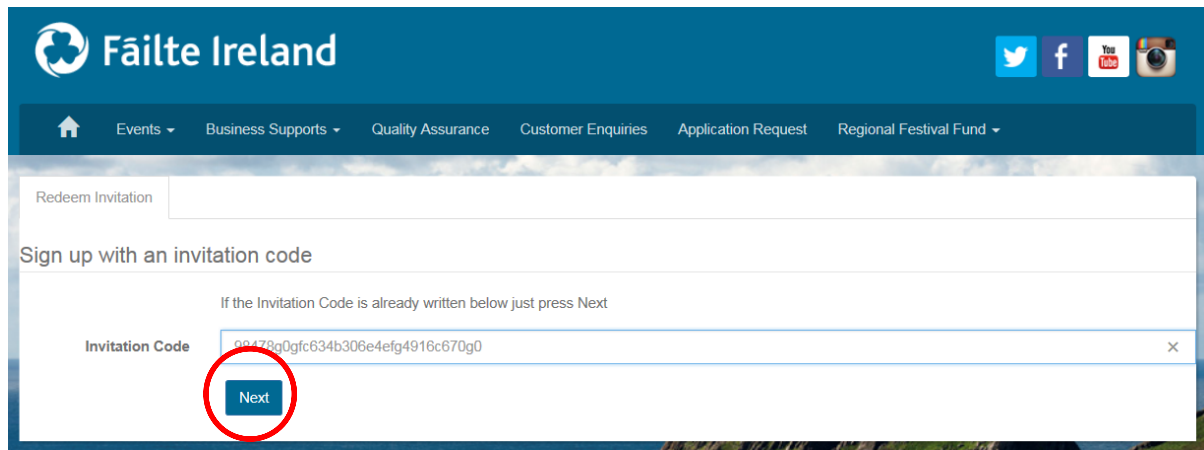
Type the text

Privacy & Terms

reCAPTCHA

Submit

You will then be sent an email containing a link to the Trade Portal and an invitation code.
Please follow the link and click “next”:



Fáilte Ireland

Home Events Business Supports Quality Assurance Customer Enquiries Application Request Regional Festival Fund

Redeem Invitation

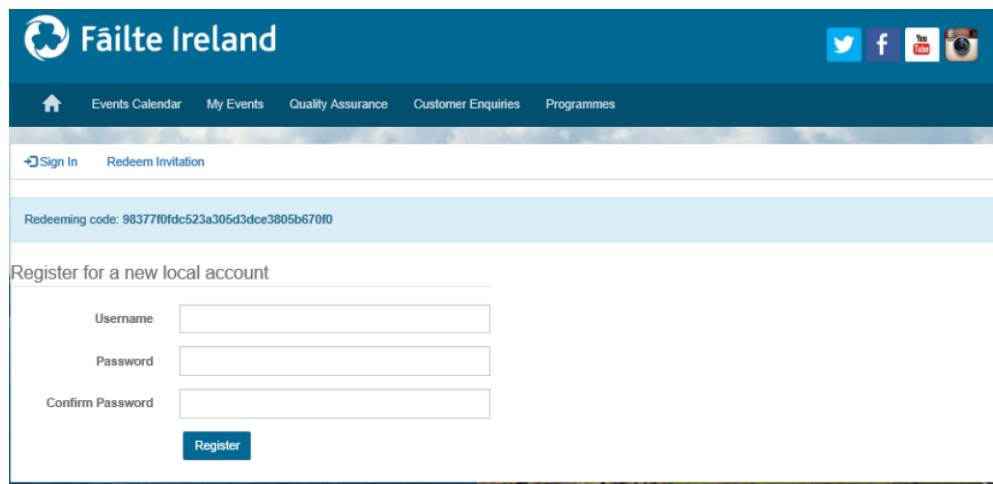
Sign up with an invitation code

If the Invitation Code is already written below just press Next

Invitation Code 98478g0gfc634b306e4efg4916c670g0

Next

You will then be asked to enter your username and password:



Fáilte Ireland

Home Events Calendar My Events Quality Assurance Customer Enquiries Programmes

Sign In Redeem Invitation

Redeeming code: 98377f0fdc523a305d3dce3805b670f0

Register for a new local account

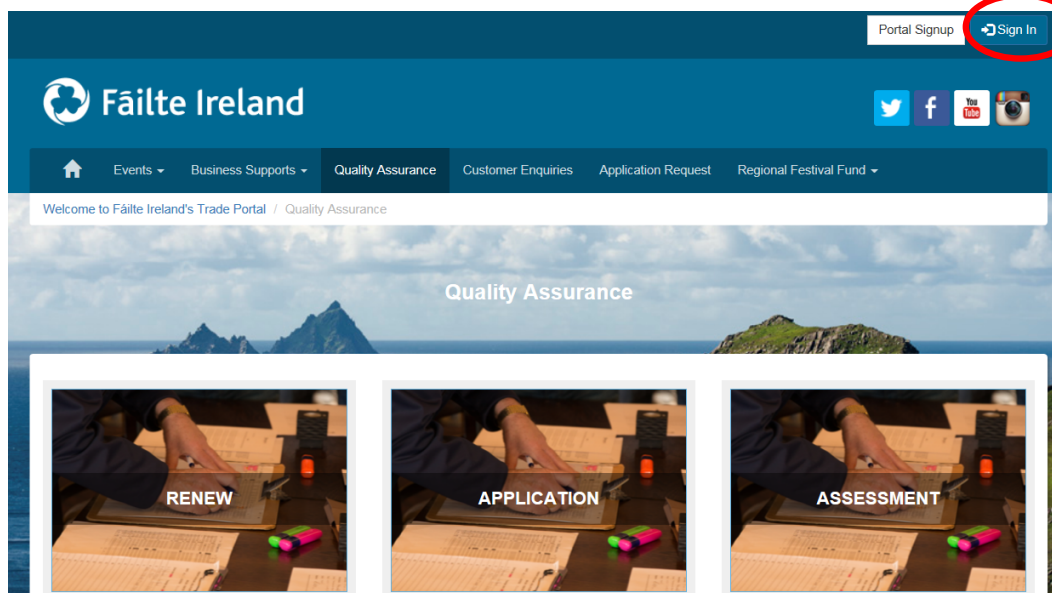
Username

Password

Confirm Password

Register

Once you have created an account you will be able to sign in and sign out of the Trade Portal as often as you require:



Fáilte Ireland

Home Events Business Supports Quality Assurance Customer Enquiries Application Request Regional Festival Fund

Welcome to Fáilte Ireland's Trade Portal / Quality Assurance

Quality Assurance

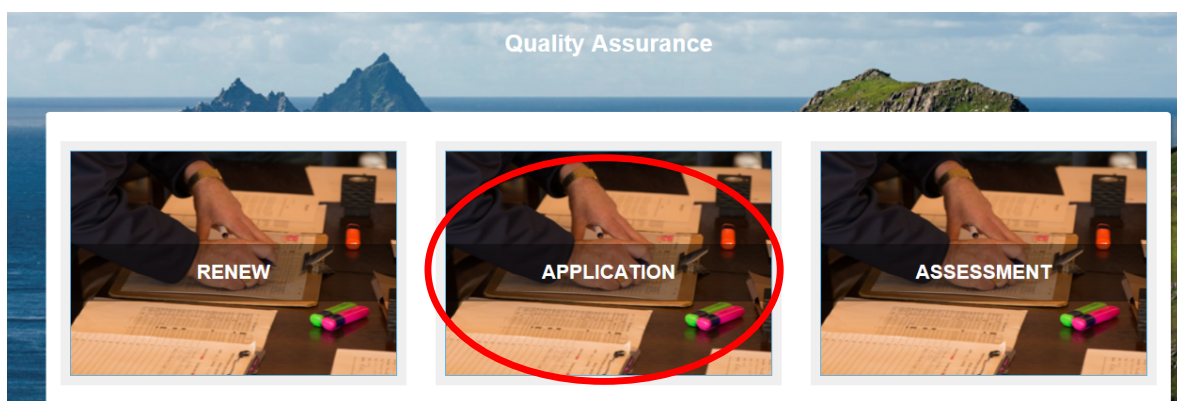
RENEW APPLICATION ASSESSMENT

Portal Signup Sign In

Sign In

The screenshot shows the top navigation bar of the Fáilte Ireland website. It includes links for 'Portal Signup' and 'Sign In'. Below the navigation bar is the 'Fáilte Ireland' logo and social media icons for Twitter, Facebook, YouTube, and Instagram. A secondary navigation bar contains links for 'Home', 'Events', 'Business Supports', 'Quality Assurance', 'Customer Enquiries', 'Application Request', and 'Regional Festival Fund'. The main content area is titled 'Sign In' and 'Redeem Invitation'. It prompts users to 'Sign in with your existing account' and provides fields for 'Username' and 'Password'. There is a 'Remember me?' checkbox and a 'Sign in' button. A link for 'Forgot Your Password?' is also present.

2. To create or continue an existing application, click on “Application”:



Then click on “create or continue application” and click “Next”:

The screenshot shows a section titled 'Applications' with a background image of a coastal landscape. Below the title is a form titled 'Applications' with the text 'I want to:'. There are three radio button options: 'Create or continue an Application' (which is circled in red), 'Complete Registration for Statutory Applications', and 'Re-apply for a lapsed approval, Change Sector or Add an Additional Business'. At the bottom left of the form is a 'Next' button, which is also circled in red.

While completing your Renewal Form please note the following:

- **All fields marks with an asterisk (*) are compulsory.**
- **Please ensure that all contact details are correct.**
- **Input as much information as possible, not just the compulsory fields.**

3. Business Details

- Complete all of the required information, ensuring all contact details are correct

Business Details

This section is for the details of your business.

Please ensure the information is entered correctly and is up to date.
Boxes marked with an asterisk (*) are mandatory information.
Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on.
If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faiiteireland.ie

Business Name *	Phone *	No. of Full Time Staff *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sector *	Mobile Phone	No. of Part Time Staff *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	Email *	
<input type="text"/>	<input type="text"/>	
	Website	
	<input type="text"/>	
Address Line 1 *	Facebook Address	
<input type="text"/>	<input type="text"/>	
Address Line 2	Twitter Address	
<input type="text"/>	<input type="text"/>	

3.1 Business Contact Person Details

- This is the person who should be contacted in relation to Quality Assurance applications & renewals.

11%

Business Contact Person

This section is for the person responsible for the business who should be contacted in relation to Quality Assurance applications & renewals.

Please ensure the information is entered correctly and is up to date.
Boxes marked with an asterisk (*) are mandatory information.
Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on.
If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faiiteireland.ie

First Name *
<input type="text"/>
Last Name *
<input type="text"/>
Job Title *
<input type="text"/>
Phone *
<input type="text"/>
Mobile Phone
<input type="text"/>
Email *
<input type="text"/>

3.2 Ownership Details

- This is the person or company that has the legal right to act as the operator of this business. This name will also appear on the official Fáilte Ireland listing/register and the property's Certificate of Registration.

17%

Ownership Details for this Business

This section is for the name of an individual person or company that has the legal right to act as the operator of this business. This is the name that will be displayed on the official Fáilte Ireland listing/register.

Please ensure the information is entered correctly and is up to date.
Boxes marked with an asterisk (*) are mandatory information.
Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on.

Owner(s) / Operator(s) *	Phone *
<input type="text"/>	<input type="text"/>
First Name *	Mobile Phone
<input type="text"/>	<input type="text"/>
Last Name *	Email *
<input type="text"/>	<input type="text"/>
Job Title *	VAT No.
<input type="text"/>	<input type="text"/>
Address Line 1 *	CRO No.
<input type="text"/>	<input type="text"/>
Address Line 2	
<input type="text"/>	

3.3 Financial Contact

- This is the person responsible for the financial transactions with Fáilte Ireland.

23%

Financial Contact

This section is for the person responsible for the financial transactions with Fáilte Ireland.

Please ensure the information is entered correctly and is up to date.
Boxes marked with an asterisk (*) are mandatory information.
Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on.
If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@failteireland.ie

First Name *	Phone
<input type="text"/>	<input type="text"/>
Last Name *	Mobile Phone
<input type="text"/>	<input type="text"/>
Job Title *	Email *
<input type="text"/>	<input type="text"/>
Address Line 1	
<input type="text"/>	
Address Line 2	
<input type="text"/>	
City / Town	
<input type="text"/>	
Eircode	
<input type="text"/>	

3.4 Online Reservation Providers

- Please ensure you enter the correct link to your business in each relevant booking option.

The screenshot shows a web form titled "Online Reservation Providers" with a progress bar at 29%. A yellow information box contains instructions: "This section is for the top 3 booking options available for your business. Please ensure the information is entered correctly and is up to date. Please ensure you enter the FULL URL of the link to your business in each relevant booking option - e.g. www.booking.com/businessname. Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on. If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@failteireland.ie". Below this are three input fields labeled "Online Reservation Provider 1", "Online Reservation Provider 2", and "Online Reservation Provider 3". At the bottom, there is a red "Cancel session" button and "Previous" and "Next" navigation buttons.

4. Opening/Closing Dates

- Please enter the opening and closing dates for the business.

The screenshot shows a web form titled "Closing Dates" with a progress bar at 35%. A yellow information box contains instructions: "This section is for the closing dates of your business. Please ensure the information is entered correctly and is up to date. Click the +Add button to add a new closing date or click on the down arrow (v) to Edit or Delete. Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on. If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@failteireland.ie". Below this is a table with two columns: "Date Closed From ↑" and "Date Closed To". A red circle highlights a "+ Add" button in the top right corner of the table area. Below the table, a yellow message box states "There are no records to display." At the bottom, there is a red "Discard session" button and "Previous" and "Next" navigation buttons.

4.1 To add the closing dates please click “Add” and update the closed from and to fields.

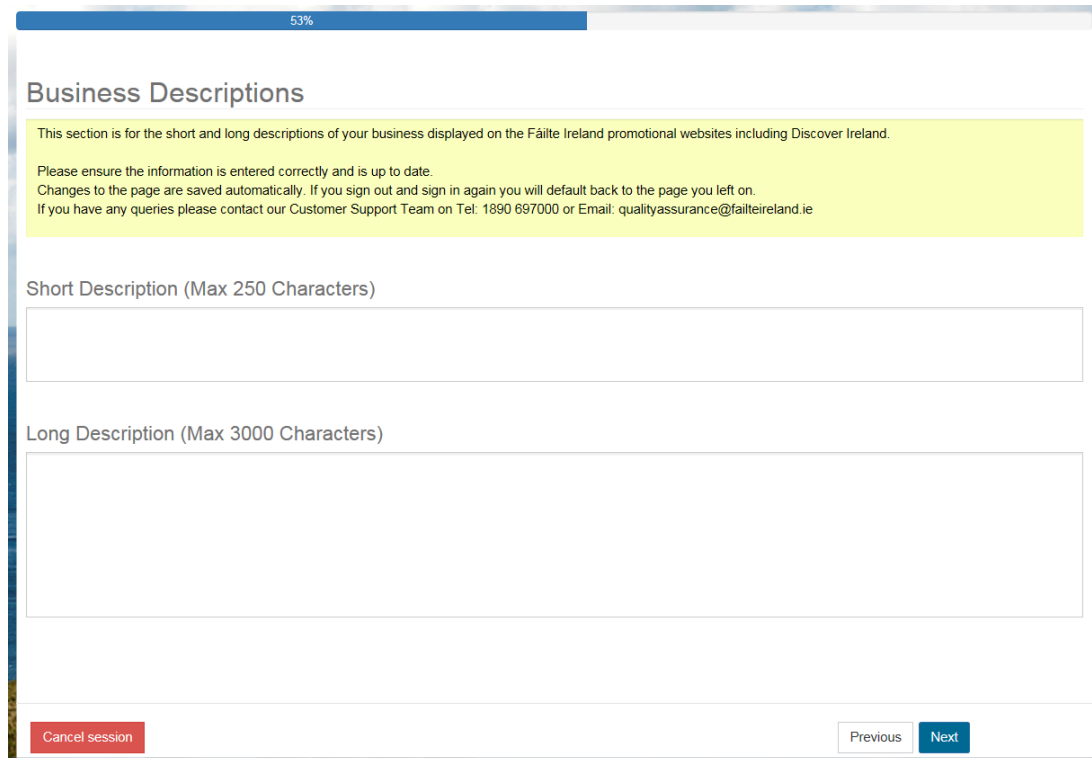
The screenshot shows a 'Create' modal window. At the top, it says 'Please click on the calendar (icon) to the right of the box to select your date. Please note that dates must fall within the next year from 1st January – 31st December.' Below this, there are two input fields: 'Date Closed From' and 'Date Closed To'. Both fields currently show '27/03/2017'. To the right of each field is a calendar icon. A calendar for February 2018 is open, showing the days of the month. To the right of the calendar is a blue 'Submit' button, which is circled in red. On the left side of the modal, there is a sidebar with the title 'Closing' and some instructions: 'This section is for...', 'Please ensure the information is entered correctly and is up to date.', 'Click the +Add button to add a new closing date or click on the down arrow (v) to Edit or Delete.', 'Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on.', and 'If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faipteireland.ie'. At the bottom of the sidebar, there is an 'Add' button.

4.2 Please review the dates to ensure they are correct and click “Next”.

The screenshot shows the 'Closing Dates' review page. At the top, there is a progress bar showing '35%'. Below the progress bar, the title 'Closing Dates' is displayed. A yellow box contains the following text: 'This section is for the closing dates of your business.', 'Please ensure the information is entered correctly and is up to date.', 'Click the +Add button to add a new closing date or click on the down arrow (v) to Edit or Delete.', 'Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on.', and 'If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faipteireland.ie'. Below the yellow box, there is an 'Add' button. The main content area is a table with two columns: 'Date Closed From' and 'Date Closed To'. The table has two rows of data. The first row shows '01/10/2018' and '30/10/2018'. The second row shows '01/02/2018' and '12/02/2018'. Each row has a 'Click to Edit' link on the left and a dropdown arrow on the right. At the bottom of the page, there is a 'Discard session' button on the left and 'Previous' and 'Next' buttons on the right.

5. Business Descriptions

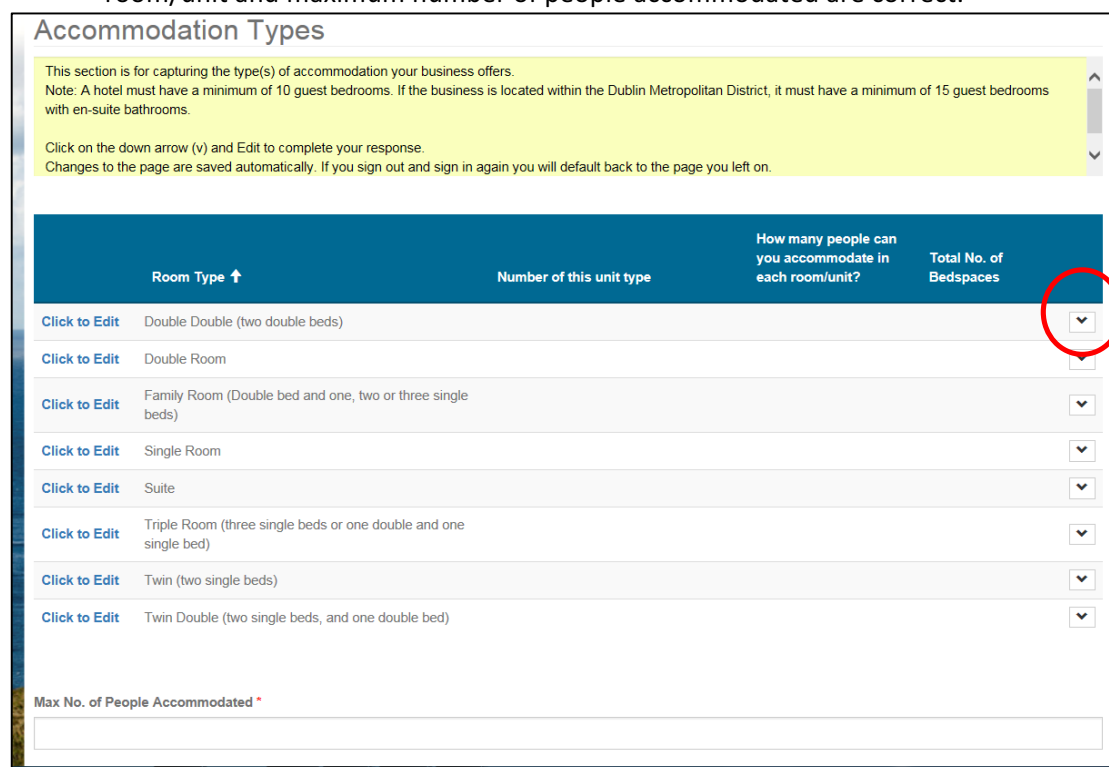
- These are the short (maximum 250 characters) and long (maximum 3,000 characters) descriptions of your business displayed on the Fáilte Ireland promotional websites. Please ensure the information entered here is correct.



The screenshot shows a web form titled "Business Descriptions". At the top, a progress bar indicates 53% completion. Below the title, a yellow information box contains the following text: "This section is for the short and long descriptions of your business displayed on the Fáilte Ireland promotional websites including Discover Ireland. Please ensure the information is entered correctly and is up to date. Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on. If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faillteireland.ie". Below this, there are two text input fields: "Short Description (Max 250 Characters)" and "Long Description (Max 3000 Characters)". At the bottom of the form, there are three buttons: "Cancel session" (red), "Previous" (grey), and "Next" (blue).

6. Accommodation and Visitor Sleeping Capacity Information

- Please ensure this information is completed correctly, and that the number of each room/unit and maximum number of people accommodated are correct.



The screenshot shows a web form titled "Accommodation Types". At the top, a yellow information box contains the following text: "This section is for capturing the type(s) of accommodation your business offers. Note: A hotel must have a minimum of 10 guest bedrooms. If the business is located within the Dublin Metropolitan District, it must have a minimum of 15 guest bedrooms with en-suite bathrooms. Click on the down arrow (v) and Edit to complete your response. Changes to the page are saved automatically. If you sign out and sign in again you will default back to the page you left on." Below this, there is a table with four columns: "Room Type ↑", "Number of this unit type", "How many people can you accommodate in each room/unit?", and "Total No. of Bedspaces". The table lists several room types, each with a "Click to Edit" link and a dropdown arrow. A red circle highlights the dropdown arrow for the first row, "Double Double (two double beds)". Below the table, there is a text input field labeled "Max No. of People Accommodated *".

Room Type ↑	Number of this unit type	How many people can you accommodate in each room/unit?	Total No. of Bedspaces
Click to Edit Double Double (two double beds)			▼
Click to Edit Double Room			▼
Click to Edit Family Room (Double bed and one, two or three single beds)			▼
Click to Edit Single Room			▼
Click to Edit Suite			▼
Click to Edit Triple Room (three single beds or one double and one single bed)			▼
Click to Edit Twin (two single beds)			▼
Click to Edit Twin Double (two single beds, and one double bed)			▼

Max No. of People Accommodated *

7. Images

- Please add current images of the business, these are the images which will be displayed on the Fáilte Ireland promotional websites.

66%

Images

This section is for you to upload images of your business to be displayed on the Fáilte Ireland promotional websites including Discover Ireland.

To upload your photos click on Add Image.
Photos should be landscape orientation.
IMPORTANT : AFTER CLICKING ON THE "Add Image" BUTTON YOU MUST ENTER THE DESCRIPTION OF THE IMAGE BEFORE YOU CAN ATTACH THE IMAGE.

There are no images to display.

Add Image

Cancel session Previous Next

8. Documents

- Please attach all necessary documentation, these are:
 - Copy of Planning Permission.
 - Copy of the Certificate of Compliance in relation to the planning permission granted and the building regulations.
 - Copy of the Fire Safety Certificate.
 - Evidence the premises has been inspected by the HSE and is in compliance with food safety regulation.

73%

Documents

This section is for you to submit the necessary documentation to allow us assess your application.
Please upload the documents here or email them as soon as possible to: qualityassurance@faillteireland.ie
If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faillteireland.ie

Sequence ↑	Document Type	File Name	Included?	
1	Copy of Planning Permission		No	Browse...
2	Copy of the Certificate of Compliance in relation to the planning permission granted and the building regulations		No	Browse...
3	Copy of the Fire Safety Certificate		No	Browse...
4	Evidence the premises has been inspected by the HSE and is in compliance with food safety regulation		No	Browse...

Cancel session Previous Next

9. Schedule of Fees

- The schedule of fees shown in this section are based on the information provided for the business.

80%

Schedule of Fees

See below the schedule of fees based on the information you have provided for your business. You will be asked for payment of this fee at the end of the application.

Your order will only be processed when your payment is received.
If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faiiteireland.ie

Cost Item	Price	VAT % ↑	VAT Amount ↑	Gross Amount
01. APP-HOTEL-INITIAL APPLICATION	€453.93	0.00	€0.00	€453.93

Cancel session

Previous

Next

10. Terms and Conditions

- Please review each of the terms and conditions listed, all of these must be ticked "Yes" to proceed.

86%

Terms and Conditions

Please read carefully the sections below and each of the documents on the links.
You must confirm and agree with each of the Terms and Conditions before you can proceed to the schedule of fees on the next screen.

If you have any queries please contact our Customer Support Team on Tel: 1890 697000 or Email: qualityassurance@faiiteireland.ie

Quality Framework Agreement

Note: The Minimum Requirements for Approval can be viewed by double clicking on the link below.

http://www.faiiteireland.ie/Faiiteireland/media/WebsiteStructure/Documents/2_Develop_Your_Business/4_Quality_Assurance/Hotel-Regs-2016-27June.pdf

1. I/We agree to fully participate in Fáilte Ireland's Quality Assurance Framework.
2. The premises and business entities to which this form relates are in full and current compliance with all regulatory frameworks of the State.
3. I/We accept that the accuracy of all particulars given on this form, along with the required documents (as stated in the requirements), is the responsibility of the person or organisation completing it and Fáilte Ireland and its Service Provider will have no liability for inaccurate particulars which are submitted to it. I/We hereby agree to indemnify Fáilte Ireland and its Service Provider from all liability arising from the use of information supplied on this form or from any inaccuracy in such information.
4. Fáilte Ireland reserves the right to edit any information provided for accuracy and to ensure it complies with our editorial guidelines.
5. The premises and business entities to which this form relates are in compliance with the Registration and Renewal of Registration Regulations for Hotels 2016.
6. I/We agree to accept Fáilte Ireland and its Service Provider's decision as final and binding with regards to approval with recourse the normal appeals procedure.

Accept Quality Framework? *

☒ No ☐ Yes

will provide significant additional routes to customers.
This Agreement also sets out my commitment to keeping the listing information up-to-date.

Accept Data Contributor? *

☒ No ☐ Yes

Signage & Logo Agreement

Note: The Signage & Logos Agreement can be viewed by double clicking on the link below.

http://www.failteireland.ie/Failteireland/media/WebsiteStructure/Documents/2_Develop_Your_Business/4_Quality_Assurance/FI-Terms-Conditions-SIGN-LOGO-2015.pdf

I hereby confirm that I have read, understand and accept the specific terms and conditions regarding the use of the Fáilte Ireland logos and signage.

Accept Signage & Logos? *

☒ No ☐ Yes

Reviewed Data Agreement

I hereby confirm that the information that I have submitted in this form is up to date and accurate.

Accept Reviewed Data? *

☒ No ☐ Yes

Previous Next

11. Application Costs and Checkout

- Please review the Cost Items and accept Fáilte Ireland's legal terms and conditions.

93%

Hotel
123

d1
Ireland

Customer Reference

Fáilte Ireland
Accounts Receivable Dept.
Áras Reddan
Temple Street
Sligo

Order Date: 31/03/2017 10:06:38

Cost Item ↑	Price (VAT Excl)	VAT %	VAT Amount	Price (VAT Incl)
01. APP-HOTEL-INITIAL APPLICATION	€453.93	0.00	€0.00	€453.93

Total Order Value: **€453.93**

Payment Method

I accept Fáilte Ireland's legal terms and conditions ☐




Previous

12. You will then be directed to Realex Payments to pay the Application Fee.

- Please note the application is not complete until this payment has been made.

Payment Details Secured By 256bit SSL Cert

Card Number


  

Expiry(mm/yy) **Security Code ⓘ**

/

Cardholder Name

Pay Now

Securely Processed by


Your order completed successfully!
Thank you very much for your order.

[Print Confirmation](#)

Payment Confirmation

Order #
Failte Ireland
Accounts Receivable Dept.
Araas Redden
Temple Street
Sligo

Payment Method:
Order Date

Order summary

Item	Nett Price	VAT%	VAT Amount	Quantity	Gross Price
Total					

Paid in Full by Credit Card

PLEASE DIRECT REMITTANCES & ALL ENQUIRIES TO:
Email customersupport@failteireland.ie
Telephone 1800242473

No Receipt will be issued unless requested.

Application Complete

**Please note if you require assistance or advice at any stage of the application process
please contact our dedicated service provider Capita Customer solutions:**

Phone: 1890 697000

Email: qualityassurance@failteireland.ie