

# INSTRUCTIONS FOR COMPLETING CAMPGROUND CONFIDENTIAL MONTHLY OCCUPANCY REPORTS

## REPORTING OPTIONS:

Please submit monthly occupancy information *within seven (7) days* after the end of each month for each licensed accommodation. **IMPORTANT:** This information is kept strictly confidential.

*Although the internet is the most secure way to send us your monthly information we provide three options:*

**INTERNET:** Operators may *securely* submit their confidential monthly occupancy information via the Internet at:  
<https://novascotiatourismagency.ca/monthly-occupancy-campgrounds>

*Please print and save the confirmation page for your records.*

*\* Tip: Add this site to your Favourites so you can find it quickly and easily each month.*

**FAX:** Occupancy report forms can be faxed to (902) 798-6600. *Please keep fax confirmation sheet for your records.*

**MAIL:** Occupancy report forms can be mailed to:

Research Section  
Nova Scotia Tourism Agency  
8 Water Street  
PO Box 667  
Windsor, NS B0N 2T0

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## INSTRUCTIONS:

**IMPORTANT:** If you did not have any guests during a month that your accommodation is open for business, please submit as usual and indicate zero units sold and zero guests. *This includes properties that are "open off-season by reservation".*

Please refer to the Confidential Monthly Occupancy Report Form when completing the following information:

### **CAMPGROUND NAME AND LICENCE NUMBER**

Please provide your property name and licence number.

### **REPORT FOR THE MONTH OF Q, YEAR \_\_\_\_\_**

Please indicate the appropriate month and year for the information being provided.

### **SUPPLY FOR THIS MONTH**

This section is divided into the number of sites that the campground has physically allotted for seasonal and short term use. This may fluctuate slightly throughout the season depending on demand for site type.

### **REGISTRATIONS THIS MONTH**

#### **Seasonal**

# Unique Seasonal Registrations this month. Regardless of party size there is only one seasonal registration per site. Seasonal registrations are for those who occupy a site for the entire month.

#### **Short-Term/Transient/Camping Cabin**

# Unique Short Term Registrations this month. Regardless of length of stay or party size, a registration is only counted once per party. Short term/Transient/Camping Cabin registrations are for those who occupy a site for less than a month.

### **Breakdown of Short Term Registrations by Origin**

Each short term tent, RV and camping cabin registration should be broken out by origin. The origins required are Nova Scotia, Other Canada, United States and Other Countries. Each column (tent, RV and camping cabin) is totalled.

*\*Tip:: The grand total of the tent, RV and camping cabin columns will equal the number entered for Registrations-Short Term/Transient/Camping Cabins.*

### **# Short Term Sites/Camping Cabins Occupied**

On a **daily** basis count the number of short term sites and/or Camping Cabins that are occupied by at least one guest. Total the short term sites occupied at the end of the month.

### **# Guests in Short Term Sites/Camping Cabins Tonight**

On a **daily** basis count the number of guests that are in the occupied short term sites of your property. Total the number of guests at the end of the month for the month's total number of short-term guests.

*\* Tip: The total number of guests will never be less than the sites sold, as you are counting each guest, every night they stay.*

### **CLOSED FOR THE SEASON**

When the property closes for the season, please mark "Closed for the Season" on your final report for the season.

All changes in campground information, including seasonal date changes, should also be sent to:  
[henmanja@gov.ns.ca](mailto:henmanja@gov.ns.ca).

Campground operators **closing permanently** must notify the Nova Scotia Tourism Agency by e-mail at:  
[henmanja@gov.ns.ca](mailto:henmanja@gov.ns.ca).

If you do not use e-mail, please call Judy Henman at: 902-424-5173 or toll free at 1-877-424-5173.

**If you have any questions on completing the form please contact:**

**Coordinator of Tourism Activity Surveys at:**

[occupancystats@gov.ns.ca](mailto:occupancystats@gov.ns.ca)

902-798-6775