

## Identification of the establishment

### 1. Modifications of the identification particulars (Complete only those sections subject to variation)

Name or corporate name of the establishment or the operating company

NIF

Address

Post Code

Municipality

Province

Category (keys)

Telephone

Fax

Name or corporate name of the managing company

Address

Telephone

Fax

Post Code

Municipality

Province

**This survey will be forwarded, once completed, within THE SEVEN DAYS SUBSEQUENT to the date to which the data refers to, to the Provincial Delegation of National Statistics Institute, to which you may direct any queries.**

**Details of the person to be contacted, if necessary, for enquiries, clarifications or modifications regarding this questionnaire**

Mr./Ms.: \_\_\_\_\_

Position or post held: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

SIGNATURE OR SEAL OF THE ESTABLISHMENT OR OPERATING COMPANY

### Nature, characteristics and purpose

This statistic is included within the Tourist Accommodation Occupancy Surveys. The objectives are to broaden and update the information pertaining to establishments within this sector in accordance with European Union directives.

### Legislation

#### Statistical Secret

The personal information obtained by the statistical services, both directly from the informants as well as from administrative sources, will be the object of protection and is covered by the **statistical secret** (Article 13.1 of the Law on the Public Statistical Services (LFEP), dated the 9<sup>th</sup> of May). All statistical personnel will have the obligation of preserving the statistical secret (Article 17.1 of the LFEP).

#### Obligation of providing data

Laws 4/1990 and 13/1996 establish the **obligation to provide the data** that is requested for the elaboration of this Statistic.

The statistical services may request data from all physical and legal persons, national and foreign, residents in Spain (Article 10.1 of the LFEP).

All physical and legal persons that provide data, both if their collaboration is compulsory as well as if it is voluntary, **must respond in a true, exact and complete manner within the stipulated term** to the questions outlined in due form by the statistical services (Article 10.2 of the LFEP).

**The non compliance** of the obligations established in this Law, in relation with statistics for state purposes, **will be sanctioned** in accordance with that set forth in the normative pursuant to the present Title (Art. 48.1 of the LFEP).

Very serious infringements will be sanctioned with fines of **3,005.07 to 30,050.61 €**. Serious infringements will be sanctioned with fines of **300.52 to 3,005.06 €**. Minor infringements will be sanctioned with fines of **60.10 to 300.51 €** (Art. 51.1, 51.2 and 51.3 of the LFEP).

### Statistics of compulsory compliance

Note: this questionnaire is available in the different co-official languages of the autonomous communities.

## 2. Traveller check-in during the reference fortnight and number of vacancies occupied daily

A traveller is any person who arrives and stays overnight in your establishment. Only those persons who check-in each day, even when they stay more than one day, will be considered.

**Reference fortnights:** month of February 1<sup>st</sup> fortnight from the 1-14 / 2<sup>nd</sup> from the 15 to the end of the month. 31 day months: 1<sup>st</sup> fortnight from the 1-15 / 2<sup>nd</sup> from the 16 to the 31

Place of residence	Traveller check-in during the totality of the fortnight	Vacancies occupied daily (number of overnight stays)						
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
<b>European Union</b>								
<b>SPAIN</b>								
1.1	Andalucía							
1.2	Aragón							
1.3	Asturias (Principado de)							
1.4	Baleares (Islas)							
1.5	Canarias							
1.6	Cantabria							
1.7	Castilla y León							
1.8	Castilla - La Mancha							
1.9	Cataluña							
1.10	Comunidad Valenciana							
1.11	Extremadura							
1.12	Galicia							
1.13	Madrid (Comunidad de)							
1.14	Murcia (Región de)							
1.15	Navarra (Comunidad Foral de)							
1.16	País Vasco							
1.17	Rioja (La)							
1.18	Ceuta and Melilla							
<b>REST OF EUROPEAN UNION</b>								
2.	Germany							
3.	Austria							
4.	Belgium							
5.	Denmark							
6.	Finland							
7.	France							
8.	Greece							
9.	Ireland							
10.	Italy							
11.	Luxembourg							
12.	The Netherlands							
13.	Poland							
14.	Portugal							
15.	United Kingdom							
16.	Czech Republic							
17.	Sweden							
18.	Rest of the EU <sup>1</sup>							
<b>REMAINING COUNTRIES</b>								
19.	Norway							
20.	Russia							
21.	Switzerland							
22.	Rest of Europe							
23.	United States							
24.	Remaining countries of America							
25.	African countries							
26.	Rest of the world							

<sup>1</sup> Countries included in the Rest of the EU: Cyprus, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania and Malta.

An occupied vacancy or overnight stay is understood to be every night that a traveller stays in the establishment. The number of persons that sleep each night will be recorded, irrespective of the day they checked-in. *Eg.: A married couple with one child, would give rise to three overnight stays or occupied vacancies.*

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[illegible]

### 3. Capacity and occupancy during the reference fortnight

3.1 Capacity	Study	2/4 persons	4/6 persons	Others
1. Total number of apartments by type				
2. Total vacancies of the apartments				

  

3.2 Occupancy	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
1. Number of apartments occupied								
2. Number of supplementary beds used								

  

	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
3. Number of apartments occupied								
4. Number of supplementary beds used								

  

	Study	2/4 persons	4/6 persons	Others
5. Number of total apartments occupied each day for each type <sup>2</sup>				

<sup>2</sup> Eg.: if a study is occupied during 15 days, you must record in the corresponding section: 15.

### 4. Occupied personnel (Do not include personnel on vacation, sick leave,...)

	Unpaid personnel		Paid personnel			
			Fixed		Temporary	
	Men	Women	Men	Women	Men	Women
Personnel employed during the reference fortnight						

### 5. Expected level of occupancy per apartment

Indicate the percentage of apartments of your establishment that you consider will be occupied during the **second and third month following** the month that includes the reference fortnight.

Eg.: If the survey corresponds to the month of **January**, information is requested on **March and April**. If you consider that the establishment will be, for example, at half occupation on average during the corresponding month, then you must indicate a percentage of 50%.

	Second month	Third month
Expected level of occupancy in percentage terms		

### 6. Use of Internet

Does your establishment have a web page or web site (irrespective of whether or not it belongs to the establishment)? ☐ YES ☐ NO

In the affirmative, record how you use it (you can mark various options)

☐ As a means for contracting your services. Indicate in this case:

- Percentage of apartments occupied during the reference fortnight reserved via the Internet  %

☐ For the advertising of your establishment

### 7. Prices (in euros, does not include VAT)

Indicate the average price of the apartment per day according to the different types and tariffs, irrespective of whether or not this price has been applied during the reference fortnight. Also record the approximate percentage of each type of tariff over the total number of apartments occupied in each modality during the reference fortnight (this percentage may be zero in some cases).

	Study		2/4 persons		4/6 persons		Others	
	Price in euros	%	Price in euros	%	Price in euros	%	Price in euros	%
Normal								
Weekend (by day)								
Tour-operators and travel agencies								
Others (specify):								
		100% <sup>3</sup>		100% <sup>3</sup>		100% <sup>3</sup>		100% <sup>3</sup>

<sup>3</sup> This percentage shall be zero for the modality(ies) in which no apartments have been occupied during the reference fortnight.

### 8. Multi-property (time sharing). System under which the establishment operates

Is it under a time-sharing regime? YES ☐ NO ☐ Number

In the affirmative, indicate the number of apartments

Observations:

Thank you for your collaboration