

## Establishment or operating company identification

**Submission deadline:** 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 contacted for further information.

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

\_\_\_\_\_  
Name or corporate name of the establishment or operating company

\_\_\_\_\_  
Tax No.

Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Town or city

\_\_\_\_\_  
Province

\_\_\_\_\_  
Category (keys)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Name or corporate name of the managing company

Address

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Town or city

\_\_\_\_\_  
Province

Opening seasons: 1st from \_\_\_\_\_ to \_\_\_\_\_, 2nd from \_\_\_\_\_ to \_\_\_\_\_, 3rd from \_\_\_\_\_ to \_\_\_\_\_

**Contact person in case of needing to ask questions  
clarifications or modifications to this questionnaire.**

ESTABLISHMENT OR OPERATING  
COMPANY SIGNATURE OR STAMP

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

Position held: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

#### Nature, characteristics and purpose

These statistics are 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

##### Statistical Confidentiality

Confidential data obtained by the statistical services both directly from respondents and from other sources shall be protected and covered by statistical confidentiality (art. 13.1 of the Law on the Public Statistical Function (LFEP)). All statistical personnel will have the obligation to preserve statistical confidentiality (art. 17.1 of the LFEP).

##### Obligation to provide data

Laws 4/1990 and 13/1996 establish the obligation to provide the data requested for the compilation of these statistics.

For the exercise of their functions, the statistical services will be empowered to collect data from all individuals and legal entities or any other entity resident in Spain or which, not being resident, carry out an economic activity in Spain (art. 10.2 of the LFEP).

All individuals and legal entities, as well as entities that provide data, whether their collaboration is mandatory or voluntary, must answer truthfully, accurately, completely and within the deadline to the questions duly ordered by the statistical services (art. 10.4 of the LFEP).

**Failure to comply** with the obligations established in this Law, in relation to statistics for state purposes, **will be sanctioned** in accordance with the provisions of the regulations contained in this Title (art. 48.1 of the LFEP).

Very serious infringements shall be sanctioned with fines of **3,005.07 to 30,050.61 euros**. Serious infringements will be sanctioned with fines of **300.52 to 3,005.06 euros**. Minor infringements shall be sanctioned with fines of **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. Guests arrivals during the reference fortnight and daily overnight stays

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. *E.g.* >A couple with a child will be registered as three overnight stays or occupancy per bed.

**Reference fortnights**>February>First fortnight from the 1st to the 14th / Second fortnight from the 15th to the end of the month. 31-day months: First fortnight from the 1st to the 15th / Second fortnight from the 16th to the 31st.

Place of residence	Total of guests arrivals during the fortnight	Daily overnight stays						
		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 Aragon								
1.3 Asturias, Principality of								
1.4 Balears, Islands								
1.5 Canarias								
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. Czech Republic								
16. Sweden								
17. Rest of the EU <sup>1</sup>								
<b>OTHER COUNTRIES</b>								
18. Norway								
19. Russia								
20. Switzerland								
21. United Kingdom								
22. Rest of Europe								
23. United States								
24. Rest of America								
25. African countries								
26. Rest of the world								

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

## 2. Guests arrivals during the reference fortnight and daily 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.

**Reference fortnights**>February>First fortnight from the 1st to the 14th / Second fortnight from the 15th to the end of the month. 31-day months: First fortnight from the 1st to the 15th / Second fortnight from the 16th to the 31st.

Daily overnight stays									Place of residence
Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	
									<b>EUROPEAN UNION</b>
									<b>SPAIN</b>
									Andalucía 1.1
									Aragón 1.2
									Asturias (Principality of) 1.3
									Balearic (Islands) 1.4
									Canary Islands 1.5
									Cantabria 1.6
									Castilla y León 1.7
									Castilla - La Mancha 1.8
									Catalonia 1.9
									Valencia Community of 1.10
									Extremadura 1.11
									Galicia 1.12
									Madrid Community of 1.13
									Murcia Region of 1.14
									Navarra Autonomous Community of 1.15
									Basque Country 1.16
									Rioja, La 1.17
									Ceuta 1.18
									Melilla 1.19
									<b>REST OF THE EUROPEAN UNION</b>
									Germany 2.
									Austria 3.
									Belgium 4.
									Denmark 5.
									Finland 6.
									France 7.
									Greece 8.
									Ireland 9.
									Italy 10.
									Luxembourg 11.
									Netherlands 12.
									Poland 13.
									Portugal 14.
									Czech Republic 15.
									Sweden 16.
									Rest of the UE <sup>1</sup> 17.
									<b>REST OF COUNTRIES</b>
									Norway 18.
									Russia 19.
									Switzerland 20.
									United Kingdom 21.
									Rest of Europe 22.
									United States
									Rest of America 24.
									African countries 25.
									Rest of the world 26.

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

### 3. Capacity and occupancy in the reference fortnight

3.1 Capacity	Studio	2/4 pax	4/6 pax	Others
1. Total No. of apartments in each category				
2. Total apartment occupancy				

  

3.2 Occupancy	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
1. Number of occupied apartments								
2. Number of supplementary beds used								

  

	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
3. Number of occupied apartments								
4. Number of supplementary beds used								

  

	Studio	2/4 pax	4/6 pax	Others
5. Number of total apartments occupied-per day in each category <sup>2</sup>				

<sup>2</sup> E.g.: if a studio is occupied during 15 days, it will be registered as:15.

### 4. Personnel employed

	Unpaid personnel	Paid personnel	
		Permanent	Temporary
Personnel employed during the reference fortnight			

### 5. Rates (in Euros, VAT not included)

Indicate the **apartment daily** average rate by **category and rates**, applied or not, during the reference fortnight. Also indicate the approximate **percentage** of each category of rate in relation to the total number of apartments occupied in each category, during the fortnight reference. (This percentage can be zero in some cases).

	Studio		2/4 pax		4/6 pax		Others	
	Price in Euros	% <sup>3</sup>	Price in Euros	% <sup>3</sup>	Price in Euros	% <sup>3</sup>	Price in Euros	% <sup>3</sup>
Standard								
Weekend (per day)								
Tour operators and travel agencies								
Others (please, specify):								
		100% <sup>3</sup>		100% <sup>3</sup>		100% <sup>3</sup>		100% <sup>3</sup>

<sup>3</sup> This percentage will be zero for the category or categories where there have been no apartments occupied during the reference fortnight. The normal rate is the price that would be charged on a day between Sunday and Thursday

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Basic information on Data Protection	
Responsible	National Statistics Institute
Purpose	Conducting of this Survey of the National Statistical Plan
Legitimacy	Article 10 of the Law on Public Statistical Services and Second Additional Provision of Law 13/1996
Recipients	Data are not transferred to third parties except as provided for in statistical legislation
Rights	According to Article 89.2 of Regulation 2016/679 on the protection of natural persons' data and Article 2.3 of Law 15/1999 for the Protection of Personal Data, the rights of access and rectification are not contemplated.
Additional information	You can consult additional and detailed information on Data Protection on our website: <a href="http://www.ine.es/proteccion_datos/oe/30236">http://www.ine.es/proteccion_datos/oe/30236</a>

**Thank you for your collaboration**