

## Identification details of the establishment

**Reference period:** The information requested refers to the **reference month** indicated on the label.  
**Submission period:** This questionnaire duly completed with the information requested shall be submitted within **five calendar days** following the period covered by the data, to the INE Provincial Delegation, which should be contacted for any clarifications required.

### 1. Changes to the identification details *(Only complete the sections which have changed)*

Name or company name of the establishment	<table border="1" style="border-collapse: collapse; text-align: center;"> <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>																					
Tax No.																						
Address (street, square, avenue...)																						
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Rooms	Bed-places	Type	Category	Telephone	Fax	E-mail																
Seasons open: 1st from _____ to _____		2nd from _____ to _____		3rd from _____ to _____																		

**Contact person, when necessary, for queries, clarification or changes to this questionnaire**

SIGNATURE OR STAMP OF THE COMPANY

Mr. Mrs. Ms.: \_\_\_\_\_

Post in the company: \_\_\_\_\_

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

E-mail (contact): \_\_\_\_\_

### Nature, characteristics and purpose

These statistics come under the Tourism Accommodation Occupancy Survey. The objectives are to expand and update the information on the establishments of the sector pursuant to European Union directives.

#### Mandatory legislation on statistics

##### Statistical Confidentiality

**Statistical confidentiality** shall protect and cover the personal data obtained by the statistics offices both directly from the people being surveyed and through administrative sources (Article 13.1 of the Government Statistics Act of 9 May 1989, (LFEP)). All statistical staff shall be required to abide by the statistical confidentiality (Article 17.1 of the LFEP).

##### Obligation to facilitate data

Acts 4/1990 and 13/1996 establish the **obligation to facilitate the data** requested to prepare these Statistics.

The statistics offices may request data from any individual and legal entity, whether national and foreign, who are resident in Spain (Article 10.1 of the LFEP).

All the individuals and legal entities that supply data, both whether their cooperation is mandatory or voluntary, **must answer truthfully, accurately, comprehensively and within the time limit** set for the questions ordered in the due form by the statistics office (Article 10.2 of the LFEP).

**Failure to comply** with the obligations established therein, in relation to the statistics for state purposes, **shall be penalised** pursuant to what is established in this Heading (Art. 48.1 of the LFEP).

Very serious offences shall be penalised with fines of between **3,005.07 and 30,050.61 euros**. Serious offences shall be penalised with fines of between **300.52 and 3,005.06 euros**. Minor offences shall be penalised with fines of between **60.10 and 300.51 euros** (Article 51.1, 51.2 and 51.3 of the LFEP).

#### Completion of the statistics is mandatory

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

## 2. Activity period

Number of days that the establishment has been open in the **reference month** (i.e. number of days that it would be possible to stay at your establishment whether or not bed-places were occupied during that period)

\_\_\_\_\_ days

## 3. Type of establishment and rental basis

Indicate your type of establishment and mark one of the three basis on which the guests can rent your accommodation.

### Type of establishment

Single dwelling \_\_\_\_\_

Divided into accommodation units \_\_\_\_\_  → No. of self-contained accommodation units \_\_\_\_\_

### Rental basis

3.1 Shared use (renting by rooms) \_\_\_\_\_

3.2 Full use (renting whole dwelling) \_\_\_\_\_

3.3 Both \_\_\_\_\_

## 4. Occupancy in the reference month

Only complete this section if there were overnight stays in your establishment in the **reference month**. If you used both rental basis, fill in the renting by rooms (4.1) and renting whole dwelling (4.2.) sections. In both cases, please complete Section 4.3.

	<u>Total</u>
4.1 If you have rented by rooms, indicate the total number of monthly occupied rooms-days (1) _____	_____
<i>(1) In this section you should add the total daily occupied rooms to obtain the monthly total. Example: One establishment has 5 rooms. On the first day in the reference month two rooms were occupied; on the seventh day three were occupied; on the eighth day the same three rooms were occupied and on the twentieth day the five rooms were occupied. The amount to write down will be the sum of the occupied rooms: 2+3+3+5=13.</i>	
4.2 If you have rented out the whole dwelling, indicate the total number of monthly occupied self-contained accommodation (2) _____	_____
<i>(2) It must be calculated in the same way as above but replacing rooms by self-contained accommodation. If you only have a single dwelling (one self-contained accommodation), indicate the number of days when it was occupied during the reference month. Example: if you have 3 dwellings and on the ninth day of the reference month two were occupied, on the tenth day the same two, on the twenty-fifth just one was occupied and the rest of the month there was no occupancy, the amount to write down will be the sum of the occupied dwellings: 2+2+1=5.</i>	
4.3 Extra beds used in the reference month (not included in the bed-places of the establishment) (3) _____	_____
<i>(3) It must be calculated in the same way as the above sections but adding extra beds instead of room or dwellings.</i>	

## 5. Employed personnel

	Unpaid staff	Paid staff
		Permanent      Temporary
Employed personnel during the <b>reference month</b> _____	_____	_____

## 6. Guest arrivals and number of overnight stays

Differentiating by place of residence of the guests staying at your establishment, indicate the total number of inbound guests **throughout the reference month**, along with their relevant overnight stays.

**Guest** is taken to mean any person who visits and stays in the establishment. All the people who have arrived during the **reference month** should be included.

**Overnight stay** or occupied bed-place is taken to mean each night that a guest stays at the establishment. The total number of people who have slept in the establishment during the **reference month** should be included.

**Example:** A couple with a child who stay at the establishment for 7 days will be recorded as 3 guests and will counted as 21 overnight stays or occupied bed-places.

Place of residence	Guest arrivals	Overnight stays
<b>Monthly total</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 Comunitat Valenciana		
1.11 Extremadura		
1.12 Galicia		
1.13 Madrid, Community of		
1.14 Murcia, Region of		
1.15 Navarra, Chartered Community of		
1.16 Basque Country		
1.17 Rioja, La		
1.18 Ceuta		
1.19 Melilla		
<b>EUROPEAN UNION</b>		
2. Germany		
3. Belgium		
4. France		
5. Italy		
6. The Netherlands		
7. Portugal		
8. United Kingdom		
9. Rest of the UE <sup>1</sup>		
10. Russia		
11. Switzerland		
12. Rest of Europe		
13. United States		
14. Rest of the world		

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

### 6.1. Weekend overnight stays

Indicate the number of overnight stays in the **reference month** that have occurred at weekends (i.e., number of overnight stays that occurred on Friday and/(or Saturday)) \_\_\_\_\_ **overnight stays**

