

Tourist accommodation occupancy survey Hotel Establishments

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	Category	Telephone Fax
Hotel chain to which it belongs			

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 9th 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

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
European Union							
SPAIN							
1.1 Andalusía							
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							
REST OF EUROPEAN UNION							
2. Germany							
3. Austria							
4. Belgium							
5. Cyprus							
6. Denmark							
7. Slovakia							
8. Slovenia							
9. Estonia							
10. Finland							
11. France							
12. Greece							
13. Hungary							
14. Ireland							
15. Italy							
16. Latvia							
17. Lithuania							
18. Luxembourg							
19. Malta							
20. The Netherlands							
21. Poland							
22. Portugal							
23. United Kingdom							
24. Czech Republic							
25. Sweden							
REMAINING COUNTRIES							
26. Iceland							
27. Liechtenstein							
28. Norway							
29. Russia							
30. Switzerland							
31. Turkey							
32. Ukraine							
33. Rest of Europe							
34. Argentina							
35. Brazil							
36. Canada							
37. United States							
38. Mexico							
39. Remaining countries of America							
40. South Africa							
41. Remaining countries of Africa							
42. Japan							
43. China							
44. South Korea							
45. Remaining countries of Asia							
46. Australia							
47. Rest of the world							

3. Occupied vacancies (number of overnight stays)

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
European Union							
SPAIN							
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)							
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REST OF EUROPEAN UNION							
2. Germany							
3. Austria							
4. Belgium							
5. Cyprus							
6. Denmark							
7. Slovakia							
8. Slovenia							
9. Estonia							
10. Finland							
11. France							
12. Greece							
13. Hungary							
14. Ireland							
15. Italy							
16. Latvia							
17. Lithuania							
18. Luxembourg							
19. Malta							
20. The Netherlands							
21. Poland							
22. Portugal							
23. United Kingdom							
24. Czech Republic							
25. Sweden							
REMAINING COUNTRIES							
26. Iceland							
27. Liechtenstein							
28. Norway							
29. Russia							
30. Switzerland							
31. Turkey							
32. Ukraine							
33. Rest of Europe							
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35. Brazil							
36. Canada							
37. United States							
38. Mexico							
39. Remaining countries of America							
40. South Africa							
41. Remaining countries of Africa							
42. Japan							
43. China							
44. South Korea							
45. Remaining countries of Asia							
46. Australia							
47. Rest of the world							

4. Rooms occupied and supplementary beds

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
4.1 Number of occupied rooms							
4.2 Supplementary beds and other additional vacancies used (<i>not included in the capacity of the hotel</i>)							
	Total	Doubles (dual use)	Doubles (individual use)	Others			
4.3 Number of rooms occupied per day ¹							

¹ Eg.: If a double room for dual use is occupied the 7 days, you must record 7 in the corresponding section.

5. Personnel employed (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						

6. Expected level of occupancy per room

Indicate the percentage of rooms of your establishment that you consider will be occupied during the **second and third month following** the month that includes the reference week.
 Eg.: If the survey corresponds to the month of January, information is requested on March and April. If you consider that your establishment will have for example half the rooms occupied on average during the corresponding month, then you must record a percentage of 50%.

	Second month	Third month
Expected level of occupancy in percentage terms		

7. 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 by which the public may contract the services offered by your establishment. Indicate in this case:

- Percentage of rooms occupied during the reference week that are reserved via the Internet _____ %

☐ For the advertising of your establishment

8. Price of a double room with bathroom (in euros, do not include VAT)

Indicate the average price of each tariff per day including only accommodation –without breakfast, half-board or full board- **of a double room with bathroom**, irrespective of whether or not you have applied same during the reference week.
 Also record the **approximate percentage of rooms occupied** over the total - **the same as section 4.3-** to which you applied each type of tariff during the reference week (this percentage may be zero in some cases).

	Price in euros	%
Normal tariff ²		
Weekend tariff (by day)		
Specials tariffs for:		
• Tour-operators		
• companies		
• groups		
• others (specify):		
		100 % ³

² Price of a double room offered to individuals during a normal day of the reference week.

³ This percentage will be zero if no rooms have been occupied during the reference week.

Observations:

Thank you for your collaboration