

Establishment identification

Submission term: This questionnaire is to be filled out and sent within **five calendar days following** the date referred to in the documents, to the Provincial Delegation of the National Statistics Institute, which can be addressed for further information.

1.Changes in identification (Fill in only those sections which are subject to changes)

| | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------|--|----------------|--------------|----------|-----------------------------|-----------|--|-------|--|--|--|
| _____ | | | | | _ _ _ _ _ _ _ _ _ _ _ _ _ _ | | | | | | |
| Name or corporate name | | | | | NIF | | | | | | |
| _____ Address (street, square, avenue,...) | | | | | | | | | | | |
| _ _ _ _ _ | | | _____ | | | _____ | | | | | |
| Zip Code | | | City or Town | | | Province | | | | | |
| _____ | | _____ | | _____ | | _____ | | _____ | | | |
| Rooms | | Total capacity | | Category | | Telephone | | Fax | | | |
| Hotel chain it belongs to: _____ | | | | | | | | | | | |
| Opening seasons: 1st from _____ to _____, 2nd from _____ to _____, 3rd from _____ to _____ | | | | | | | | | | | |

Contact person for queries, clarification or changes regarding this questionnaire

SIGNATURE AND COMPANY STAMP

Mr/Ms: _____

Job title/Position held: _____

Telephone: _____ Fax: _____

E-mail: _____

Nature, characteristics and purpose

Statistics within the framework of the Tourist Accommodation Occupation Survey. The objectives are to update and expand on the information on the sector establishments according to the European Union directives.

Legislation

Statistics Confidentiality

The personal data obtained by the statistical services both directly from those informing and through administrative sources are protected and they are subject to statistics confidentiality (art. 13.1 of Law of 9 May 1989 on Public Statistical Services, (LFEP)). All statistical personnel shall comply with statistics confidentiality. (art. 17.1 of LFEP).

Obligatory information

In compliance with that set out in Law 4/1990 and 13/1996, it is **obligatory to provide the information** required for the purpose of the present Statistics.

The statistical services may request data from all individuals and legal entities, both national and foreign, resident in Spain (article 10,1 of the LFEP).

All individuals and legal entities providing data, collaborating either in an obligatory or voluntary way, **must provide a true, exact and complete answer within the term specified** to the questions duly ordered by the statistical services (art. 10.2 of the LFEP).

The breach of the obligations established in this Law regarding state statistics, will be sanctioned in compliance with the regulations contained in this Title (art. 48.1 of the LFEP).

Very serious infractions will be sanctioned with fines from **3,005.07 to 30,050.61 Euros**. Serious infractions will be sanctioned with fines from **300.52 to 3,005.06 Euros**. Minor infractions will be sanctioned with fines from **60.10 to 300.51 Euros** (art. 51.1, 51,2 and 51.3 of the LFEP).

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

2. Guest arrivals

A guest is anyone who checks-in and is lodged at the establishment. Only the number of persons checking-in each day will be registered, even if they stay for more than one night in the same hotel accommodation.

| Place of residence | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|---------------------------------------|-------|-------|-------|-------|-------|-------|-------|
| European Union | | | | | | | |
| SPAIN | | | | | | | |
| 1.1 Andalusia | | | | | | | |
| 1.2 Aragón | | | | | | | |
| 1.3 Asturias, Principality of | | | | | | | |
| 1.4 Balearic, Islands | | | | | | | |
| 1.5 Canary Islands | | | | | | | |
| 1.6 Cantabria | | | | | | | |
| 1.7 Castilla y León | | | | | | | |
| 1.8 Castilla-La Mancha | | | | | | | |
| 1.9 Catalonia | | | | | | | |
| 1.10 Valencia, Community of | | | | | | | |
| 1.11 Extremadura | | | | | | | |
| 1.12 Galicia | | | | | | | |
| 1.13 Madrid, Community of | | | | | | | |
| 1.14 Murcia, Region of | | | | | | | |
| 1.15 Navarra, Autonomous Community of | | | | | | | |
| 1.16 Basque Country | | | | | | | |
| 1.17 Rioja, La | | | | | | | |
| 1.18 Ceuta | | | | | | | |
| 1.19 Melilla | | | | | | | |
| REST OF THE EUROPEAN UNION | | | | | | | |
| 2. Germany | | | | | | | |
| 3. Austria | | | | | | | |
| 4. Belgium | | | | | | | |
| 5. Bulgaria | | | | | | | |
| 6. Cyprus | | | | | | | |
| 7. Croatia | | | | | | | |
| 8. Denmark | | | | | | | |
| 9. Slovakia | | | | | | | |
| 10. Slovenia | | | | | | | |
| 11. Estonia | | | | | | | |
| 12. Finland | | | | | | | |
| 13. France | | | | | | | |
| 14. Greece | | | | | | | |
| 15. Hungary | | | | | | | |
| 16. Ireland | | | | | | | |
| 17. Italy | | | | | | | |
| 18. Latvia | | | | | | | |
| 19. Lithuania | | | | | | | |
| 20. Luxembourg | | | | | | | |
| 21. Malta | | | | | | | |
| 22. Netherlands | | | | | | | |
| 23. Poland | | | | | | | |
| 24. Portugal | | | | | | | |
| 25. United Kingdom | | | | | | | |
| 26. Czech Republic | | | | | | | |
| 27. Romania | | | | | | | |
| 28. Sweden | | | | | | | |
| REST OF COUNTRIES | | | | | | | |
| 29. Iceland | | | | | | | |
| 30. Liechtenstein | | | | | | | |
| 31. Norway | | | | | | | |
| 32. Russia | | | | | | | |
| 33. Switzerland | | | | | | | |
| 34. Turkey | | | | | | | |
| 35. Ukraine | | | | | | | |
| 36. Rest of Europe | | | | | | | |
| 37. Argentina | | | | | | | |
| 38. Brazil | | | | | | | |
| 39. Canada | | | | | | | |
| 40. United States | | | | | | | |
| 41. Mexico | | | | | | | |
| 42. Rest of America | | | | | | | |
| 43. South Africa | | | | | | | |
| 44. Rest of African countries | | | | | | | |
| 45. Japan | | | | | | | |
| 46. Republic of China | | | | | | | |
| 47. Republic of South Korea | | | | | | | |
| 48. Rest of Asia | | | | | | | |
| 49. Australia | | | | | | | |
| 50. Rest of the world | | | | | | | |

3. Overnight stays

Occupancy or overnight stay is understood as every night a guest is lodged at the establishment. The number of guests staying overnight will be registered, regardless of their check-in date, e.g. A couple with a child will be registered as 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 Andalusia | | | | | | | |
| 1.2 Aragón | | | | | | | |
| 1.3 Asturias, Principality of | | | | | | | |
| 1.4 Balearic, Islands | | | | | | | |
| 1.5 Canary Islands | | | | | | | |
| 1.6 Cantabria | | | | | | | |
| 1.7 Castilla y León | | | | | | | |
| 1.8 Castilla-La Mancha | | | | | | | |
| 1.9 Catalonia | | | | | | | |
| 1.10 Valencia, Community of | | | | | | | |
| 1.11 Extremadura | | | | | | | |
| 1.12 Galicia | | | | | | | |
| 1.13 Madrid, Community of | | | | | | | |
| 1.14 Murcia, Region of | | | | | | | |
| 1.15 Navarra, Autonomous Community of | | | | | | | |
| 1.16 Basque Country | | | | | | | |
| 1.17 Rioja, La | | | | | | | |
| 1.18 Ceuta | | | | | | | |
| 1.19 Melilla | | | | | | | |
| REST OF THE EUROPEAN UNION | | | | | | | |
| 2. Germany | | | | | | | |
| 3. Austria | | | | | | | |
| 4. Belgium | | | | | | | |
| 5. Bulgaria | | | | | | | |
| 6. Cyprus | | | | | | | |
| 7. Croatia | | | | | | | |
| 8. Denmark | | | | | | | |
| 9. Slovakia | | | | | | | |
| 10. Slovenia | | | | | | | |
| 11. Estonia | | | | | | | |
| 12. Finland | | | | | | | |
| 13. France | | | | | | | |
| 14. Greece | | | | | | | |
| 15. Hungary | | | | | | | |
| 16. Ireland | | | | | | | |
| 17. Italy | | | | | | | |
| 18. Latvia | | | | | | | |
| 19. Lithuania | | | | | | | |
| 20. Luxembourg | | | | | | | |
| 21. Malta | | | | | | | |
| 22. Netherlands | | | | | | | |
| 23. Poland | | | | | | | |
| 24. Portugal | | | | | | | |
| 25. United Kingdom | | | | | | | |
| 26. Czech Republic | | | | | | | |
| 27. Romania | | | | | | | |
| 28. Sweden | | | | | | | |
| REST OF COUNTRIES | | | | | | | |
| 29. Iceland | | | | | | | |
| 30. Liechtenstein | | | | | | | |
| 31. Norway | | | | | | | |
| 32. Russia | | | | | | | |
| 33. Switzerland | | | | | | | |
| 34. Turkey | | | | | | | |
| 35. Ukraine | | | | | | | |
| 36. Rest of Europe | | | | | | | |
| 37. Argentina | | | | | | | |
| 38. Brazil | | | | | | | |
| 39. Canada | | | | | | | |
| 40. United States | | | | | | | |
| 41. Mexico | | | | | | | |
| 42. Rest of America | | | | | | | |
| 43. South Africa | | | | | | | |
| 44. Rest of African countries | | | | | | | |
| 45. Japan | | | | | | | |
| 46. Republic of China | | | | | | | |
| 47. Republic of South Korea | | | | | | | |
| 48. Rest of Asia | | | | | | | |
| 49. Australia | | | | | | | |
| 50. Rest of the world | | | | | | | |

4. Room occupancy and supplementary beds

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|--------------------------------------------------------------------------------------------------------------|-------|---------------------|-------------------------|-------|-------|-------|-------|
| 4.1 Number of rooms occupied _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 4.2 Supplementary accommodation and additional accommodation used (not included in the hotel capacity) _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | Total | Double (double use) | Double (individual use) | Other | | | |

4.3 Number of rooms/day occupied¹ _____

¹ E.g. If a double room with double use is occupied 7 days, it will be registered as 7 in the corresponding section.

5. Personnel employed (Personnel on holidays or medical leave should not be included)

| | Paid personnel | |
|----------------------------------------------------|----------------|-----------|
| | Permanent | Temporary |
| Personnel employed during the reference week _____ | _____ | _____ |

6. Average Daily Rate (ADR) for each type of customer (in euros, VAT not included)

Indicate the ADR (Average Daily Rate) for each type of customer per day, only including accommodation –without breakfast, half-board or full board- **for a double room with bathroom** (irrespective of its use). Gross ADR is requested, that is to say, including discount and commissions but excluding VAT.

Also indicate the **approximate number of rooms occupied by each type of guest** as a percentage of the total occupied rooms -the same as in section 4.3- in the reference week. (This percentage may be zero in some cases).

| | ADR in Euros | % ² |
|-------------------------------------------------------------------------|--------------|--------------------------|
| Traditional tour operator _____ | _____ | _____ |
| Traditional travel agents ¹ (including hotel vouchers) _____ | _____ | _____ |
| Companies _____ | _____ | _____ |
| Individuals (including weekday rate and weekend rate) _____ | _____ | _____ |
| Groups _____ | _____ | _____ |
| Direct booking through the hotel website and/or the hotel chain _____ | _____ | _____ |
| Online tour operator _____ | _____ | _____ |
| Online travel agents _____ | _____ | _____ |
| Other _____ | _____ | _____ |
| | | 100 %² |

¹Guests who have handed in **hotel vouchers** in compensation for the services provided should be included in this category.

²This percentage will be zero if there have been no rooms occupied during the reference week.

Observations: _____

Thank you for your collaboration