

## 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	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
	NIF																				
Address (street, square, avenue,...)																					
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Zip Code	Total capacity	Category	Telephone	Fax																	
Rooms																					
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).

#### Obligatory statistics

**Note:** This questionnaire is available in the different co-official languages from 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
<b>European Union</b>							
<b>SPAIN</b>							
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							
<b>REST OF THE EUROPEAN UNION</b>							
2. Germany							
3. Austria							
4. Belgium							
5. Denmark							
6. Finland							
7. France							
8. Greece							
9. Ireland							
10. Italy							
11. Luxembourg							
12. Netherlands							
13. Poland							
14. Portugal							
15. United Kingdom							
16. Czech Republic							
17. Sweden							
18. Rest of the Eu <sup>1</sup>							
<b>REST OF COUNTRIES</b>							
19. Norway							
20. Russia							
21. Switzerland							
22. Rest of Europe							
23. United States							
24. Rest of America							
25. African countries							
26. Japan							
27. Rest of the world							

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

### 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
<b>European Union</b>							
<b>SPAIN</b>							
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							
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#### 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) _____	_____	_____	_____	_____	_____	_____	_____

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

	Unpaid personnel	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 - sum of section 4.1- in the reference week. (This percentage may be zero in some cases).

	ADR in Euros	% <sup>2</sup>
Traditional tour operator _____	_____	_____
Traditional travel agents <sup>1</sup> (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 _____	_____	_____
		<b>100 %<sup>2</sup></b>

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

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

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

**Thank you for your collaboration**