

COMPLIANCE CHECKLIST
**ROAD SIGN FOR
VISITOR INFORMATION FACILITY**



ESTABLISHMENT _____

ADDRESS _____

CONTACT _____

TEL: _____

EMAIL _____

FAX: _____

WEBSITE _____

BRIEF DESCRIPTION OF THE BUSINESS: _____

PLEASE INDICATE THE CATEGORY OF YOUR VISITOR INFORMATION FACILITY



ACCREDITED
VISITOR CENTRE






NON-ACCREDITED
VISITOR CENTRE






VISITOR INFORMATION POINT

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<p>Does your establishment meet the following</p> <p>ESSENTIAL CRITERIA</p> <p>The establishment</p>		<p>Please indicate with a ✓ if you comply with the Essential Criteria applicable to YOUR establishment</p>		
				
<ul style="list-style-type: none"> ▪ is Accredited by Tourism Council WA as a Level 1 or 2 Visitor Centre 			N/A	N/A
<ul style="list-style-type: none"> ▪ is a member of the following recognised Visitor Centre or regional tourism organisation 		N/A		
<ul style="list-style-type: none"> ▪ is in close proximity to the town centre or main road 		N/A		N/A
<ul style="list-style-type: none"> ▪ is in close proximity to significant tourist attractions 		N/A		N/A
<ul style="list-style-type: none"> ▪ is attended by staff with a good knowledge of local attractions, accommodation and visitor facilities 		N/A		
<ul style="list-style-type: none"> ▪ is open on weekends and three other days of the week including public holidays 		N/A		
<ul style="list-style-type: none"> ▪ clearly displays opening times (if not open 7 days): <ul style="list-style-type: none"> ○ at the entrance to the property or establishment, and ○ in brochures and all promotional collateral (advertisements, web sites, etc) 		N/A		
<ul style="list-style-type: none"> ▪ is open at least between 10am and 4pm 		N/A		
<ul style="list-style-type: none"> ▪ provides a full range of information and brochures on all tour operators, attractions and activities in the area 		N/A		N/A
<ul style="list-style-type: none"> ▪ has its premises clearly identifiable as a tourist information facility from the street 		N/A		
<ul style="list-style-type: none"> ▪ produces a suitable map and information brochure on the local area for free distribution 		N/A		N/A
<ul style="list-style-type: none"> ▪ has a minimum of \$5 million Public Liability insurance cover 		N/A		
<ul style="list-style-type: none"> ▪ has designated parking facilities for cars and caravans 		N/A		N/A
<ul style="list-style-type: none"> ▪ has clean and conveniently located toilet facilities 		N/A		N/A
<ul style="list-style-type: none"> ▪ keeps a record of visitor numbers 		N/A		N/A

<p>In addition to the Essential Criteria, does your establishment also meet the following</p> <p>DESIRABLE CRITERIA</p> <p>The establishment</p>		<p>Please indicate with a ✓ if you comply with the Desirable Criteria applicable to YOUR establishment</p>		
				
<ul style="list-style-type: none"> ▪ has disabled access 				
<ul style="list-style-type: none"> ▪ is open every day 				
<ul style="list-style-type: none"> ▪ provides a booking service for local tours and accommodation 		N/A		
<ul style="list-style-type: none"> ▪ is Quality Assured by the Tourism Council Western Australia 		N/A		

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Please sketch a simple single line diagram of the roads in your vicinity to indicate where you would prefer to have signs erected. The locations will be subject to Main Roads WA and Local Government approval.

ADDITIONAL COMMENTS _____

I hereby state that the information provided on this checklist is true and correct.

NAME _____

SIGNATURE _____ DATE _____

ROAD SIGN COMPLIANCE CHECKLISTS ARE ALSO AVAILABLE FOR:

- Commercial Tourist Attraction
- Tourist Accommodation Facility
- Tourist Information Radio