

**CONFIDENTIAL**



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

## Tourism Investment Support Scheme

# Introductory Questionnaire

[www.cymru.gov.uk](http://www.cymru.gov.uk)

**Important:** Please refer to the Guidance Notes overleaf, and the related scheme guideline notes before completing this Form.

1. Name & Address of Contact		
Contact Name		
Business Name		
Address		
	Postcode	
Tel No.		
Fax No.		
Email Address		
Web Address		
2. Project Address (if different from above)		
Business Name		
Address		
	Postcode	
3. Business Details		
Annual Turnover		
Date Commenced Trading		
Status	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/>
	Other (please specify)	

4. Scale of Business (No. of)		Now	After
Serviced Bedrooms			
Self-catering Units			
Bunkhouse			
Static Caravans			
Touring Pitches			
Visitor Numbers			
Other (specify)			
Operating Period (months p.a.)			
5. Quality Classification		Now	After
Grading			
Accreditation			
6. Employment		Now	After
Full-time			
Part-time			
7. Project Description (Use additional sheet if required)			

## 8. Reason for Development

### 9. Planning Consents Obtained

Yes

No

N/A

Outline

Detailed

### 10. Proposed Development Timescale

Start Date

Completion Date

### 11. Summary of Project Funding & Cost

£

Term Loans (specify source e.g. Bank)

Overdraft

Own Resources

Other Public Funds (specify)

Shortfall (Visit Wales grant applied for)

**TOTAL**

Estimated cost of project

### 12. Declaration

I/We certify the accuracy of the above information to the best of my/our knowledge and belief. I/We understand, subject to any changes submitted to the Welsh Assembly Government in writing, that the information given above may be considered part of any application made. I/We understand that should I/We be invited to make a full application, that any costs incurred will be at my/our own risk and the Welsh Assembly Government will not be liable for any such costs should the application be unsuccessful. I/ We understand that commencement of project work before Welsh Assembly Government approval may render the application ineligible.

Signature

Status

Date

# Guidance Notes

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## 1. Name & Address of Contact

Please state full legal name of individual or organisation making this enquiry and a daytime telephone number.

## 2. Project Address

Please state full address of your proposed development.

## 3. Business Details

Please state the date that you commenced trading, details of your most recent trading turnover and the status of the business.

## 4. Scale of Business

Please indicate the scale of your business now and the expected scale upon successful completion of the project, and the operating period in months now and then.

## 5. Grading & Accreditation

Any investment support will be conditional upon certain quality standards being achieved. Please state what if any Visit Wales grading standard has been achieved and what is expected on completion of the project.

## 6. Employment

Please give numbers currently employed full and part-time. Full-time are those employed over 30 hours per week, a part time job is one of at least 15 hours per week, two part time jobs count as one full time job. Seasonal and casual jobs can be considered, but you will need to provide supplementary evidence of how you have calculated ('grossed up') an existing and proposed 'full time equivalent' figure. Please give details (in section b) of total number of staff to be employed after the development is completed. Employment generation is one of the Visit Wales' main priorities but try and be as realistic as possible when projecting these figures. If an application is successful, the accuracy of the projections will be checked against actual numbers employed. Safeguarded jobs can be considered only if there is a case to show that particular jobs are under imminent threat.

## 7. Project Description

Please give a concise description of the work to be undertaken. Continue on a separate sheet if necessary.

## 8. Reason for Development

Please state your reasons for wishing to undertake this project, e.g. response to market demand. Continue on a separate sheet if necessary.

## 9. Planning Consents Obtained

Visit Wales will not normally decide applications unless planning permission (if applicable) has been obtained to at least outline stage. Project related Preliminary Fees (including planning fees) are not eligible for support if incurred/defrayed before the decision on application.

## 10. Development Timescale

Please give your estimate of when work on your project is likely to commence, together with expected completion date.

**Please note that to be eligible, work for which assistance is requested must not start until Visit Wales' written decision is received.**

## 11. Summary of Project Funding & Cost

Please indicate how you intend to fund the proposed development. Please note when calculating your total cost figure that we can only consider eligible capital costs associated with building work, fixtures and fittings, landscaping and certain project related professional fees (not incurred or defrayed). The proposed funding must be 'new' project specific funding, and not projected internal cashflow. Funding limits are determined by State Aid rules, and you are advised to discuss any relevant cost and funding issues with a Visit Wales representative.

## 12. Declaration

Please read the declaration carefully and sign and date in the appropriate places.

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Further information is available from Visit Wales by telephoning **0845 010 8020** or emailing **tiss@wales.gsi.gov.uk**

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