

## Cemetery Tour Guide Company Registration Scheme

### Employee Registration Form

<b>APPLICATION TYPE – please tick ✓:</b>			
New registration	<input type="checkbox"/>	Temporary registration for festival period	<input type="checkbox"/>
Renewal of an existing permit	<input type="checkbox"/>	Permit number:	

<b>EMPLOYEE DETAILS – please tick ✓:</b>			
Employee of a Tour Company	<input type="checkbox"/>	Company Name	
Employee of an Individual Tour operator	<input type="checkbox"/>	Forename	
		Surname	
Home Address* <i>(*all correspondence will be sent to this address)</i>			
Postcode			
Contact telephone number			
Contact email address			

<b>Declaration - please sign and date</b>			
<p>In making this application you should be aware that the City of Edinburgh Council will hold the information supplied by you ('data') for its purposes as local licensing authority. If you wish to check or amend the data held, or request deletion of data, you should contact the Licensing Manager on the details above. By submitting this application, you are giving your consent for your information to be held and processed for the stated purposes</p> <p>I/We hereby make application as an employee of a Tour Guide currently registered with the Council's Tour Guide Registration Scheme and confirm that:</p> <ul style="list-style-type: none"> <li>(a) The particulars given by me on this form are true to the best of my knowledge and belief</li> <li>(b) I agree to pay the registration fee indicated</li> <li>(c) I agree to abide by the Cemetery Tour Guide Code of Conduct at Appendix A and C</li> <li>(d) I agree to abide by the Cemetery Tour Guide Donation Scheme at Appendix B</li> <li>(e) I have read and understand the Tour Guide Code of Conduct and Cemetery Tour Guide Donation Scheme and acknowledge that these will be attached to any Registration Permit granted to me</li> </ul> <p>I confirm the above declaration is true</p>			
Signature of employee		Date	
Signature of Registered Tour Guide		Date	