

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>																				
Address (street, square, avenue...)																					
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Post Code	Municipality	Province																			
Rooms	Bed-spaces	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

Completion of the statistics is mandatory

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).

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-spaces 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.

	Total
4.1 If you have rented by rooms, indicate the total number of occupied rooms-days (1) _____	_____
4.2 If you have rented out the whole dwelling, indicate the total number of occupied self-contained accommodation-days (2) _____	_____
4.3 Supplementary bed-spaces used in the reference month (not included in the capacity of the establishment) _____	_____

(1) In this section, indicate the number of days that each of the rooms of the establishment was occupied. For example in an establishment with two rooms, where one was occupied for 8 days in the reference month and other for 10 days, you will have to enter 18 occupied rooms-day in the reference month.

(2) It is calculated in the same way as above but replacing rooms by self-contained accommodation. Furthermore, if only have a single dwelling (self-contained accommodation), indicate the number of days when it was occupied during the reference month.

5. Employed personnel (Do not include staff on holiday, off sick,...)

	Unpaid staff	Paid staff	
		Permanent	Temporary
Employed personnel during the reference month _____	_____	_____	_____

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-space 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-spaces.

Place of residence	Guest arrivals	Overnight stays
Monthly total		
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 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		
EUROPEAN UNION		
2. Germany		
3. Belgium		
4. France		
5. Italy		
6. The Netherlands		
7. Portugal		
8. United Kingdom		
9. Rest of the UE ¹		
10. Switzerland		
11. Rest of Europe		
12. United States		
13. Rest of the world		

¹ Countries included in Rest of the EU: Austria, Bulgaria, Cyprus, 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**

7. Prices (in euros, excluding VAT)

Indicate the **average** price in euros of a double room and/or self-contained accommodation unit per day, **excluding VAT** or supplements such as breakfast, extra activities, etc.

Please make sure you always provide the average price for the same item, i.e.:

- same type of room or
- whole dwelling with the same number of people staying.

Answer the questions on prices, irrespective of whether there were overnight stays in the **reference month**, according to the rental basis of your accommodation unit.

If your accommodation unit can be rented by rooms and for full use, please complete the two sections.

7.1 If you usually rent your accommodation unit by rooms, what price do you charge for a double room?

	Price per day (in euros)	% of rooms occupied
Normal rate (from Monday to Thursday) for the reference month	_____	_____
Weekend rates (a single day, Friday or Saturday)	_____	_____
Other rates (long-term rates, groups, special offers,...)	_____	_____
		100 %

7.2¹ If you usually rent your accommodation unit out on a full use basis, what price do you apply irrespective of the number of people that use it?:

	Price per day (in euros)	% of accommodation individual occupied
Normal rate (from Monday to Thursday) for the reference month	_____	_____
Weekend rates (a single day, Friday or Saturday)	_____	_____
Other rates (long-term rates, groups, special offers,...)	_____	_____
		100 %

¹ *If you have several self-contained accommodation units and you rent them for full use, please only indicate the prices for one of them in Section 7.2*

Comments:
