

**GENERAL DETAILS OF THE APPLICANT**

## Guidelines for Applicants

1. The Application Form must be completed by all interested bodies wishing to participate in the Competition: European Destinations of Excellence - EDEN "Aquatic Tourism".
2. The Applicant must read the following Technical Instructions prior to completion of the Application Form.
3. The Application Form must be submitted in two (2) copies in printed form as well as one in electronic form. The printed form must be signed by the legal or the authorised representative and bear the stamp of the Applicant.

### Technical Instructions

- 1 The Application Form must be completed in Microsoft Excel.
- 2 The present document is protected. It is required not to remove the protection of the Application Form. Application Forms that are submitted without the protection are **INVALID** and shall be excluded from the assessment procedure.
- 3 **ONLY** the white fields must be filled in. Some of the white fields have been separated in 2 and/or 3 particular sub-fields for technical reasons. After the sub-field is filled in, then continue to the one that follows.
- 4 The coloured fields are locked and the applicant cannot fill them in. Some of the fields include information that will have been completed in other parts of the Application Form and the form has been adjusted in such a way that this information will automatically be inserted where necessary.
- 5 The white fields have restrictions to their length in order to secure that all applicants have the same space for analysing their plan. The space is restricted to 1000 characters per field. Any information that exceeds this limit cannot be inserted in the Application Form and, therefore, it won't be evaluated.
- 6 In order to start filling in the Application Form, just "click" with the mouse on the field and write normally. If you want to continue in another line in the same field press "Alt+Enter".

**Application Forms that contain incompleted fields or error messages will be INVALID and be excluded from the assessment procedure.**

**PART A - GENERAL DETAILS OF THE APPLICANT**

<b>Name of the Applicant</b>		
<b>Type of the Applicant</b> (please mark with an X)	LOCAL AUTHORITY	<input type="checkbox"/>
	ASSOCIATION OF LOCAL AUTHORITIES	<input type="checkbox"/>
<b>Number of Employed</b>		
<b>District</b>		
<b>Address</b>		
<b>Direct Telephone Number</b>		
<b>Fax No</b>		
<b>Webpage</b>		
<b>e-mail</b>		

**Legal Representative's Details**

<b>Full Name</b>	
<b>Position in Organisation</b>	
<b>Address</b>	
<b>Direct Telephone Number</b>	
<b>Fax No</b>	
<b>e-mail</b>	

**Submission Date (dd/mm/yyyy)**

I certify that the information in this proposal is accurate and complete

**Signature of Legal Representative**

**Stamp of Applicant**

**1 Destination's characteristics****1.1. Destination's description**

Describe the destination and give the reasons that qualify it as a point of interest for Aquatic Tourism. Please mention the water element that exists within the community or municipal borders (e.g. sea, artificial dam, lake, lagoon, river, water park, spring, fish-farm or any other aquatic form of tourism). Please attach any related informational material in electronic and/or printed form regarding the destination (audiovisual material, photographs, maps, etc).


**1.2. Visitor Density**

Give records for the visitor density in the area, reporting the numbers of the visitors particularly for the years 2007, 2008 and 2009. Submit all available statistical data concerning the number of overnights (in the accommodation facilities), the number of visitors in the museums, churches, etc. in the proposed area, the estimations of the Head of the Local Authority. In case there is no available data, please write down your own estimations and justify them.


### **1.3. Accessibility of the destination**

A. Describe the accessibility means of the proposed destination (e.g. public transport, road network, road labeling, anchorages, marinas, docks, platforms, pathways, etc). Moreover, report if there are any facilities for the handicapped (access ramps, WC, special rooms in hotels, access to water, special wheel chairs for the sea, etc). Please attach informational material in electronic and/or printed form in order to justify the aforementioned (video, photographs, etc).


B. Please state if the proposed destination is registered in search engines on the internet or if there is an available website so that the public can be informed. Give a list of the websites that refer to the destination. Moreover, mention if there is an e-booking service concerning the accommodation facilities in the area.


## **2 Environmental protection**

### **2.1. Quality and condition of the environment**

Describe the quality of the environment (e.g. natural environment, soil quality, water quality, etc). Moreover, report if there is a Blue Flag, in the case of a sea site, as well as its implementation (e.g. removal of the Blue Flag's signs when it is off-season). In the case of fresh water destinations, refer to the category in which the water element belongs to according to the Ecological and Chemical analysis Condition of Water Maps (Water Development Department, Ministry of Agriculture, Natural Resources and Environment) and, also, if any EU Regulations on the quality and the pollution of waters are applied, etc. Please attach (if there are any) measurements/records concerning the natural source's quality.


**2.2. Activities for the protection of the environment**

Refer to the activities/initiatives aiming to inform the visitors with respect to the environment (e.g events, seminars, festivals, workshops, etc). Moreover, indicate if there are any voluntary activities in the area (e.g. afforestation, cleaning of the coast, etc), as well as an Environmental Information Center. Please attach informational material in electronic and/or printed form in order to justify the aforementioned (video, photographs, invitations, etc).


**2.3. Activities for the management of the environment**

Refer to the activities/initiatives aiming at environmental management. Record any emergency plans that cope with the pollution safety risks (pollution in the sea, on the coast, on any water element, etc). Also, indicate if safety limits and the local carrying capacity limits are adhered to. Mention if there is adequate sign posting in the area. Please attach photographs, research or other informational material to justify the aforementioned.


### **3. Health and Safety**

#### **3.1. Sanitary facilities and other services**

Please mention if there are adequate and clean sanitary facilities in the area and attach all the necessary supporting documents in order to justify the aforementioned. Also, give the necessary information concerning the cleaners' schedule (time programme, period/months, methods and cleaning protocol/cleaning after every user, after 3 users, etc). Indicate if there are secure moorings for boats and vessels, services for boats as well as other facilities concerning water element (bridges, guard-house, slipways, anchorages, etc).


#### **3.2. Nursing and care services**

Please indicate if medical support is provided in the proposed area. Moreover, mention if there are rescue teams, fire units, volunteers, lifeguards, as well as the appropriate lifesaving and first aid equipment. Give the numbers and the skills for the aforementioned specialities and all the necessary information (time programme, schedule, period/months, education and other qualifications, equipment description, etc).




## **4 Available services for recreational activities relating to water**

### **4.1. Activities and Events**

Describe the activities and events available to visitors (e.g. sports activities on coast/waterside and inside water, training and organization of special workshops, etc.).


### **4.2. Infrastructure and Equipment**

Describe any appropriate coastal/riverside/lakeside and underwater infrastructure in the proposed destination (marinas-tourist harbours, leisure yachting shelters, under water parks, shipwrecks, bird watching decks, pic-nic area, bench, etc). Also, indicate if there are available any leisure vessels and/or underwater vessels for the visitors. Please attach all the informational material in electronic and/or printed form in order to justify the aforementioned (audiovisual material, photographs, etc.).


## **5 Availability of additional activities in the destination**

### **5.1. Activities description**

Please describe any activities and events that enhance the visitor's experience in the destination (e.g. cultural events, gastronomy events, traditional arts, local customs, visual arts, folklore events relative to water element, outdoor activities,


### **5.2. Cultural character of the destination**

Indicate if there are any Maritime Museums, Museums for aquatic life and aquatic activities, archeological monuments, monasteries, churches, etc, that enhance the visitor's experience in the area. Also, report if there are any local partnerships in the area and in what degree they promote traditional maritime and/or bio-aquatic products.


## **6 Information and Sign posting**

### **6.1. Sign posting**

Mention if there is an adequate number of interpretation signs as well as other informational signs in the area (e.g. direction signs, maps, informational material in printed form, sign posting of the Regulations related to the protection of the area/natural resource (river, lake, beach, etc) and the use of the local infrastructure and services, etc.)


## **7 Availability and quality of infrastructure and accommodation facilities**

### **7.1. Infrastructure and accommodation**

Describe the infrastructure and other facilities that are available for accommodation in the area. Please indicate if the facilities maintain the local traditional character, if there are small scale beaches, if they provide high quality services (specialized personnel), if they use renewable energy, etc.


### **7.2. Additional Services**

Mention any additional provision of services for the visitors in the destination (e.g. free access to internet (wireless), availability of fresh and clean water, etc.).

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## **8 Participatory procedures**

### **8.1. Active involvement and promotion of the proposed destination**

Describe the way in which the destination is promoted (e.g. events, campaigns, etc.). Moreover, mention in which way the local population participates in the relative events that are organized in the area (number of initiatives and actions). Please attach all the informational material in order to justify the aforementioned.


## **8.2. Possibility of assessment by the visitors**

Mention if there is a possibility of comments and information reception by the visitors (e.g. a book with remarks and comments, a complaint and improvement box, etc.). Also, indicate if there are records with complaints for the destination, if there are favourable comments and/or reports in the press/research/articles, etc.


## **9 Legislation - Building Law**

### **9.1. Applied Legislation**

Please indicate the applied coastal marine policy, the waterside/lakeside policy depending the destination (e.g. RAMSAR Convention, NATURA2000 network, Bern Convention, etc.). Also, report the measures obtained by the Applicant in order to follow the Legislation (e.g. number of coast surveyors, inspectors for the rivers, lakes, etc., time schedule, period/months, electronic observation tools, etc.).


## **9.2. Exterior aesthetic characteristics in the wider area**

Indicate if there are available paved areas, bicycle paths, etc. Also, mention if the creation a public square is feasible or if there is a public square in the destination. Finally, describe the exterior aesthetic of public and private buildings in the area.


## **10 Organization and Management**

### **10.1. Organizational structure of the Applicant**

Describe the organizational structure of the Applicant. Indicate the structure of the human resources that concerns the management and the coordinations of the activities in the proposed area (academic qualifications, work experience, competences). Also, report the number of the permanent personnel as well as the external collaborators.


### **10.2. Association with other authorities**

Mention the associations that the Applicant has developed with other administrative authorities, NGOs, organized groups, private organizations, hotels, professional institutes, etc concerning the Aquatic Tourism. Give all the relative information regarding the degree of the collaboration.


### **10.3. Description of the administrative capacity of the destination**

Describe the infrastructure and the personnel so that the project's management capacity is clarified (e.g. permanent personnel, qualifications, offices' equipment, use of modern communication systems, available financial resources, etc.). Please attach all the informational material (in printed and/or electronic form) in order to justify the aforementioned.
