

# 4 \* REGISTERED SELF CATERING HOLIDAY COTTAGES

AUGUST 2008

 Assessment Forms





## 4\* Self Catering Holiday Cottages Classification Facilities

PREMISES NAME:

ADDRESS OF PREMISES

  
  

NUMBER OF COTTAGES:

CONTACT DETAILS:

Name:

Tel:

Mobile:

Fax:

Email:

Website:

# REGISTERED SELF CATERING HOLIDAY COTTAGES

## MINIMUM REQUIREMENTS AND CLASSIFICATION SYSTEM

Fáilte Ireland is the body responsible for ensuring that accommodation standards meet visitor needs. It carries out this function by setting the requirements for the various categories of accommodation and through processes for the regular monitoring of the standards in all forms of approved accommodation.

The quality & standards responsibilities of Fáilte Ireland cover accommodation legislation, monitoring of product quality, customer relations and in particular the management of appointed sub-contractors for the inspection, registration and approval of various accommodation categories.

Fáilte Ireland, have recently revised our minimum requirements and classification system for Registered Self Catering Holiday Cottages. The new system, which has been developed in close consultation with industry groups, features star rating classification and enhanced

criteria, which endeavours to meet and exceed consumer expectations.

The new classification process introduces a more streamlined and consistent approach for the approval and marketing of Registered Self Catering properties and will facilitate Fáilte Ireland to focus on supporting the sector through marketing efforts and product development.

Fáilte Ireland believes we have developed a robust system of classification to cater for the needs of today's consumer. As such, both minimum requirements and classification criteria have been updated and enhanced. Properties approved under this scheme will be eligible to use the term "Registered by Fáilte Ireland" and will have access to [www.discoverireland.ie](http://www.discoverireland.ie) and the beneficial marketing opportunities this site affords. Participation in this

scheme will also grant properties access to [www.discoverireland.com](http://www.discoverireland.com) for promotional opportunities overseas.

Fáilte Ireland has sub-contracted its accommodation registration assessment and classification functions to Tourist Accommodation Management Services Ltd (TAMS), who will be responsible for inspecting and recommending for registration properties under the scheme.

The following document is designed to provide you with all the information you need to know about the content and processes of the Self Catering Quality Scheme operated by Fáilte Ireland.

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All guidance notes and criteria for classification are available to download on

[www.failteireland.ie/Developing-Enterprises/Quality---Standards](http://www.failteireland.ie/Developing-Enterprises/Quality---Standards)

Note: In these regulations, the word cottage(s) shall include house(s).

## THE PREMISES

	OPERATOR	ADVISOR
The premises shall consist of eight or more accommodation units and one reception building, (hereinafter collectively called the premises) located on one site, all of the said units and reception building being at all times under the same management and control.		
Provisions which amplify the "same management and control" requirement referred to in the preceding sub-section are contained in Appendix 1.		
The premises shall have, at all times, at least eight units which are either available for short term letting to holidaymakers or have been let out on short term letting to holidaymakers on terms which are more fully set out (on page 12) below i.e. premises are available for not less than seven months per annum. Records of such lettings and bookings must be available for inspection.		
The equipping, decorating, repair, upkeep and upgrading of the units must be done in a fashion which is consistent across all the units so as to ensure uniformity in the standard of the said equipping, decorating, etc.		
The cottages shall be of substantial and durable construction, structurally safe and in good repair throughout, and constructed or adapted, furnished and equipped for letting as holiday cottages.		
One cottage in the first eight and thereafter one in every twenty cottages must have wheelchair access to the entrance hall, kitchen, dining area & lounge, at least one bedroom, bathroom and toilet facilities. <i>New structural requirements - see note on exemption arrangements on page 16.</i>		
The premises, which expression shall include the exterior and interior, outdoor areas, grounds, and car parks, should be well lighted, have proper directional signage, and shall be kept clean and well maintained throughout and in good decorative order to the satisfaction of an Officer of The Authority or the Contractor.		
To protect the goodwill attaching to the statutory scheme of registering Approved Holiday Cottages, where a site includes both registered premises and other accommodation, the name under which the registered premises are promoted and marketed must be clearly distinguishable from any name used to describe the site as a whole or any name used to describe the other accommodation on the site.		

Insert "Y" if available

Insert "X" if not available

## COTTAGES

	OPERATOR	ADVISOR
There must be at least eight cottages.		
Each cottage shall have a ground floor and separate ground floor entrance.		
The design and layout of the cottages may be detached, semi detached or terraced. There shall be no overbuilding, underbuilding or structural development above or below the cottages.		
There shall be no corridors or internal connection between any of the cottages.		
Each cottage may contain only one separately lettable unit, i.e. a cottage cannot comprise or be part of a duplex house		
Each cottage shall be identified by number/name and shall contain sleeping, dining and lounge accommodation, storage, toilet, bathing and cooking facilities.		

## RECEPTION OFFICE

<p>The reception shall be located in a wheelchair accessible permanent building adjacent to the cottages and shall contain the reception building, visitor seating, access to telephone with printed details of telephone numbers of doctors/emergency services, toilets and the necessary facilities for the arrival and departure of guests and for the receiving and handling of enquiries and bookings.</p> <p><i>New structural requirements - see note on exemption arrangements on page 16.</i></p>		
Basic first-aid equipment shall be made available for guests and employees.		
<p>In addition to a guest entrance to the reception office, there shall be a service entrance. It shall be suitably located for the reception of goods (e.g. equipment, bed linen, etc.) necessary for the operation of the premises.</p> <p><i>New structural requirements - see note on exemption arrangements on page 16.</i></p>		

Insert "Y" if available

Insert "X" if not available



## ARRIVAL AND GREETING

	OPERATOR	ADVISOR
Roads to be suitably surfaced to allow vehicular access for arriving/departing guests, e.g. concrete, asphalt, tarmacadam, or suitable alternative.		
Exterior lighting on all units.		
Adequate car parking per cottage.		
Clear visible directional signage on the approach to the property.		
Local information at reception building, to include emergency numbers e.g. Doctor, Hospital, Garda, Pharmacy etc.		
Pre-arrival guest information including brochure to be produced to a professional standard with extensive, clear information.		
Directions to property including street maps available in hard copy and on the internet.		
A wide selection of tourist information for local area and further afield available.		
Satisfaction check after first 24 hours.		
Guests greeted on arrival		
Welcome pack provided on arrival. On a simple level it can be tea, coffee and milk but may also include some of the following: wine, fresh flowers, fresh fruit, bread, eggs, home-baking or preserves, starter meal or seasonal gifts e.g. Easter eggs.		
Comprehensive guest/tourist information provided which may include local interest books, ordnance survey maps, walking route information, restaurant guides etc.		
Information provided relating to local farmers' markets/organic food suppliers.		
E-mail reservation and booking confirmation available.		

Insert "Y" if available

Insert "X" if not available

## LOUNGE AREA

The lounge area shall contain lounge room furniture of good quality and condition and be of sufficient size for the sleeping capacity of the cottage subject to the following:

*New structural requirements - see note on exemption arrangements on page 16.*

	OPERATOR	ADVISOR
A floor to ceiling height of not less than 2.4 metres;		
A minimum floor area of 14 sq. metres;		
At least one window to provide natural light and ventilation, windows at first floor level or higher must have child proof locks;		
Lounge seating equal to the sleeping capacity of the cottage. Occasional tables of suitable height and size;		
Carpet and/or rugs unless floor surface is of special design or treatment acceptable to Fáilte Ireland;		
Additional lighting for reading purposes;		
Where a lounge has an open fire a fireguard, poker, fuel container and ash disposal unit must be provided;		
Radio to be provided either in lounge or dining area;		
Plain walls to be decorated with framed pictures or prints.		
Living rooms must have supplementary lighting in the form of wall, table or standard lamps.		
Television with remote control; minimum screen size 51cm/20 inches or if flat screen 40cm/15 inches.		
Excellent co-ordination of furniture and soft furnishings with additional features such as scatter cushions evident.		
Well positioned, high quality lighting, giving excellent levels of illumination for various purposes.		

Insert "Y" if available

Insert "X" if not available

## KITCHEN

The kitchen shall be adequate in size to service the sleeping capacity of the cottage and shall contain facilities, equipment and fittings of good quality and condition for the storage and cleaning of utensils used for these purposes. Such facilities and equipment shall include:

*New structural requirements - see note on exemption arrangements on page 16.*

	OPERATOR	ADVISOR
Storage cupboards, bins and racks;		
Fridge freezer;		
Work tops;		
Cooking equipment including 4 ring hob, oven and microwave oven, pots, pans and kettle;		
Sink unit complete with all plumbing for the supply of hot and cold water and for the disposal of waste;		
Garbage disposal bin;		
At least one external window to provide natural light and ventilation;		
Folder with instruction manuals for use of cooker, clothes washing machine, dish washer and other appliances where applicable.		
Clothes washing machine and dryer provided. Allowances can be made where laundry facilities are available within 500 metres.		
Kitchen equipment of excellent standard to include dishwasher (dishwasher required for new builds only at 3 star)		
Well appointed kitchen with high quality crockery, cutlery and cooking utensils. In addition to glassware specified, a selection of wine, beer glasses, one each per person must be provided.		
Guests should be able to dine together in comfort in one location.		
Highest quality stainless steel or silver-plate cutlery.		
Well matched high quality glassware in a selection of sizes.		

Insert "Y" if available

Insert "X" if not available



## DINING AREA

The dining area shall contain dining room furniture of good quality and condition, and be of sufficient size for the sleeping capacity of the cottage subject to the following:

*New structural requirements - see note on exemption arrangements on page 16.*

	OPERATOR	ADVISOR
Minimum dining floor area of not less than 12 sq. m;		
A combined lounge/dining room is acceptable provided the floor area is no less than 22 sq. metres;		
Where the combined area includes the lounge/dining room and kitchen a minimum floor area of 24 sq. metres is required;		
A floor to ceiling height of not less than 2.4 metres;		
At least one window to provide natural light and ventilation, windows at first floor level or higher must have child proof locks;		
Dining table with seating equal to the sleeping capacity of the cottage;		
Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 2 times the maximum sleeping capacity of the cottage;		
Carpet and/or rugs unless floor has other suitable covering or is of special design or treatment.		
Dining area equipped with high quality furnishings, cutlery & ware.		

Insert "Y" if available

Insert "X" if not available

## BEDROOMS

	OPERATOR	ADVISOR
<p>Sleeping accommodation must be provided for a minimum of four adult persons and shall be provided in at least two separate bedrooms which shall be separated from each other and from other compartments by walls or solid partitions. Floors, walls and ceilings throughout the cottages shall be properly constructed and suitably sound resistant having an acoustic attenuation of 50db.</p>		
<p><b>Each bedroom shall have:</b>  <i>New structural requirements - see note on exemption arrangements on page 16.</i></p>		
A floor area for single bedrooms of not less than 8.00 sq metres exclusive of private bathroom;		
A floor area for double/twin bedrooms of not less than 14.00 sq. metres exclusive of private bathroom;		
A floor area for triple bedrooms of not less than 18.00 sq. metres exclusive of private bathroom;		
Bunk beds may only be used by children. Bunk beds can suffice for temporary supplementary purposes where such sleeping arrangements are agreed during the booking process;		
Bunk beds are not permitted (to be phased out over two years up to 2010)		
Sleeping accommodation additional to that provided in the bedrooms may be provided in the living area by fold down bed and/or studio couch. No more than two persons may be accommodated in this way in a cottage. Adequate floor space must be available.		
A floor to ceiling height of not less than 2.4 metres;		
At least one window to provide adequate natural light and ventilation, windows at first floor level or higher must have child proof locks;		
At least two electrical 13a outlets, suitable for the attachment of electrical equipment including heaters and cleaning equipment, to be provided.		
Furniture, fittings and equipment of good quality and condition for sleeping and toilet purposes and for the storage, including hanging, of wearing apparel.		
<p><b>Such furniture, fittings and equipment shall include:</b></p>		
<p>Bed(s) complete with wipe clean headboards and sprung interior, foam or orthopaedic mattress (es) minimum bed sizes - single (1.90 by 0.9 m.); double (1.90 by 1.37 m.). 1.90 by 1.20 m. beds will not be approved as doubles. Double beds must be accessible from both sides.            Adequate bedding to include sheets, blankets, duvets, pillows, pillow cases and bedspreads to be provided;</p>		
<p>Wardrobe(s) comprising of free standing, built-in units or open plan clothes hanging area, dressing-table with mirror, and drawer(s) or shelf space for clothes storage;</p>		

Insert "Y" if available

Insert "X" if not available

## BEDROOMS CONTINUED

	OPERATOR	ADVISOR
Bedside chair(s) and/or stools;		
Carpet or bedside rugs unless the floor is of special design or treatment;		
Window curtains or blackout blinds to ensure privacy and exclusion of light. Velux roof lights in bedrooms must have black out blinds fitted;		
Bedside lamp per person.		
Wastepaper bin in each room.		
Cots available (where children are catered for).		
Bed linen (not nylon) change provided weekly.		
Beds must be made up for guests' arrival.		
Mattress protectors (where fitted) not to be plastic based or other non breathable material. (Where a rubber cover is provided for children, it should be as an optional extra in addition to the normal mattress protector).		
A wash-hand basin in one bedroom is required, for premises catering for more than three persons.		
One or more bedrooms en suite or second bathroom/shower/toilet.		
Crisply laundered linen or duvets with appropriate tog rating and co-ordinated with bedroom décor and other soft furnishings.		
Dressing table or equivalent required in each bedroom.		

## En suite Bathrooms must have:

*New structural requirements - see note on exemption arrangements on page 16.*

A minimum floor area of 3.5 sq. metres where facilities include bath/shower and 3.0 sq. metres where facilities include a shower unit only;		
A bath or thermostatically controlled shower of good quality and in good condition which shall be fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste and shall have an effective system of direct or mechanical ventilation. Safety grab rail must be provided, good quality shower curtains or splash screens;		
A toilet and a wash-hand basin of good quality and in good condition which shall be fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste;		
An effective system of direct or mechanical ventilation and shall be equipped with shelf, mirror, towel rails, clothes hooks, bath mat and a clean and ample supply of toilet requisites, including towels, soap and toilet paper. The bathroom shall have a mirror fixed to the wall over the wash-hand basin and shall have a vanity light and electric shaver point;		

Insert "Y" if available

Insert "X" if not available

## MAIN BATHROOM(S) AND TOILET(S)

	OPERATOR	ADVISOR
Where all bedrooms are not en-suite each cottage shall contain a main bathroom with a minimum floor area of 3.8 sq. metres, and shall contain a bath with overhead shower fittings, wash-hand basin and WC of good quality and in good condition complete with all plumbing for the supply of hot and cold water and the disposal of waste. <i>New structural requirements - see note on exemption arrangements on page 16.</i>		
A toilet and a normal size wash-hand basin which shall be fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste.		
All bathrooms shall have an effective system of direct or mechanical ventilation and shall be equipped with fittings of good quality and condition including; shelf, mirror, towel rails, clothes hooks, bath mat and a clean starter supply of toilet requisites, including towels, soap and toilet paper. The bathroom shall have a mirror fixed to the wall over the wash-hand basin and shall have a vanity light and electric shaver point within easy reach of a suitably lit mirror.		
Each cottage must have a WC & wash-hand basin at entry (ground floor) level. <i>New structural requirements - see note on exemption arrangements on page 16.</i>		
Bathrooms must have a suitable heater.		
Soap dish to be provided in showers.		
One hand and one bath towel to be available per person.		
Good quality bathroom flooring (not carpet).		
Old toiletries or bars of soap should be removed.		

Insert "Y" if available

Insert "X" if not available

## LIGHTING, VENTILATION, HEATING AND FIRE PRECAUTIONS

	OPERATOR	ADVISOR
Each cottage shall contain effective means of natural lighting and ventilation.		
Each cottage shall have an electrical installation to provide general lighting in relation to the layout of each area, including its furniture, fittings and equipment, sufficient local lighting for eating, reading, writing and toilet purposes.		
Each cottage shall have a means of heating such as electrical, gas, oil or solid fuel appliance (including open fire), capable of maintaining when required, a room temperature of 20 degrees centigrade.		
Each cottage shall have a means of water heating such as electrical, gas, oil or solid fuel appliance (excluding boiler attached to open fire), capable of maintaining a sufficient supply of hot water for cleaning, washing and bathing purposes.		
Each cottage shall have fully operational smoke detector(s) a fire blanket mounted in close proximity to the cooker, a fire extinguisher and a clear notice displaying emergency numbers.		

## ENERGY SAVING

Use of "A" graded domestic electrical appliances (to be phased in within the first two years).		
Double glazed windows <sup>1 - (new builds)</sup>		
Loft and wall insulation – where possible.		
Lagging jacket around immersion tank		
Draught excluders around external doors		

## WASTE MANAGEMENT

Facilitate waste separation by guests e.g. plastics, paper, card etc.		
Use waste bin for appropriate waste in toilets.		

Insert "Y" if available

Insert "X" if not available

## OPERATIONAL

	OPERATOR	ADVISOR
The cottages shall be used primarily for letting to and occupation by tourists or holiday makers with or without prior arrangement and shall be used and occupied for no other purpose during the period 1 <sup>st</sup> April to 31 <sup>st</sup> October each year.		
The cottages shall not be let or leased to or occupied by any person, persons or body for more than two consecutive calendar months at any one time or for more than six months in any calendar year without prior consent of an Officer of The Authority.		
A register of tenant/lessees for each cottage shall be maintained which shall contain the following particulars in relation to each tenant/ lessee: <ul style="list-style-type: none"> <li>▪ Name, permanent address, country of residence.</li> <li>▪ Date of arrival, date of departure.</li> </ul>		
A high standard of cleanliness must be maintained throughout the premises and each cottage must be cleaned prior to each new letting.		
The cottages shall be maintained in good decorative order and shall be properly prepared (including airing of beds and bedding):-		
All electrical and gas/oil fired equipment must be safely maintained and serviced regularly, with a service record available for inspection.		
All premises must have adequate public liability insurance. If requested a copy of the current public liability insurance cover note must be forwarded to the contractor upon initial application and upon each renewal.		
Provision shall be made for the collection, removal of garbage from each cottage and disposal in a suitable manner.		
Provision shall be made by inclusion in rental agreements/leases made between the proprietor and tenant/lessees for the visitation of the cottages at reasonable times, by officers of The Authority and the staff of the appointed contractor under the Tourist Traffic Acts 1939-2003.		
Facilities shall be provided for the storage of cleaning materials for the cottages and for the storage and airing of necessary stocks including bed linen and blankets.		
Locally available supply of solid fuels where open fires are provided or if not locally available solid fuels supplied by proprietor.		
Backyard/refuse disposal suitably screened and properly surfaced.		
Soft furnishings and carpets deep cleaned on a regular basis or as required.		
Map/directions clear and easy to follow after booking.		
There should be plenty of sockets strategically placed for all possible uses.		

Insert "Y" if available

Insert "X" if not available



## OPERATIONAL CONTINUED

	OPERATOR	ADVISOR
Written instructions provided for use of all equipment.		
Written details provided to each customer of letting fee and a receipt supplied upon receipt of payment.		
Manager or proprietor or senior deputy on call during office hours (e.g. contactable via supplied mobile phone number)		
A very high standard of furnishings, fittings and decoration.		
High standards of maintenance in the garden. Tidy flowerbeds/pathways hedges etc.		
A very high standard of maintenance of garden with landscaping and layout affording adequate privacy to residents appropriate to the location and design of the property.		
Suitable outdoor furniture.		
Spare linen, towels available either in the property or on request.		
Additional blankets or quilt available on request.		
Hair dryer provided.		
Chargeable cleaning service available daily – on request.		
DVD and CD player to be provided with a selection of CDs and DVDs included.		
Hanging area for wet coats and boots to be provided.		

Insert "Y" if available

Insert "X" if not available

## STATUTORY REQUIREMENTS

The premises shall comply with and be operated in accordance with all statutory requirements of local and other authorities in relation to planning, Building Bye-Laws, food, food hygiene, water supply, sewage disposal, fire precautions and general safety and in particular but without prejudice to the generality of the foregoing shall comply with:

Local Government (Planning and Development) Acts, 1963 2000 (as may subsequently be amended or modified) and regulations made thereunder including the Building Regulations 2000 Technical Guidance Document M (as may subsequently be amended or modified).

Fire Services Act 1981 and any statutory modification or re-enactment thereof.

Building Control Act, 1990 (as may subsequently be amended or modified) and regulations made thereunder.

All applicable employment legislation including, but not limited to Part IV of the Industrial Relations Act 1946 and subsequent legislation relating to the payment of minimum wages to employees.

The business shall be conducted in accordance with charges not exceeding those specified in the scale of charges which have been duly furnished to Fáilte Ireland appointed Contractor in accordance with section 26 (2) (d) of the Tourist Traffic Act, 1939. The scale of maximum charges shall be displayed in a prominent place in the reception building of the premises in accordance with Section 43 of the said Act together with a copy of the current registration certificate applicable to the premises.



## APPLICATION FOR REGISTRATION

Every application made by the proprietor under Section 26 of the Tourist Traffic Act 1939 for registration of any premises in the Register of Approved Holiday Cottages shall be in writing in the Initial Registration Application Form supplied by Fáilte Ireland or its Contractor and shall, when filled in and completed by, or on behalf of the applicant, for such registration, be sent by post to, or left at the office of the "appointed" Contractor and shall be accompanied by the prescribed fee.

Applicants for registration shall furnish written evidence from the fire authority for the area where the premises are situated, that the said fire authority has no objection to the registration of the premises as a holiday cottage group scheme.

### Registration

Where The Authority is of the opinion that the said premises are eligible for registration in the Register of Approved Holiday Cottages there shall be paid:

For each cottage entered on the initial application form the prescribed fee.

Where it is the opinion of The Authority that the said premises are eligible for registration in the Register of Approved Holiday Cottages and approval is confirmed by the Authority on, or after, the FIRST DAY OF SEPTEMBER in any one year, the registration fee to be paid shall be calculated at one-third of the fee prescribed.

### Renewal of Registration

Every application made by the proprietor under section 29 of the Tourist Traffic Act 1939, for the renewal of registration of any premises in the Register of Approved Holiday Cottages shall be in writing in the Form and shall, when filled in and completed by or on behalf of the applicant for the renewal of such registration, be sent by post to or left at the office of the appointed contractor and shall be accompanied by the prescribed fee for each cottage entered on the Schedule of the Renewal Form.

### Revocation

The Registration and Renewal of Registration Regulations for Holiday Cottages, 1986 are hereby revoked.

## EXEMPTION ARRANGEMENTS

In this Regulation, the following expressions shall have the following meanings:

“New Structural Requirements” means the new structural requirements contained in the Registration Regulations for Holiday Cottages 2007 document.

“Year of Registration” means 1st January to 31st December in every year as the same may be adjusted from time to time by the Authority.

### Renewals of registration

These regulations shall apply to applications for renewal of registration except that the New Structural Requirements shall not apply to any application for renewal of registration in respect of a premises which was registered under a set of regulations preceding these.

#### Failure to apply to renew – lapse of over 12 months – New Structural Requirements apply

The New Structural Requirements shall not apply where a premises which has received its first registration under a set of regulations preceding these fails to apply to renew its registration for a given Year of Registration but subsequently applies to renew within 12 months after the final date for submitting applications for the said given Year of Registration.

### Initial registrations

These regulations shall apply to initial registration applications save that:

Where, within 24 months prior to the Commencement Date a person has either:

incurred not less than 15 per cent of the total cost of construction or refurbishment of a proposed holiday cottage groupscheme and/or;

the foundations of a premises having structural characteristics which would comply with the 1986 Regulations have been laid,

and

evidence of this has been provided in the form of a duly qualified auditor’s certificate of expenditure or by such evidence as Fáilte Ireland or its authorised contractor may require;

and

the applicant has on a date thereafter (which date shall not be more than 24 months after the Commencement Date hereof) sought initial holiday cottage registration for the said premises from the Board and the premises does not comply with the New Structural Requirements in these regulations but would comply with the corresponding provisions of the 1986 Regulations as regards these structural requirements, then, the corresponding provisions of the 1986 Regulations will apply as regards these structural requirements only.

For the avoidance of doubt, where the registration of a premises has been cancelled by the Authority under the provisions set out in the Tourist Traffic Acts, 1939 - 2003, these regulations shall apply to any subsequent application for registration of the said premises.

## PROVISIONS

A. As regards any particular registered premises (i.e. a group of eight accommodation units and a reception building), one, two, or more different persons may own units in the registered premises or may own portions of the registered premises. "Own" in this sense means that they may be freehold owners of units or portions of the registered premises or may be owners of superior interests in units or portions of the registered premises.

B. However, as set out in paragraph 1.1 of the Registration Regulations for Holiday Cottages 2007, the units and reception building must be under the same "management and control". This means that where there are two or more different owners of freehold interests/superior interests in units or portions of the registered premises, these owners must lease or license an interest in the registered premises or grant suitable contractual rights over the registered premises to a single entity or person who/which will be the registered proprietor.

Further particulars as to the nature of the said lease/licence/contractual rights are set out in paragraphs (C) – (F) below. The registered proprietor will be solely responsible for the management, equipping, decorating and maintenance of the registered premises.

The registered proprietor may be a natural person (and, for the avoidance of doubt, that includes a person who is one of the owners of a freehold or superior interest in units or portions of the registered premises) or a body corporate.

C. Where units on a registered premises are held pursuant to an investor scheme or an arrangement whereby a person or persons holding superior interests (e.g. freeholds) in the premises or any part thereof has/have granted a lesser interest or interests (e.g. by way of lease) in the premises to the registered proprietor, then:

(i) there must be written instruments, such as letting agreements, from all the superior interest holders granting the lesser interests in all the units to the registered proprietor and they must have been properly executed by the parties;

(ii) there must be a written contract regulating the relationship between;

- the holders of the superior interests *inter se*, and
- the holders of the superior interests, on the one hand, and the registered proprietor on the other hand. This contract may take the form of a memorandum and articles of association, shareholder agreement, or partnership agreement, or similar, and the said contract shall contain provisions suitable for the management of a premises held under an arrangement of the kind described above in the opening paragraph marked (A) of this Appendix;

Copies of the instrument and the contract referred to at (i) and (ii) above must be furnished to the Authority or its Contractor on request.

- D. The equipping, decorating, repair, upkeep and upgrading of the units must be done in a fashion which is consistent across all the units. These operations must be done by the registered proprietor (and not by the holders of the superior interests) so as to ensure uniformity in the standard of the said equipment, decoration etc of the units;
- E. The holder of a superior interest in the premises or any part thereof shall not engage in the equipping, decorating, repair, upkeep, or upgrading of the premises or a part thereof while the premises remains registered pursuant to these Regulations;
- F. The holder of a superior interest in the premises or a part thereof shall have no right to occupy a specific unit when booking accommodation at the premises for so long as the premises remain registered pursuant to these Regulations.

## INVENTORY

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.  
ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of each 1 & 2 star unit and twice maximum sleeping capacity of 3 & 4 star units to include.

	OPERATOR	ADVISOR
Knives (table and dessert)		
Forks (table and dessert)		
Spoons (dessert, soup and tea)		
Plates (large and small)		
Tea cup and saucer or mug		
Cereal/soup bowl		
Egg cups		
Water glasses and jug		

### Also to be available per property;

Bread knife		
Carving knife & fork		
Sharp vegetable knife		
Tin opener		
Corkscrew/bottle opener & wine bottle re-sealer		

Insert "Y" if available

Insert "X" if not available

**INVENTORY CONTINUED**

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.  
ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of each 1 & 2 star unit and twice maximum sleeping capacity of 3 & 4 star units to include.

	OPERATOR	ADVISOR
Ladle		
2 tablespoons		
Potato peeler		
Tea strainer		
Cutlery box or divided drawer		
Kitchen scissors		
Butter dish		
Sugar bowl		
Milk jug		
Juice extractor		
Toast rack		
Condiment set		

Insert "Y" if available

Insert "X" if not available

**INVENTORY CONTINUED**

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.  
ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of each 1 & 2 star unit and twice maximum sleeping capacity of 3 & 4 star units to include.

**Utensils;**

	OPERATOR	ADVISOR
Kettle		
Toaster		
Teapot		
Coffee Pot/Coffee Maker		
Fridge freezer		
Microwave oven		
Saucepans and Lids (large, medium and small)		
1 Large saucepan for six or more persons		
Frying pan		
Oven roasting tray		
Casserole dish and lid		
Bread/Chopping board		
Bread bin		
Tray		

Insert "Y" if available

Insert "X" if not available

**INVENTORY CONTINUED**

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.  
ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of each 1 & 2 star unit and twice maximum sleeping capacity of 3 & 4 star units to include.

	OPERATOR	ADVISOR
1 litre measuring jug		
Colander		
Wooden Spoon		
Biscuit/cake tin		
Pie dish		
Whisk		
Grater		
Carving meat plate/tray		
Mixing bowl		
Spatula/Fish Slice		
Tongs		
Rolling pin		

**Household;**

Table mats/cloth		
Dish cloths		

Insert "Y" if available

Insert "X" if not available

**INVENTORY CONTINUED**

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.  
ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of each 1 & 2 star unit and twice maximum sleeping capacity of 3 & 4 star units to include.

	OPERATOR	ADVISOR
Oven mits		
Aprons		
Tea towels		
Washing up brush		
Sink tidy		
Washing up basin		

**Cleaning/Utility;**

Hoover/carpet sweeper		
Dustpan and brush		
Sweeping brush		
Mop		
Bucket		
Floor cloth		
Bin		

Insert "Y" if available

Insert "X" if not available



**INVENTORY CONTINUED**

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.  
ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of each 1 & 2 star unit and twice maximum sleeping capacity of 3 & 4 star units to include.

	OPERATOR	ADVISOR
Bin liners		
Dusters		
Spare light bulbs and fuses		
1 dozen clothes pegs		
Clothes line		
Iron and ironing board		
Suitable cleaning materials.		

**Per Bed;**

3 blankets and a bedspread or 1 continental quilt and cover		
2 pillows per head		
3 coat hangers (not wire)		
Full length mirror in at least one bedroom		

Insert "Y" if available

Insert "X" if not available



**SUMMARY** FOR OFFICE USE ONLY

**COMMENTS**


**CLASSIFICATION RECOMMENDED**

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**SIGNED QUALITY ADVISOR**

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**DATE**

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