

**ASTA**

**APPLICATION FORM**

**2022-2023 Edition**

**Theme : Safe Tourism**

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| **For more information on how to fill in the below form, please refer to the** **ASTA GUIDELINES FOR APPLICANTS** |

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| **RECEPTION OF APPLICATION****DO NOT FILL - FOR ASSESSORS ONLY** |
| Date of reception |  |
| Form of reception (choose 1) | Email/Post/Hand |
| Application number |  |

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| 1. **GENERAL INFORMATION ABOUT THE PACKAGE**
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**1.1. PRESENTATION OF THE PACKAGE**

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| **What is the name of the package?** |
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| **In which country is the package located ?** |
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| **In which area(s) is the tour located ?** |
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| **How can the clients buy the package ?** |
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| **How long has the package been on the market?** |
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| **What is the price per person ?** |
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| **Short description of the package**  |
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| **Does the proposed package comply with national and ASEAN legislation and policies regarding illegal human and animal activities?** | YES ❑ | NO ❑ |

**1.2. PRESENTATION OF THE LEAD APPLICANT**

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| **Status**  |
| **Public/Private** |  ❑ Public organisation ❑ Private Organisation  |
| **Organisation legal name in national language** |  |
| **Organisation legal name in English** |  |
| **Legal Status** |  ❑ Enterprise ❑ association ❑ public authority  ❑ other [please explain) |
| **Role of lead applicant in the package**  |  |
| **Postal address of lead applicant** |
| **Street Name and Number**  |  |
| **Post Code**  |  |
| **Town/City/Village** |  |
| **Country Name** |  |
| **Website / Social network accounts** |  |

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| **Legal representative** |
| **Title (Mr, Mrs, Ms.)** |  |
| **Usual Family Name** |  |
| **First Name** |  |
| **Function** |  |
| **Telephone n°** |  |
| **E-mail** |  |
| **Contact person (if different from the legal representative)** |
| **Title (Mr, Mrs, Ms.)** |  |
| **Usual Family Name**  |  |
| **First Name** |  |
| **Function** |  |
| **Telephone n°** |  |
| **E-mail** |  |

**1.3. PRESENTATION OF THE PARTNERS - SERVICE PROVIDERS INVOLVED IN THE PACKAGE**

Please insert the name and contact details of each of the service providers involved in the tour

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| **Local Transportation** |
| **Name of the organisation** | **website / contact email** |
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| **Accommodations: Hotels / Homestay** |
| **Name of the organisation** | **website / contact email** |
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| **Food and beverage services** |
| **Name of the organisation** | **website / contact email** |
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| **Activity providers** |
| **Name of the organisation** | **website / contact email** |
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| **Local communities** |
| **Name of the community** | **website / contact email** |
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| **Guides and local guides** |
| **Name of the organisation / Guide** | **website / contact email** |
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| **Tour operators / Travel Agencies / Ground Handler** |
| **Name of the organisation**  | **website / contact email** |
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| **Other (only if relevant)** |
| **Name of the organisation + role** | **website / contact email** |
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**1.4. CATEGORY FOR THE COMPETITION**

**Using the table below, please indicate the category (urban or rural) for which you are running?**

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| DEFINITION OF RURAL PACKAGEDoes the location of the main activity of the package correspond to 4 out of the 5 ASTA Rural package criteria? | ❑ An area outside of cities and towns❑ Outside settlements with more than 10,000 resident population❑ Sparsely populated with small settlements❑ Characterized by farms, vegetation, and open spaces❑ Mostly providing homestay and B&B to visitors |
| DEFINITION OF URBAN PACKAGEDoes the location of the main activity of the package correspond to 4 out of the 5 ASTA Urban package criteria? | ❑ A location with an integrated public transport network❑ A human settlement with high population density and infrastructure of built environment❑ Counting more than five (5) hotels❑ The package or the main activity is not more than one hour drive from the accommodation❑ Located less than two hours drive from the city |

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| **CATEGORY** | ❑ **Rural package** **❑ Urban package** |

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| **2. ASTA THEME QUESTIONNAIRE** |

**Theme of the 2022-2023 competition: “SAFE Tourism”**

*“Safe tourism refers to* ***trips*** *made to destinations where all the precautions have been taken to provide visitors with the safest experience and it constitutes the main selling argument”.*

**2.1. Presentation of the package activities related to the theme**

How does your package respond to the ASTA Theme ?

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| **Description of the measures taken within the package to address the ASTA theme** |
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**2.2. Theme related criteria for the service providers**

Do all the service providers meet the following 5 criteria ?

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| **SAFETY MEASURES** | **Answers** | **Assessment****(Assessors only)**  |
|  | **YES** | **NO** | **YES** | **NO** |
| **Material: Masks are mandatory and soap is provided** |  |  |  |  |
| **Cleanliness: Special cleaning protocol in place** |  |  |  |  |
| **Contactless: Food and beverage are not shared, distance protocol is in place** |  |  |  |  |
| **Training: Staff has been trained for covid-safe service** |  |  |  |  |
| **Information: The tourists have been informed before buying about the rules to be respected and are reminded during the tour** |  |  |  |  |

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| 1. **Sustainability of the package**
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**First fill in each of the sustainability assessment forms and enter your result in the scoring table below.**

Sustainability Assessment Forms

1. Local food and beverage service Assessment form

2.1. Hotel Assessment form

2.2 Homestay Assessment form

3. Community Involvement Assessment form

4. Local guide and Tour Operator Assessment form

5. Public Toilets Assessment form

6. Bonus: Destination Management and Accessibility assessment form.

By filling the bonus form, you will increase your chances to win in the event of equality.

**SUSTAINABILITY SCORING TABLE**

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| Sustainability Assessment Forms | Scoring | ***For Assessors use only*** |
| 1. Local Food & Beverage service Sustainability Assessment Form | /22 | /22 |
| 2. Accommodation Sustainability Assessment2.1. Hotel Sustainability Assessment Form 2.2. Homestay Sustainability Assessment Form | /22 | /22 |
| 3. Community Involvement Sustainability Assessment Form | /22 | /22 |
| 4. Local Guide, TA and TO Sustainability Assessment Form | /22 | /22 |
| 5. Public Toilets Sustainability Assessment Form | /22 | /22 |
| **Total** | **/110** | **/110** |
| BONUS | 6.Accessibility and Destination Management Sustainability Assessment Form | /18 | /18 |
| **Total** | **/110** | **/110** |
| **Rural package** **Minimum points requirements (50%)** | **55** |
| **Urban package** **Minimum points requirements (60%)** | **66** |

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| 1. **Signature**
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I hereby certify that all involved service providers of the package have been involved in filling this application and that I have their consent to submit it on their behalf

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| Name of the organisation | Name of the legal representative | Signature |
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| **SUBMIT YOUR APPLICATION** |

**Send your application by hand OR via Email:-**

**Tourism Development Department**

**Ministry of Primary Resources and Tourism**

**Jalan Menteri Besar, Bandar Seri Begawan BB3910**

**Brunei Darussalam**

**affandi.alias@tourism.gov.bn** **or** **azri.ahmad@tourism.gov.bn**

**cc:** **fariza.aji@tourism.gov.bn**

 **before 3rd November 2021**

**the application must contain**

* **1 application form completed and signed**
* **5 mandatory sustainability assessment forms completed**

**you can add pictures to your application and send them as well**

**\*Note**

**Any questions or queries can be directed to** **affandi.alias@tourism.gov.bn** **or** **azri.ahmad@tourism.gov.bn** **through email. Thank You**