

## Identification of the establishment

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

Name or corporate name of the establishment		NIF	
Code	Address		
Post Code	Municipality	Province	
Rooms	Vacancies	Type	Category
Telephone		Fax	

**This survey will be forwarded, once completed, within THE FIVE 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

### 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 **3005.07 to 30050.61 €**. Serious infringements will be sanctioned with fines of **300.52 to 3005.06 €**. 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

## 2. Traveller check-in

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.

Place of residence	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
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							
S 1.9 Cataluña							
P 1.10 Comunidad Valenciana							
A 1.11 Extremadura							
I 1.12 Galicia							
E N 1.13 Madrid (Comunidad de)							
U 1.14 Murcia (Región de)							
R 1.15 Navarra (Comunidad Foral de)							
O 1.16 País Vasco							
P 1.17 Rioja (La)							
E 1.18 Ceuta and Melilla							
A 2. Germany							
N 3. Belgium							
4. France							
U 5. Italy							
N 6. The Netherlands							
I 7. Portugal							
O 8. United Kingdom							
N 9. Rest of the EU <sup>1</sup>							
10. Switzerland							
11. Rest of Europe							
12. United States							
13. Rest of the world							

## 3. Vacancies occupied

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.*

Place of residence	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
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							
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E 1.18 Ceuta and Melilla							
A 2. Germany							
N 3. Belgium							
4. France							
U 5. Italy							
N 6. The Netherlands							
I 7. Portugal							
O 8. United Kingdom							
N 9. Rest of the EU <sup>1</sup>							
10. Switzerland							
11. Rest of Europe							
12. United States							
13. Rest of the world							

<sup>1</sup> Countries included in the Rest of the EU: Austria, Cyprus, Denmark, Slovakia, Slovenia, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Poland, Czech Republic, Sweden.

## 4. Period of activity

Number of days that the establishment has been open during the reference week (*that is, number of days in which it would have been possible to stay in your establishment, irrespective of whether or not it has had occupied vacancies in said week*)

\_\_\_\_\_ days

## 5. Form by which the dwelling may be rented

Indicate the type of dwelling and mark one of the 3 forms by which travellers may rent your dwelling.

Type of housing	→	Sole dwelling _____	<input type="checkbox"/>	Nº of independent accommodations _____
		Divided into accommodation units _____	<input type="checkbox"/>	
5.1) Shared use (renting of rooms) _____			<input type="checkbox"/>	
5.2) Complete use (renting of the dwelling in its entirety) _____			<input type="checkbox"/>	
5.3) Both _____			<input type="checkbox"/>	

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

Indicate the price in euros of a double room and/or complete dwelling, without including VAT, nor supplements such as: breakfast, complementary activities, etc.

Complete the questions on prices, irrespective of whether there have been any overnight stays during the reference week, according to the form in which the dwelling is rented.

If you offer the possibility of renting your dwelling(s) by room and for complete use, please fill out both sections.

**6.1** If you usually rent out your dwelling by rooms, what price would you charge for a double room:

- A normal day (from Monday to Thursday) of the reference week? \_\_\_\_\_ € (euros)

- One day of the weekend? \_\_\_\_\_ € (euros)

**6.2<sup>2</sup>** If you usually rent out your dwelling for complete use, what price would you charge for same, irrespective of how many persons occupy same:

- A normal day (from Monday to Thursday) of the reference week? \_\_\_\_\_ € (euros)

- One day of the weekend? \_\_\_\_\_ € (euros)

<sup>2</sup> If you have various independent accommodations and you rent them out for complete use, please only indicate the prices of one of them in section 6.2.

## 7. Occupancy during the reference week

Complete this module solely if during the reference week there were any overnight stays in your establishment. If you used both forms of renting, complete the sections of renting by rooms (7.1) and renting of a complete dwelling (7.2). In both cases, complete section 7.3.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7.1 If you have rented by rooms, indicate the number of rooms occupied per day	_____	_____	_____	_____	_____	_____	_____
7.2 If you have rented the dwelling for complete use, indicate the number of independent accommodations occupied each day <sup>3</sup>	_____	_____	_____	_____	_____	_____	_____
7.3 Supplementary beds used (not included in the capacity of the establishment)	_____	_____	_____	_____	_____	_____	_____

<sup>3</sup>In the event that you have one sole dwelling (an independent accommodation), mark with a 1 the days that you had it occupied.

## 8. 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 week						

## 9. Expected level of occupancy

Indicate the expected level of occupancy per room for the **second and third month following** the month that includes the reference week.

Example: 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, full during the weekends and empty during the week, then you must record a percentage of 25%.

	Second month	Third month
Expected level of occupancy in percentage terms		

## 10. 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 rooms occupied during the reference week that are reserved via the Internet<sup>4</sup> \_\_\_\_\_ %
- ☐ For the advertising of your establishment

<sup>4</sup>In the event that an accommodation is reserved for complete use, it will be necessary to record all the rooms of said accommodation.

**Observations:** \_\_\_\_\_

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**Thank you for your collaboration**