

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).

Obligatory statistics

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 Andalucía							
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. Denmark							
8. Slovakia							
9. Slovenia							
10. Estonia							
11. Finland							
12. France							
13. Greece							
14. Hungary							
15. Ireland							
16. Italy							
17. Latvia							
18. Lithuania							
19. Luxembourg							
20. Malta							
21. Netherlands							
22. Poland							
23. Portugal							
24. United Kingdom							
25. Czech Republic							
26. Romania							
27. Sweden							
REST OF COUNTRIES							
28. Iceland							
29. Liechtenstein							
30. Norway							
31. Russia							
32. Switzerland							
33. Turkey							
34. Ukraine							
35. Croatia							
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.*

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European Union							
SPAIN							
1.1 Andalucía							
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. Denmark							
8. Slovakia							
9. Slovenia							
10. Estonia							
11. Finland							
12. France							
13. Greece							
14. Hungary							
15. Ireland							
16. Italy							
17. Latvia							
18. Lithuania							
19. Luxembourg							
20. Malta							
21. Netherlands							
22. Poland							
23. Portugal							
24. United Kingdom							
25. Czech Republic							
26. Romania							
27. Sweden							
REST OF COUNTRIES							
28. Iceland							
29. Liechtenstein							
30. Norway							
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32. Switzerland							
33. Turkey							
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38. Brazil							
39. Canada							
40. United States							
41. Mexico							
42. Rest of America							
43. South Africa							
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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 occupied ¹ _____	_____	_____	_____	_____	_____	_____	_____

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)

	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 -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

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

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

Observations: _____

Thank you for your collaboration