

CATALOGUE

MOTOR VEHICLE REPAIR SHOPS

XUNTA
DE GALICIA

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MOTOR VEHICLE REPAIR SHOPS

Second Vice-Presidency of the Regional Ministry of the Economy, Enterprise and Innovation

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INDEX

- PG. 07 Introduction
- PG. 08 1.1 Law on administrative simplification and support for the economic regeneration of Galicia
- PG. 08 1.2 Catalogues
- PG. 09 1.3 Motor vehicle repair shops. Concepts
- PG. 11 1.4 Flow chart

- PG. 13 2. Procedures for the start-up of a of motor vehicle repair shop and their equipment and components

- PG. 15 3. Prior urban planning procedures
- PG. 17 3.1 General legal regime of rural land
- PG. 17 3.2 Specific regime for existing traditional buildings on rural land and on rural core land
- PG. 17 3.3 Specific regime for buildings constructed on rural land with planning permission
- PG. 18 3.4 Sectoral reports or authorisations

- PG. 19 4. Registration on the register of motor vehicle repair shops by means of the submission of an affidavit
- PG. 21 4.1 Prior actions
- PG. 25 4.2 Specific registration as a motor vehicle repair shop
- PG. 26 4.3 Registration on the Waste Register
- PG. 26 4.4 Assignment of the authorisation number
- PG. 27 4.5 Verification procedure of the affidavit/documentation and technical requirements
- PG. 29 4.6 Distinctive plaque
- PG. 30 4.7 Information plaque

- PG. 31 5. Municipal processing

- PG. 43 6. Annex. Training requirements for the repair shop manager

INTRODUCTION

1.1 LAW ON ADMINISTRATIVE SIMPLIFICATION AND SUPPORT FOR THE ECONOMIC REGENERATION OF GALICIA

The Galician Parliament has recently approved **Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia.**

The purpose of this law is to establish the necessary measures to facilitate the regeneration of economic activity following the crisis generated by the consequences of the Covid-19 pandemic, within the framework of the powers of the Autonomous Community of Galicia, from a perspective of administrative simplification that promotes the establishment and operation of business initiatives in Galicia.

Title II of the Law regulates the administrative support systems for the start-up of business initiatives and is divided into three chapters. Chapter I creates the **Investment Assistance System**, as a key element to respond to the classic demand of citizens in general, and of groups linked to business in particular, regarding the existing difficulties in obtaining the information and guidance they need to start up their business initiatives, through a mentoring and information service that offers the possibility of carrying out the **administrative procedures at regional and even local level, in the cases of sign-up of the local authorities to this initiative.**

1.2 CATALOGUES

As a measure to support the implementation of business initiatives, Chapter I refers to the creation of a series of **catalogues** approved by the Council of the Regional Government of Galicia (Xunta de Galicia). Point 1 of Article 14 specifies that, through the Investment Assistance System, it will be possible to access, free of charge, the **"catalogues that clearly and chronologically list all the administrative procedures and actions required for the undertaking of business initiatives, including those of municipal competence of the local authorities that sign up to the Investment Assistance System"**.

These elements, which will need to be updated constantly, represent a great simplification for companies and, in particular, for entrepreneurs, who will be able to consult the processes required of them by the regional administration, which will make it easier to understand, plan and process the administrative part.

1.3 MOTOR VEHICLE REPAIR SHOPS. CONCEPTS

On the basis of the text of this law, each of the catalogues must contain the necessary procedures for the identification of business initiatives.

Specifically, the **object of this document is industrial activity and the provision of the services of motor vehicle repair shops and their equipment and components, as the only service providers with the capacity to maintain and repair motor vehicles**, regulated by Decree 70/2011 of 7 April.

The Autonomous Community of Galicia has the competence to regulate the provision of services of motor vehicle repair shops, as well as their equipment and components, based on Article 30.2 of the Statute of Autonomy of Galicia, which gives Galicia exclusive competence in the field of industry, so that the regulation of all activities will be of regional government competence.

For the purposes of this catalogue, **a motor vehicle means** any motor vehicle which is normally used for the transport of persons or goods, or both, or for the traction of other vehicles for that purpose. It also includes trailers (non-self-propelled vehicles designed and intended to be towed by a motor vehicle), special purpose vehicles (a vehicle, self-propelled or towed, designed and built to carry out specific works or services) and L-category vehicles, which would be mopeds, motorcycles, all-terrain vehicles (quads) and other three or four-wheel vehicles with low cylinder capacity.

Workshops for the repair of vehicles and their equipment and components **shall be deemed to be** industrial establishments where operations are carried out for the purpose of repairing motor vehicles or their equipment and components to their normal state and working order where changes in these conditions become apparent after their manufacture has been completed.

By extension, this regulation will also affect the complementary activity of installing accessories in motor vehicles after manufacture and which are compatible with current safety, health and consumer regulations.

Motor vehicle repair shops **are classified** as follows:

1. THROUGH THEIR RELATIONSHIP WITH VEHICLE, EQUIPMENT AND COMPONENT MANUFACTURERS:

A) AUTHORISED REPAIR SHOP

A repair and maintenance repair shop operating within a distribution system established by a manufacturer or representative of motor vehicles or equipment and components.

B) INDEPENDENT AUTHORISED REPAIR SHOP

Provides repair and maintenance services authorised by a manufacturer or representative of motor vehicles or equipment and components without being part of its distribution system.

C) INDEPENDENT REPAIR SHOP

Provides repair and maintenance services without being part of a distribution system of a motor vehicle manufacturer or supplier representative.

D) OWN SERVICE WORKSHOPS

Those engaged exclusively in the repair of internal company vehicles.

2. BY BRANCH OF ACTIVITY

A) MECHANIC.

Shops that perform repair or replacement work on the mechanical system of the vehicle, including its supporting structures, equipment and ancillary items, except electrical and electronic equipment.

B) ELECTRICAL AND ELECTRONIC.

Shops that perform repair or replacement work on the electrical and electronic equipment of the vehicle, both basic engine equipment and auxiliary equipment for lights, signalling, conditioning and display and control instruments.

C) BODYWORK.

Shops that perform repair or replacement work on bodywork, trim and interior and exterior fittings.

D) PAINTING.

These are those who carry out painting, coating and finishing work on bodywork.

3. BECAUSE OF THEIR PARTICULAR CHARACTERISTICS OR FUNCTIONS

A) REPAIR SHOPS FOR CATEGORY L VEHICLES

This category includes mopeds, motorcycles, all-terrain vehicles (quads) and other three or four-wheel vehicles with low cylinder capacity.

B) REPAIR SHOPS FOR AGRICULTURAL AND CONSTRUCTION VEHICLES

Repair shops that perform installation, repair or replacement work on tractors and agricultural or construction vehicles.

4. BY THEIR PARTIAL FIELD OF ACTIVITY

These are those specialised in carrying out work limited to installation, repair or replacement activities on specific vehicle parts, equipment or systems.

A) TYRES

B) RADIATORS

C) INJECTION EQUIPMENT

D) WINDOWS AND WINDSCREENS

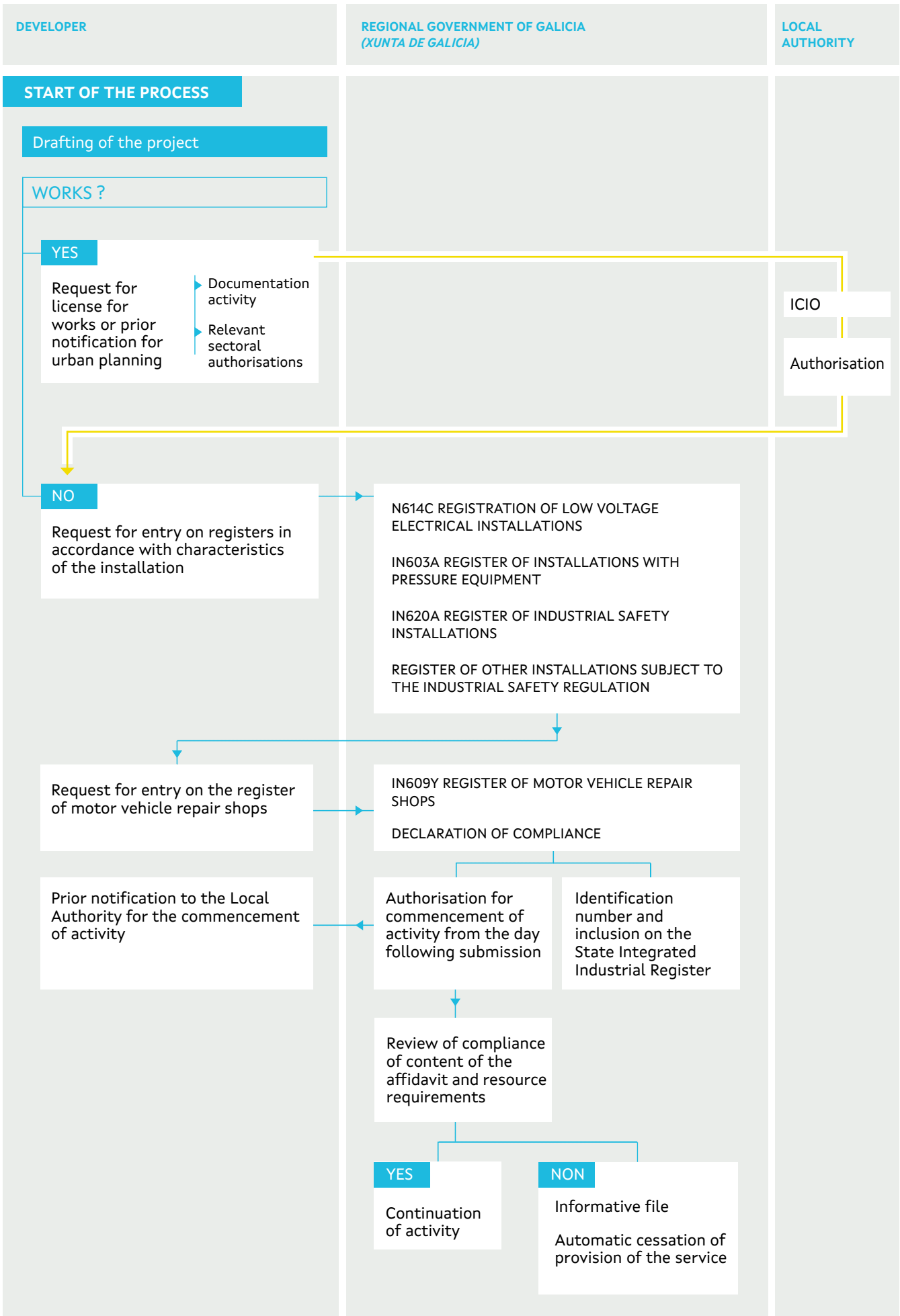
E) TOWING DEVICES, UP TO A MAXIMUM WEIGHT OF 3,500 KG

F) TACHOGRAPHS

G) SPEED LIMITERS

H) AIR CONDITIONING AND CLIMATE CONTROL

I) CAR RADIOS AND COMMUNICATION EQUIPMENT



2. PROCEDURES FOR THE START-UP OF A OF MOTOR VEHICLE REPAIR SHOP AND THEIR EQUIPMENT AND COMPONENTS

SUMMARY OF THE PROCESS

The aim of this catalogue is to provide those interested in starting up the **industrial activity and the provision of services of repair shops for motor vehicles and their equipment and components** (described in the previous section) with a **clear and chronological guide to all the procedures and actions necessary for their start-up**. All procedures relating to the incorporation and start-up of the company and the hiring of personnel, those linked to its ordinary activity (taxation, social security, etc.), as well as those relating to the field of occupational risk prevention, would be excluded from the scope of this catalogue.

The intention of this summary is to provide the developer with a simple and comprehensive overview of the whole procedure, which will be broken down throughout the document. The following sections contain a detailed list of the contents and requirements of the different procedures, referring in each case to the specific Articles of the legal regulations governing them.

The start-up of this service activity is liberalised, which means that, in order to start providing services, it will only be necessary for the natural or legal person to request, through the procedures set up for this purpose in the electronic office of the Regional Government of Galicia, the registration of the establishment of the repair shop, by submitting an affidavit, and of the repair shop facilities subject to specific industrial safety legislation, by means of a notification.

IN ORDER TO APPLY FOR REGISTRATION OF THE REPAIR SHOP ESTABLISHMENT, THE OWNER SHALL SUBMIT AN AFFIDAVIT STATING:

- a) The number of records of the establishment's installations subject to industrial safety regulations.
- b) That it complies with the requirements of the regulations.
- c) That he has the documentation to prove it.
- d) That it undertakes to maintain them for the duration of the activity.
- e) That it is responsible for the execution of the work being carried out in accordance with the standards and requirements established in the applicable regulations.

Once these procedures have been completed, he may provide services from the repair shop for the repair of motor vehicles, their equipment and components indefinitely, provided that the conditions indicated in the affidavit do not change.

The procedure for starting the activity at the level of the municipality where the industrial establishment is located will also be dealt with in the catalogue.

The liberalisation of the start-up of the service provision activity does not exempt the repair shop owners from complying with the legislation applicable to the industrial establishment and its installations subject to specific industrial safety legislation, legislation which makes it compulsory to register these installations in registers created under the aforementioned legislation.

They must also comply with a number of technical requirements which shall be available for verification by the competent authorities, as well as have a technical expert on the staff with the qualifications and skills required by the standard. Given their importance, they will also be listed in the catalogue on a disaggregated basis.

Failure to comply with these requirements will result in a sanction and the automatic termination of the service, following the opening of the corresponding procedure.

3. PRIOR URBAN PLANNING PROCEDURES

The first step to be taken by the developer for the implementation of this type of activity is to check the **urban planning regime applicable to the plot or building on which the activity is to be implemented.**

Thus, in accordance with the provisions of Article 87.2.a) of Law 2/2016, of 10 February, on Galician land:

“Any person shall have the right to be informed in writing by the municipality concerned of the planning regime and conditions applicable to a particular piece of land or to the sector, industrial area or planning area in which it is included.

This information must be provided within a period not exceeding two months from the date of submission of the application to the municipal register.”

Depending on the specific location of the activity and the urban classification of the land, according to the applicable urban planning and the urban development regulations in force, different requirements will result, which is why this information must be provided by the respective local authority, prior to any other procedure, in order to **determine the urban development and action feasibility.**

3.1 GENERAL LEGAL REGIME OF RURAL LAND

Article 335.1 of Law 2/2016, of 10 February, on Galician land, and 50.1 of Decree 143/2016, of 22 September, approving the Regulations developing it, including **agricultural workshops and those related to forestry management among the admissible uses on rural land.**

(g) Agricultural buildings and installations in general, such as those for the support of horticultural holdings, agricultural warehouses, workshops, garages, agricultural machinery parks, nurseries and greenhouses.

(i) Forestry buildings and installations for forestry management and support for forestry exploitation, as well as forestry defence, workshops, garages and forestry machinery parks.

The implementation of the aforementioned workshops, within the framework of the requirements set out in the current urban planning regulations for rural land, is admissible after obtaining the municipal urban planning authorisation.

On land classified as special protection rural land, authorisation or a favourable report must be requested from the body with the corresponding sectoral competence, prior to obtaining the municipal urban planning authorisation.

3.2 SPECIFIC REGIME FOR EXISTING TRADITIONAL BUILDINGS ON RURAL LAND AND ON RURAL CORE LAND

Article 40 of Law 2/2016, of 10 February, on Galician land, and Article 63 of Decree 143/2016, of 22 September, approving its implementing regulations, allow small workshops to be set up in traditional buildings existing in any category of rural land or rustic land prior to 25 May 1975 (entry into force of Law 19/1975, of 2 May, on reform of the land and urban planning regime).

With regard to possible works, reform, rehabilitation, reconstruction and extension, even in independent volume, up to 50% of the original volume of the traditional building, will be permitted without the need to comply with the applicable urban planning parameters, except for the height limit, and the mandatory municipal urban planning authorisation must be obtained.

In any case, on specially protected rural land, it will be necessary to obtain authorisation or a favourable sectoral report from the body with the corresponding sectoral competence.

3.3 SPECIFIC REGIME FOR BUILDINGS CONSTRUCTED ON RURAL LAND WITH PLANNING PERMISSION

The third transitory provision of Law 2/2016, of 10 February, on the land of Galicia, provides for the start-up of small repair shops in buildings built on rural lands under urban planning permission, and works of improvement and

reform and extension of the lawfully built surface area may be carried out with a municipal licence, subject to the following requirements:

1. In the case of land included in specially protected rural land, an **authorisation or favourable report** must be obtained **from the body with the** corresponding **sectoral competence**, as indicated in the following section of this catalogue.
2. They must comply with the **building conditions** stipulated in Article 39 of Law 2/2016 of 10 February 2016 and the corresponding urban planning.
3. The **necessary corrective measures** must be taken to minimise the impact on the territory and the best protection of the landscape.

3.4 SECTORAL REPORTS OR AUTHORISATIONS

Information on the sectoral effects applicable to a plot of land can be consulted by any interested person in the **Basic Autonomous Plan of Galicia**, which constitutes a dynamic tool essential for reflecting the complex reality of the sectoral regulations in the territory and which allows citizens to have all the relevant information from a territorial point of view, updated and universally accessible, throughout the whole of our Autonomous Community.

The Basic Autonomous Plan of Galicia viewer is available at the following link:

<http://mapas.xunta.gal/visores/pba/>

4. REGISTRATION ON THE REGISTER OF MOTOR
VEHICLE REPAIR SHOPS BY MEANS OF THE
SUBMISSION OF AN AFFIDAVIT

The opening of motor vehicle repair shops is not subject to prior authorisation, but the owner of the repair shop must carry out a series of actions before being able to proceed with the activities regulated by Decree 70/2011, of 7 April, which regulates industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.

These actions consist of registration in the Galician register of vehicle repair shops by means of the submission of an affidavit on different aspects indicated by the regulation and, prior to this, the registration of their installations in the corresponding register.

Registration on the Galician register of motor vehicle repair shops allows the repair shop to provide its services for an indefinite period of time from the time it is presented, provided that the conditions indicated in the affidavit do not change, hence its importance.

In order to promote administrative simplification, the Autonomous Administration has made available to citizens a standardised procedure (IN609Y) available the electronic office of the Regional Government of Galicia in which they can register the motor vehicle repair shop and pay the fee for the submission of the affidavit for the start of the activity.

Prior to this declaration, Decree 70/2011, of 7 April, requires the registration of installations subject to specific industrial safety legislation on the relevant registers. The most common installations subject to registration are low voltage, fire protection and pressure (compressed air) equipment, although there may be others such as: storage of petroleum products for consumption at the installation itself, storage of petroleum products for supply to the installation's own vehicles, etc. All of these have standardised procedures in the electronic office of the Regional Government.

The following fact sheets provide further information on the above-mentioned actions. Firstly, there are the prior actions, corresponding to the installations that must be registered prior to the submission of the affidavit, as some of the data required to be able to make this declaration are obtained after registration on the relevant registers of the aforementioned installations. Information on the relevant fees is also collected.

4.1 PRIOR ACTIONS

INSCRIPCIÓN DE LAS INSTALACIONES ELÉCTRICAS DE BAJA TENSIÓN

IN614C - Registration of low-voltage electrical installations

BODY RESPONSIBLE		Local head office of the Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation.
DESCRIPTION		Before proceeding with the application for registration as a motor vehicle repair shop, those premises that have electrical installations to which the Low Voltage Electrotechnical Regulations are applicable, prior to their commissioning, must register with the corresponding local head office of the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation using this procedure.
DOCUMENTATION		<ul style="list-style-type: none">• Application form (Annex I available from electronic office).• Design and the works management certificate signed by the corresponding qualified technician, in the event that the characteristics of the installations are included in those indicated under point three of the Complementary Technical Instruction 04, Low Voltage Electrotechnical Regulation (ITC-BT-04).• Installation certificate issued by an authorised installer (template available from the electronic office).• Annex of information for the user and outline layout of the installation.• Initial inspection certificate with a favourable result issued by an inspection body in the cases indicated in section 4 of ITC-BT-05. <p>This documentation shall also be submitted electronically, using any digitised copying procedure of the original document.</p>
MANDATORY	Yes	Procedure IN614C
DEADLINES	Prior	
ONLINE PROCESSING	Yes	https://sede.xunta.es/detalle-Procedure?codCons=IN&codProc=614C&Procedure=IN614C&lang=es
IN PERSON	No	
LEGISLATION		<ul style="list-style-type: none">• Order of 23 July 2003 regulating the application in the Autonomous Community of Galicia of the Low Voltage Electrotechnical Regulations, approved by Royal Decree 842/2002, of 2 August• Royal Decree 842/2002, of 2 August, approving the Low Voltage Electrotechnical Legislation. https://www.boe.es/buscar/act.php?id=BOE-A-2010-1708

REGISTRATION FEES FOR LOW-VOLTAGE ELECTRICAL INSTALLATIONS

BODY RESPONSIBLE	Galician Tax Agency (ATRIGA)
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DESCRIPTION

This procedure is subject to the payment of the following fees:

- Registration on official registers. First registration. Modifications to the first registration.
- Rate code: 30.02.00.
- Registration on the register of receiving electrical installations (rate code: 32.19.04).

The sum can be consulted at the following link:

<http://www.atriga.gal/es/tributos-da-comunidade-autonoma/taxas-e-prezos/tarifas-vixentes-de-taxas/anexo-3>.

ONLINE PROCESSING Yes

https://ovt.atriga.gal/#!/detalle_servicio/?Pago+de+taxas+e+prezos/11609730/4126995/11609860/1.8/item-dark-blue/tab/tab#0.

We indicate the link to the ATRIGA website, but the interested party can pay these fees at the electronic office as one of the steps in the online processing of the registration procedure itself.

REGISTRATION OF FIRE-SAFETY INSTALLATIONS

IN620A - Register of fire-fighting installations

BODY RESPONSIBLE

Local head office of the Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation

DESCRIPTION

Before proceeding with the application for registration as a motor vehicle repair shop, those premises that have installations to which the Industrial Establishment Fire Safety Regulations are applicable, prior to their commissioning, must register with the corresponding local head office of the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation using this procedure.

DOCUMENTATION

- Installations requiring the submission of design:
 - a) Standard application form (template available on the website).
 - b) CIF/NIF of the person who owns the installation.
 - c) PCI installation design (specific or extract from the establishment's design).
 - d) Construction management certificate signed by the competent qualified technician.
 - e) Certificate from the authorised installation company signed by a qualified technician.
- Installations requiring the submission of a technical report (industrial establishments with a low intrinsic risk and a useful surface area of less than 250 m²):
 - a) Standard application form (template available on the website).
 - b) CIF/NIF of the person who owns the installation.
 - c) Technical report of the PCI installation signed by the competent qualified technician (model available online).
 - d) Certificate from the authorised installation company signed by respective qualified technician.

MANDATORY

Yes

Procedure IN620A.

DEADLINES

Prior

ONLINE PROCESSING Yes

<https://sede.xunta.es/detalle-Procedure?codCons=IN&codProc=620A&Procedure=IN620A>

IN PERSON

No

LEGISLATION

- Royal Decree 2267/2004, of 3 December, approving the fire safety regulations in industrial establishments (BOE no. 303, of 17 December 2004).

FIRE-SAFETY INSTALLATION REGISTRATION FEES**BODY RESPONSIBLE**

Galician Tax Agency (ATRIGA)

DESCRIPTION

This procedure is subject to the payment of the following fees:

- Registration on official registers. First registration. Modifications to the first registration.
- Rate code: 30.02.00.
- Registration in the register of fire safety installations (rate code: 32.19.11).

The sum can be consulted at the following link:

<http://www.atriga.gal/es/tributos-da-comunidade-autonoma/taxas-e-prezos/tarifas-vixentes-de-taxas/anexo-3>.

ONLINE PROCESSING Yes

https://ovt.atriga.gal/#!/detalle_servicio/?Pago+de+taxas+e+prezos/11609730/4126995/11609860/1.8/item-dark-blue/tab/tab#0.
We indicate the link to the ATRIGA website, but the interested party can pay these fees at the electronic office as one of the steps in the online processing of the registration procedure itself.

REGISTRATION OF INSTALLATIONS WITH PRESSURE EQUIPMENT**IN603A - Registration of installations with pressure equipment****BODY RESPONSIBLE**

Local head office of the Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation.

DESCRIPTION

Before proceeding with the application for registration as a motor vehicle repair shop, those premises that have pressure equipment to which the Regulation on pressure equipment and its complementary technical instructions apply, before being put into service, must register with the corresponding territorial authority of the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation using this procedure.

DOCUMENTATION

- Installations requiring the submission of design:
 - a) Standard application form (model available on the website).
 - a) Design of the PA installation (specific or extract from the establishment's design).

- c) Principle drawing of the installation showing the main operating parameters (pressure and temperature).
 - d) Drawing or sketch of the installation.
 - e) Construction management certificate signed by a qualified technician.
 - f) Certificate from the authorised installation company signed by the respective qualified technician.
 - g) EU Declaration of Conformity for components and equipment forming part of the installation.
- Installations requiring the submission of a technical report:
 - a) Standard application form (template available on the website).
 - b) Technical report of the PA installation signed by the competent technician.
 - c) Principle drawing of the installation showing the main operating parameters (pressure and temperature).
 - d) Drawing or sketch of the installation.
 - e) Certificate from the authorised installation company.
 - f) EU Declaration of Conformity for components and equipment forming part of the installation.

This documentation shall also be submitted electronically, using any digitised copying procedure of the original document.

MANDATORY	Yes	Procedure IN603A.
DEADLINES	Previous	
ONLINE PROCESSING	Yes	https://sede.xunta.es/detalle-Procedure?codCons=IN&codProc=603A&Procedure=IN603A&lang=es
IN PERSON	No	
LEGISLATION		<ul style="list-style-type: none"> • Royal Decree 2060/2008, of 12 December, approving the Pressure Equipment Regulation and its complementary technical instructions.

REGISTRATION FEES FOR PRESSURE EQUIPMENT INSTALLATIONS

BODY RESPONSIBLE	Galician Tax Agency (ATRIGA)
DESCRIPTION	<p>This procedure is subject to the payment of the following fees:</p> <ul style="list-style-type: none"> • Registration on official registers. First registration. Changes to the first entry (rate code: 30.02.00). • Registration on the register of installations with pressure equipment (fee code: 32.19.14) <p>The sum can be consulted at the following link: http://www.atriga.gal/es/tributos-da-comunidade-autonoma/taxas-e-prezos/tarifas-vixentes-de-taxas/anexo-3.</p>
ONLINE PROCESSING	<p>Yes</p> <p>https://ovt.atriga.gal/#!/detalle_servicio?Pago+de+taxas+e+prezos/11609730/4126995/11609860/1.8/item-dark-blue/tab/tab#0</p> <p>We indicate the link to the ATRIGA website, but the interested party can pay these fees at the electronic office as one of the steps in the online processing of the registration procedure itself.</p>

4.2 SPECIFIC REGISTRATION AS A MOTOR VEHICLE REPAIR SHOP

Once the installations have been registered and the corresponding numbers have been obtained (IBT for low-voltage installations, PCI for fire safety installations and AP for compressed air equipment), the specific procedures for the start-up of a motor vehicle repair shop can be completed.

REGISTRATION ON THE REGISTER OF MOTOR VEHICLE REPAIR SHOPS

Registration on the Register of Motor Vehicle Repair Shops (DIVISION A) IN609Y

BODY RESPONSIBLE		Local head office of the Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation.
DESCRIPTION		The repair shop operator shall apply for the registration of the repair shop establishment and installations subject to specific safety legislation, in this register.
DOCUMENTATION		<ul style="list-style-type: none">• Affidavit for commencement of activity, which shall include:<ul style="list-style-type: none">a) The classification of the repair shop.b) State that it meets the requirements and technical means demanded by the standard (these are developed in point 3 of the catalogue).c) That it holds the documentation to prove it.d) That it undertakes to maintain compliance throughout the duration of the activity.e) That it is responsible for the execution of the works being carried out in accordance with the regulations of Decree 70/2011, of 7 April.f) It shall indicate the registration numbers of the establishment's installations which are subject to industrial safety regulations. <p>This documentation shall also be submitted electronically, using any digitised copying procedure of the original document.</p>
MANDATORY	Yes	Procedure IN609Y
DEADLINES	Prior	
ONLINE PROCESSING	Yes	https://sede.xunta.gal/doc-invia/rest/anexos/21261448
IN PERSON	No	
EFFECTS		<ul style="list-style-type: none">• It authorises, for an indefinite period of time, the provision of services in the repair shop from the day after the submission, provided that the conditions indicated in the affidavit do not change.• Failure to submit the declaration, as well as the inaccuracy, falsehood or omission of data or statements that should appear in the declaration, entitles the regional ministry to issue a resolution declaring the impossibility of continuing to provide services in the repair shop and the temporary disqualification of the person concerned from providing services.
LEGISLATION		<ul style="list-style-type: none">• Article 4.2 of Decree 70/2011 of 7 April 2011 regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components. https://www.boe.es/buscar/act.php?id=BOE-A-2010-1708

FEE FOR THE SUBMISSION OF THE AFFIDAVIT FOR THE COMMENCEMENT OF AN ACTIVITY

BODY RESPONSIBLE	Galician Tax Agency (ATRIGA)
DESCRIPTION	<p>This procedure is subject to the payment of the fee with code 32.07.22.</p> <p>The sum can be consulted at the following link: http://www.atriga.gal/es/tributos-da-comunidade-autonoma/taxas-e-prezos/tarifas-vixentes-de-taxas/anexo-3</p>
ONLINE PROCESSING Yes	<p>https://ovt.atriga.gal/#!/detalle_servicio/?Pago+de+taxas+e+prezos/11609730/4126995/11609860/1.8/item-dark-blue/tab/tab#0</p> <p>We indicate the link to the ATRIGA website, but the interested party can pay these fees at the electronic office as one of the steps in the online processing of the registration procedure itself.</p>

4.3 REGISTRATION ON THE WASTE REGISTER

Article 29.1 a) of Law 22/2011, of 28 July, on waste and contaminated soils establishes that entities or companies that are in one of the following situations, among others, must submit a **notification, prior to the start of their activities, to the competent environmental body of the Autonomous Community** where they are located:

- Installation, extension, substantial modification or relocation of industries or activities producing hazardous waste, or generating more than 1000 t/year of non-hazardous waste;

Therefore, the developer must consult the Galician Waste Information System (SIRGa, as per its Galician acronym), a portal where citizens and companies can access information related to waste management in Galicia, since, depending on the activities carried out by the company, it may be obliged to obtain prior authorisation or report the activities carried out in terms of waste production and management.

The developer can consult this information through the following link:

<https://sirga.xunta.gal/autorizacions-e-notificacions>

4.4 ASSIGNMENT OF THE AUTHORISATION NUMBER

Once the establishment is registered, the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation, through procedure IN609Y, will automatically issue the registration number of the motor vehicle repair shop. The Autonomous Community register is electronically linked to the state Integrated Industrial Register, so registration on the latter is automatic.

This is an **eight-digit number**, the first two digits of which indicate the province, and shall appear on the **lower right-hand side of the repair shop's distinctive plaque**.

4.5 VERIFICATION PROCEDURE OF THE AFFIDAVIT/DOCUMENTATION AND TECHNICAL REQUIREMENTS

As indicated above, this is a service provision activity that is not subject to prior authorisation, which does not prevent the Administration from verifying at any time that the content of the affidavit required to start the activity is complied with.

The Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation will be in charge of verifying a posteriori what has been declared by the developer.

Procedure for verifying compliance with requirements

BODY RESPONSIBLE	Local head office of the Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation.
DESCRIPTION	<p>Failure to comply with the requirements will result in the automatic termination of the provision of services, unless an error correction procedure can be initiated, without prejudice to any penalties that may arise from the seriousness of the actions carried out.</p> <p>An informative file shall be opened for the owner of the establishment.</p>
DEADLINES	The person concerned shall have fifteen calendar days from the date of the notification to provide the corresponding evidence or disclaimers.
EFFECTS	<ul style="list-style-type: none">• Temporary disqualification and/or cessation of activity.• Sanction.• Immediate transfer to the Ministry of Industry, Tourism and Trade for updating the data in the Integrated Industrial Register.
LEGISLATION	<ul style="list-style-type: none">• Article 4. 10-14 of Decree 70/2011 of 7 April 2011 regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.• Title V of Law 21/1992 of 16 July on industry (for the purpose of sanctions).

SUPPORTING DOCUMENTATION

Workshops must have the following **documentation** demonstrating compliance with the requirements for submission to the competent authority when required to do so in the exercise of its powers of verification and control.

- Technical project(s) of the installations subject to compliance with safety regulations if required therein, consisting of reports, plans and budgets drawn up and signed by competent technical persons.

- Technical study which shall include at least a detailed list of the tools, equipment and implements at their disposal, in accordance with the branches of activity to be developed, as well as a detailed list of the various works and services which the repair shop will be able to provide.
- Written authorisation from the national manufacturer, or from the legal representative of the foreign manufacturer, in the case of authorised repair shops or independent authorised repair shops (see classification of repair shops according to their relationship with vehicle manufacturers in the section on concepts).
- Document certifying the suitability of the technical manager of the repair shop.

In the event that the repair shop declares that it performs limiter or tachograph activities, it must hold the relevant authorisation.

- For the limiter activities, prior authorisation is required from the corresponding local head office of the second Vice-presidency and the Regional Ministry of the Economy, Enterprise and Innovation. In order to obtain this authorisation, an application for authorisation must be submitted through procedure IN609N Limiters (Royal Decree 1417/2005, of 25 November, regulating the use, installation and testing of speed limitation devices in certain categories of vehicles).
- For the activity of tachographs, prior authorisation is required from the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation. In order to obtain this authorisation, you must, once the repair shop is registered, submit the application for authorisation through procedure IN647B Tachographs (Royal Decree 125/2017, of 24 February, establishing the technical requirements and performance standards to be met by tachograph technical centres (BOE no. 48, of 25 February 2017)).

Technical resources repair shop technician

Workshops must have at their disposal the technical resources necessary for the safe provision of their services, which must be listed in the technical studies. The measuring instruments, apparatus, means and systems necessary to carry out repairs shall be subject to the specific State metrological control regulations applicable to them, and shall be calibrated and verified at the intervals established therein.

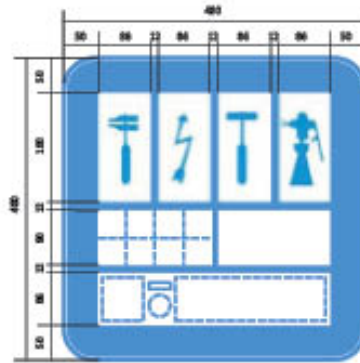
Among these technical resources, the repair shops must have at least one member of full-time staff responsible for technical matters, with proof of their qualifications and suitability in any of the following ways:

- Hold a university degree whose syllabus covers the subjects covered by the activity to be carried out in the repair shop.
- Hold a vocational training qualification or a professional certificate included in the National Catalogue of Professional Qualifications, whose scope of competence coincides with the subjects covered by the activity to be carried out in the repair shop (indicated in the annex for each repair shop according to its activity).
- To have recognised professional competence acquired through work experience, in accordance with the provisions of Royal Decree 1224/2009, of 17 July, on the recognition of professional competences acquired through work experience, in the subjects covered by the activity to be carried out in the repair shop (indicated in the annex for each repair shop according to its activity).

The tasks of the technical manager may be assumed by the repair shop manager if they can prove their qualifications and suitability by one of the methods mentioned above.

4.6 DISTINCTIVE PLAQUE

Legally classified workshops shall place on the façade of the building, in a place easily visible from the outside, the corresponding distinctive plaque, which shall consist of a square metal plaque, 480 millimetres on each side, with four rounded corners and a blue background.



Three unequal spaces from top to bottom

TOP

Divided into four vertical rectangles in which the symbols of the repair shop's branches of activity are stamped and the remaining spaces are left empty.

DISTINCTIVE PLATE (blue on white background)

BRANCHES OF ACTIVITY	SYMBOL
Mechanics	Spanner
Electricity and electronics	Broken arrow
Bodywork	Hammer
Painting	Paint spray gun

INTERMEDIATE

Divided in half into two horizontal rectangles.

RECTANGLE ON THE LEFT: The symbols of the specialisations of the repair shop will be stamped on the plaque.

Specialisations

- Tyres
- Radiators
- Injection equipment
- Glass and windscreens
- Towing devices, up to a maximum weight of 3,500 kg
- Tachographs
- Speed limiters
- Air conditioning and climate control
- Car radios and communication equipment

RECTANGLE ON THE RIGHT:

- Stamping of the symbol for the repair shop for L-category vehicles.
- For workshops engaged solely in the repair of motor vehicles with more than three wheels, it shall remain empty.

INFERIOR

LEFT: Stamped acronyms of the province where the repair shop is located (C, LU, OU, PO).

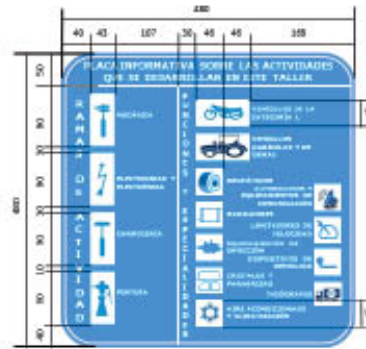
RIGHT: For stamping of the repair shop identification number assigned by the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation.

LEGISLATION

- (Articles 3, 6 and 7 and Annex II). Decree 70/2011 of 7 April 2011 regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.

4.7 INFORMATION PLAQUE

Legally classified workshops shall place on the façade of the building, in a place easily visible from the outside, to the right or at the bottom of the distinguishing plaque, the corresponding information plaque, which shall consist of a square metal plaque, 480 millimetres on each side, with the four corners rounded and the background in blue.



Two unequal spaces from top to bottom

INFORMATION PLAQUE (blue on white background)

TOP

It shall contain the text "Information plaque on the activities carried out in this repair shop".

LOWER LEFT

Vertically aligned

Symbols of the **branches of activity*** in which the repair shop is engaged, accompanied on the right-hand side by the explanatory text.

LOWER RIGHT

Vertically aligned

Symbols for the particular **functions and specialities*** in which the repair shop is engaged, accompanied on the right-hand side by the explanatory text.

LEGISLATION

- (Articles 3, 6 and 7 and Annex II). Decree 70/2011 of 7 April 2011 regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.

*They are specified in the table above

5. MUNICIPAL PROCESSING

Possibility of prior consultation with the local authority

With regard to the municipal procedures to be carried out by the developer, the first thing to bear in mind, as mentioned at the beginning, is the need to consult, in advance, the by-laws that have been approved by the local authority where the activity is to be carried out, in the exercise of its regulatory powers.

If the buildings or installations planned in the design are located in areas bordering two or more municipalities, it would be appropriate for the developer to ensure that he is familiar the municipal boundaries by consulting the National Geographic Institute for the current boundary line¹.

In order to ensure that the necessary documentation for the start of the activity is presented correctly, the developers have the opportunity to make written enquiries to the local authority, which must be accompanied by all the data and documents that allow them to clearly identify the information they require.

Payment of applicable taxes

It is particularly relevant at this point to **consult the tax by-laws** of the local authority, for the purpose of satisfying the taxes related to the establishment of the activity which, where applicable, have been the object of the taxation agreement, and the following should be highlighted:

Payment of the fee for granting a licence/presentation of prior notification

PROCESSED BY

Local government.

DESCRIPTION

Local entities may establish fees for any provision of services or administrative activities of local competence, and in particular for the following:

- Granting of urban planning licences required by land and urban planning legislation or carrying out administrative control activities in cases where the licence requirement is replaced by the presentation of an affidavit or prior notification.
- Granting of licences for the opening of establishments or the completion of administrative control activities in those cases in which the requirement for a license is replaced by the presentation of an affidavit or prior notification.
- Other cases linked to the provision of services or the performance of administrative activities of local competence.

In any case, it will be necessary to consult the applicable local regulations.

DOCUMENTATION

- Settlement document or self-assessment (if applicable).

MANDATORY

Yes

In those municipalities where its imposition is agreed.

ONLINE PROCESSING

Yes

Through the municipal electronic offices (or those of the Provincial Council, if applicable).

^{1/} The graphic representations presented by the IGN are not always updated with modern techniques that allow a precise determination of the existing legal boundary line between some municipalities. In this case, the developer could request an update of the boundary line, which they could register on their own initiative, as permitted by Article 17.2 of Royal Decree 1545/2007, of 23 November, regulating the National Cartographic System.

LEGISLATION

- Royal Legislative Decree 2/2004, of 5 March, approving the revised text of the Law regulating local finance.
- Tax ordinances of the municipality.

Payment of the tax on constructions, installations and works (ICIO)

PROCESSED BY

Local government.

DESCRIPTION

- The ICIO is an indirect tax, which may be levied at the discretion of the local authority, on the completion, within the municipality, of any construction, installation or work for which the corresponding building or urban planning licence must be obtained, whether or not said licence has been obtained, or for which the presentation of an affidavit or prior notification is required, provided that the issuing of the licence or the control activity corresponds to the local authority concerned.
- The tax is payable by the owners of the construction, installation or work, whether or not they are the owners of the property on which the construction, installation or work is carried out, i.e., whoever bears the expenses or the cost of carrying out the construction, installation or work.
- The taxable base of the tax is constituted by the real and effective cost of the construction, installation or work (material execution cost), in the terms set out in the local finance regulations, and the tax rate will be set by each local authority, although this rate may not exceed 4 %.
- The municipality may establish optional rebates on the rate of this tax, including, if so regulated in the municipal tax by-laws, of a rebate of up to 95% of the tax in favour of construction, installations or works that are declared to be of special municipal interest or utility due to circumstances linked, among other factors, to the creation of employment.
- The municipality may require self-assessment by the taxable person or substitute person.

In any case, the applicable local regulations should be consulted.

DOCUMENTATION

- Settlement document or self-assessment (if applicable).

MANDATORY

Yes

In those municipalities where its imposition is agreed.

ONLINE PROCESSING

Yes

Through the municipal electronic offices (or those of the Provincial Council (Diputación), if applicable).

LEGISLATION

- Royal Legislative Decree 2/2004, of 5 March, approving the revised text of the Law regulating local finance.
- Tax ordinance of the municipality concerned.

However, the developer should consult, for his knowledge, the elements of other municipal taxes related to the subsequent exercise of the activity, which are not addressed in this catalogue, such as the tax on economic activities or the tax on real estate, among others.

Works intended for the development of an activity

In most cases, the commencement of the activity will require works to enable it to be carried out, or to adapt the physical establishment where it is to be carried out to the characteristics of the activity. In this case, the first thing the developer should know is that all acts of transformation, construction, building and use of land and subsoil require, for their lawful exercise, **the granting of a municipal licence or the presentation of a prior notification to the local authority**, depending on the act in question.

Application for a municipal building permit

PROCESSED BY

Local government.

DESCRIPTION

The following acts shall be subject to **municipal licensing**, without prejudice to the authorisations arising from the applicable sectoral legislation:

- The acts of construction and use of land and subsoil which, in accordance with the general building regulations, requires a construction design.
- Interventions on properties declared to be of cultural interest or listed due to their unique cultural, historical, artistic, architectural or landscape characteristics or value.
- Demolitions, except those arising from resolutions of proceedings for the restoration of urban planning legality.
- Earth retaining walls, when their height is equal to or greater than one and a half metres.
- Major earthworks and levelling works.
- Parcelling, segregation or other acts of division of land on any class of land, when they do not form part of a reparcelling project.
- The first occupation of buildings.
- The establishment of any installation for residential use, whether temporary or permanent.
- The cutting of tree masses or shrub vegetation on land incorporated into urban transformation processes and, in any case, when such cutting arises from legislation for the protection of the public domain, except for those authorised on rural land by the competent forestry bodies.

All acts of occupation, construction, building and use of land and subsoil not mentioned above are subject to the system of **prior urban planning notification**.

DOCUMENTATION

The licence application shall contain the following information and documents:

- Identification details of the natural or legal person developing the project and, where applicable, of the person representing it, as well as an address for the purpose of notifications.
- Sufficient description of the characteristics of the act in question, detailing the basic aspects of the act, its location and the building or property concerned, as well as its cadastral reference.
- Proof of payment of municipal taxes.
- Applications for licences referring to the execution of works or installations must be accompanied by a complete design drawn up by a competent technician, in the form and with the content indicated in the applicable regulations.
- Designs shall be accompanied by the corresponding design management document, which shall identify the technical personnel to whom they were entrusted.
- Where technical design is not required, the application shall be accompanied by a descriptive and graphic report defining the general characteristics of the work and the building on which it is intended to be carried out.
- In the case of applications for a licence for first occupation of buildings, a certificate of completion from a competent technician stating that the works have been fully completed and comply with the licence granted.

- Environmental assessment document, if required for the intended use of the works.
- Copy of the environmental authorisation or report, along with other sectoral authorisations, concessions or reports where legally required.
- If applicable, the certificate issued by the municipal conformity assessment bodies.

Given that the purpose of the work is the development of an activity, this circumstance shall be expressly stated and, together with the application for the licence, the documentation required in relation to this shall be submitted.

This information should be supplemented by consulting the local regulations applicable in each case.

DEADLINES

Licence applications will be resolved within **3 months** of submission of the application with complete documentation at the local authority register. However, when an application for planning permission is accompanied by a certificate of conformity, the **time limit for the resolution of the procedure may be 1 month** from the submission of the application with the complete documentation, including the certificate of conformity, to the local authority register. This period may be reduced to 15 calendar days in certain cases².

MANDATORY

Yes

In cases where it is mandatory depending on the act to be carried out.

ONLINE PROCESSING

Yes

Through the municipal electronic offices.

LEGISLATION

- Law 2/2016, of 10 February, on the land of Galicia.
- Decree 143/2016, of 22 September, approving the Regulations of Law 2/2016, of 10 February, on land of Galicia.
- Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia.
- Applicable municipal by-laws.

Prior notification for completion of works

PROCESSED BY

Local government.

DESCRIPTION

All acts of occupation, construction, building and use of the land and subsoil that are not subject to a licence are subject to the prior urban planning notification system. In particular, they are subject to the prior notification regime:

- The execution of minor works or installations.
- The use of land for the development of commercial, industrial, professional activities or services or other similar activities.
- The use of air rights over buildings and installations of any kind.
- Modification of the use of part of the buildings and installations, in general, when they are not intended to change the characteristic uses of the building or to introduce a residential use
- The extraction of granulates for construction and quarrying, even if it takes place on public land and is subject to concession or administrative authorisation.
- Extraction of minerals, liquids and any other matter, as well as discharges into the subsoil.

^{2/} Articles 54.3 and 55.2 of Law 9/2021, of February 25, on administrative simplification and support for the economic reactivation of Galicia

- The installation of greenhouses.
- The placing of posters and billboards visible from the public highway, provided they are not in enclosed premises.
- Property enclosures and fences.

DOCUMENTATION

The notification must be accompanied by the following documentation:

- Identification details of the natural or legal person promoting the project and, where applicable, of the person representing it, as well as an address for the purpose of notifications.
- Technical description of the characteristics of the act in question or, where applicable, legally required technical design.
- Express manifestation that the prior notification submitted complies in all its terms with the applicable urban planning regulations.
- Copy of the authorisations, administrative concessions or sectoral reports when they are legally required of the applicant, or accreditation that their concession was requested. For these purposes, in the event that the reports have not been issued within the legally established period, this circumstance shall be accredited.
- Authorisation or environmental assessment document if required under the intended use of the works.
- Proof of payment of the compulsory municipal taxes.
- If applicable, certificate issued by the municipal conformity assessment bodies provided for in these regulations.
- Document formalising the transfer, where applicable.
- Start and completion date of works

Given that the purpose of the work is the development of an activity, this shall be expressly stated and, together with the prior notification, the documentation required in relation to this shall be submitted.

This information should be supplemented by consulting the local regulations applicable in each case.

DEADLINES

In the case of prior urban planning notifications, the developer, prior to the execution of the act in question, shall notify the local authority of their intention to carry out the act at least 15 working days before the date on which they intend to commence execution.

Within 15 working days following the notification, the local authority, without prejudice to the verification of compliance with the requirements, may declare the documentation submitted to be complete or require that any deficiencies be remedied, adopting in this case, in a reasoned manner, the provisional measures deemed appropriate, communicating them to the interested party by any means that allows acknowledgement of receipt.

In general terms, once the 15 working day period has elapsed, the presentation of the prior notification, complying with all the necessary requirements, constitutes authorisation for the commencement of the acts of use of the land and subsoil subject to this, without prejudice to the subsequent powers of verification, control and inspection by the respective local authority.

When an urban planning notification is presented together with a certificate of conformity, it will enable, with immediate effect from its submission to the register of the local authority, the performance of the act that constitutes the purpose, without prejudice to the subsequent powers of verification, control and inspection by the respective local authority³.

MANDATORY

Yes

In cases where a licence is not required for the works to be carried out.

ONLINE PROCESSING

Yes

Through the municipal electronic offices.

LEGISLATION

- Law 2/2016, of 10 February, on the land of Galicia.
- Decree 143/2016, of 22 September, approving the Regulations of Law 2/2016, of 10 February, on land of Galicia.
- Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia.
- Applicable municipal by-laws.

Before submitting the application for the planning permission or the prior urban planning notification, the developer must take into account the following aspects:

- When the acts of building and use of land and subsoil are carried out on land in the public domain, the developer will be required to have the prior authorisations or mandatory concessions granted by the owner of the public domain.

In the case of installation of motor vehicle repair shops, authorisation for access from the public road will be required, which will correspond to the Administration that owns the road (local authority, provincial council, Regional Government of Galicia or State)

- A licence may not be granted, or a prior urban development communication may not be presented without the prior granting of urban development or sectoral authorisations from other public administrations when applicable.

In this regard it is necessary to reiterate that in the event that the tourist campsite is located on rural land subject to special protection (case of agricultural machinery workshops and related to forest management, and small workshops that could be implemented under Article 40 or the third transitional provision of Law 2/2016, of 10 February, of the land of Galicia), in accordance with the provisions of Article 36.2 of said Law, and Articles 51.2 and 63.3 of Decree 143/2016, of 22 September, approving its Regulations **on specially protected rural land, it will be necessary to obtain the authorisation or favourable report from the body with the corresponding sectoral competence prior to obtaining the municipal authorisation.**

In addition, as the purpose of the works is the development of an activity, a specific regime is established⁴, which determines that the developer **must expressly state this circumstance** and, together with the application for the building permit or with the prior notification, submit the following documentation:

- The identifying details of the natural or legal person developing the activity or establishment and, where applicable, the person representing that person, and an address for the purpose of notifications.
- An explanatory report on the activity to be carried out, detailing its basic aspects, its location and the establishment where it is to be carried out.
- Proof of payment of the compulsory municipal taxes.
- A declaration by the owner of the activity, where applicable, signed by competent technical personnel, stating that all the requirements for the activity are met and that the establishment complies with the health and safety and other conditions established in the urban development plan.

^{4/} Article 24.2 of Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia; Article 11.2 of Decree 144/2016, of 22 September, approving the single regulation of integrated regulation of economic activities and opening of establishments; and Article 364 of Decree 143/2016, of 22 September, approving the Regulation of Law 2/2016, of 10 February, on land in Galicia.

- The design and the technical documentation required by the nature of the activity or installation, drawn up and signed by the competent technical person.
- The environmental authorisation or declaration, where applicable.
- Any other sectoral authorisations and reports that may be required.
- If applicable, the certificate issued by a municipal conformity assessment body.

Thus, in cases in which these two circumstances concur - the carrying out of the activity and the execution of works for its exercise - the municipal powers of verification, control and inspection will be exercised, at first, in relation to the activity for which the work is intended, suspending all administrative action in relation to this, until the interested party duly provides proof compliance with the legal requirements for the exercise of the activity.

Once the work has been completed, the **prior notification for the commencement of the activity or the opening of the establishment** shall be submitted, with no further requirements other than the identifying details of the owner and the reference of the prior notification or the urban planning licence that covered the work carried out and the certificate of completion of the work signed by the competent technician or technician, and, where appropriate, the acoustic certificate⁵.

Prior notification for the commencement of the activity after execution of works

PROCESSED BY	Local government.
DESCRIPTION	When the activity requires the execution of works or installations, the activities may not begin or develop until the works or installations are completely finished and the corresponding prior notification is presented to the local authority.
DOCUMENTATION	<ul style="list-style-type: none"> • Identifying data of the holder. • Reference of the prior notification or planning permission that covered the work carried out. • Certificate of completion of the works signed by a competent technician. • Acoustic certificate (where applicable). <p>This information should be supplemented by consulting the local regulations applicable in each case.</p>
MANDATORY	Yes The submission of a prior notification that fulfils the necessary requirements authorises the commencement of the activity or the opening of the establishment to which it refers, without prejudice to the verification and subsequent control actions established by the local authority.
ONLINE PROCESSING	Yes Through the municipal electronic offices.
LEGISLATION	<ul style="list-style-type: none"> • Decree 144/2016, of 22 September, approving the single regulation of integrated regulation of economic activities and opening of establishments. • Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia. • Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia. • Applicable municipal by-laws.

5/ Article 11 of Decree 106/2015, of July 9, on noise pollution in Galicia.

Submission of prior notification prior to the start of the activity in those cases where no works are required

In cases where it is not necessary to carry out works to start the activity, after completing the appropriate sectoral procedures depending on the type of activity in question, the developer should be aware that, in general, the installation, implementation or execution of any economic, business or professional activity **requires the submission on the part of the owner of the activity of a prior notification to the local authority** where the activity is to be carried out or the establishment is to be opened.

Prior notification for the commencement of the activity without prior construction work

PROCESSED BY

Local government.

DESCRIPTION

The installation, implementation or exercise of any economic, business, professional, industrial or commercial activity, and the opening of establishments destined for this type of activity, requires the submission on the part of the owner of the activity of a prior notification with the following exceptions:

- The exercise of activities and the opening of establishments subject to another regime of administrative intervention by the applicable sectoral regulations.
- The exercise of activities that are not linked to a physical establishment.

DOCUMENTATION

The notification must be accompanied by the following documentation:

- The identifying details of the natural or legal person who owns the activity or establishment and, where applicable, the person representing that person, as well as an address for the purpose of notifications.
- An explanatory report on the activity to be carried out, detailing its basic aspects, its location and the establishment or establishments where it is to be carried out.
- Proof of payment of the compulsory municipal taxes.
- A declaration by the owner of the activity or establishment, where applicable, signed by competent technical personnel, that all the requirements for the exercise of the activity are met and that the establishment complies with the health and safety and other conditions set out in the urban development plan.
- The design and the technical documentation required according to the nature of the activity or installation. For these purposes, design is defined the set of documents that define the actions to be developed, with the content and detail that allows the Administration to ascertain its purpose and determine its suitability for the applicable town planning and sectoral regulations, as regulated in the applicable regulations. The design and the technical documentation shall be drawn up and signed by a competent technical person.
- The environmental authorisation or declaration, where applicable.
- The rest of the authorisations and sectoral reports required.
- If applicable, the certificate of conformity issued by the municipal conformity assessment bodies provided for in this regulation.

If the development of the activity or the opening of the establishment requires building work to be carried out, the above documentation shall be submitted with the prior notification provided for in the urban planning regulations or with the application for a building permit.

This information should be supplemented by consulting the local regulations applicable in each case.

MANDATORY

Yes

In the case of the opening of establishments, a stamped copy of the prior notification shall be displayed in a visible and easily accessible place.

In any case, the owner of the activity must have a stamped copy of the prior notification and show it when required to do so by an administrative inspection or by any person for whom the activity is carried out.

ONLINE PROCESSING Yes

Through the municipal electronic offices.

The submission of a prior notification, which complies with the requirements, authorises the commencement of the activity or the opening of the establishment to which it refers, or from the date that the interested party expressly indicates therein, without prejudice to the powers of the local councils for the establishment and planning of the subsequent verification and control actions.

Upon receipt of a prior notification, the municipality shall verify ex officio:

- Their own competence.
- If it is the means of intervention legally indicated for the activity or establishment.
- Whether the prior notification contains the required data and documentation.

If the data or documentation submitted with the prior notification is incomplete or has any other deficiency that can be rectified, the municipality will grant the person who submitted it a period of ten days to repair it. However, in the event that the deficiencies detected cannot be rectified or are not rectified within the period granted, or when the local authority determines that it is not competent to receive the prior notification or that the activity or establishment to which it refers is subject to another system of administrative intervention, the procedure for declaring the prior notification ineffective will be initiated ex officio.

This verification action will be optional for the local authority in those cases in which the documentation provided includes a **certificate of conformity issued by a municipal conformity assessment body**, without prejudice to the possibility of conducting, at any time, ex officio or at the request of the interested party, the inspection and control actions of the activity or establishment that may be necessary to verify compliance with the requirements established in the applicable regulations.

Certificates issued by municipal conformity assessment bodies

BODY RESPONSIBLE

Municipal Conformity Certification Bodies (Eccom).

DESCRIPTION

These are private law entities that, after being authorised by the autonomous administration, with full capacity to act and acting under its responsibility, are set up for the purpose of carrying out certification, verification, inspection and control activities throughout the territory of the Autonomous Community of Galicia to ensure the conformity of installations, establishments and activities with the applicable regulations at the municipal level.

The contents of certificates of conformity are not binding for the municipal technical services or for the municipal bodies with competence in the matter, and under no circumstances do they replace the public powers of inspection, verification, control and sanction.

MANDATORY	No	<p>Persons interested in submitting a prior notification or a licence application to the municipal administration may contact the entity of their choice from among those authorised to carry out municipal conformity assessment activities in the territory of the Autonomous Community of Galicia, in order to request the conformity assessment function with regard to the installation, establishment, activity or work that is to be the subject of the prior notification or licence application.</p> <p>The relationship between the persons requesting the performance of the conformity assessment function and the municipal conformity assessment bodies shall be subject to private law.</p>
CONSULT		Register of Municipal Conformity Certification Bodies of the Autonomous Community of Galicia.
LEGISLATION		<ul style="list-style-type: none"> • Decree 144/2016, of 22 September, approving the single regulation of integrated regulation of economic activities and opening of establishments. • Law 9/2013, of 19 December, on entrepreneurship and economic competitiveness in Galicia. • Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia.

Change of ownership of the activity or establishment

The change of ownership of the activity or establishment must be communicated in writing to the local authority, so that, in this case, without prejudice to that determined by the local regulations applicable in each case, the prior notification must only include:

- The identifying details of the new owner.
- The reference of the initial authorisation and, where applicable, of those processed for subsequent changes of ownership or modifications of the activity or establishment.

Responsibility for compliance with the administrative requirements to which the activity or establishment is subject shall be transferred to the new owner from the moment the change of ownership becomes effective, regardless of the date on which the change of ownership is notified.

APPLICABLE SECTORAL LEGISLATION

- Royal Decree 1457/1986 of 10 January 1986 regulating industrial activity and the provision of services in motor vehicle repair shops, their equipment and components.
- Royal Decree 542/2020 of 26 May amending and repealing various provisions on industrial quality and safety.
- Decree 70/2011 of 7 April 2011 regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.

- Decree 108/2017, of 2 November, amending Decree 70/2011, of 7 April, regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.
- Law 21/1992 of 16 July 1992 on industry.
- Royal Decree 842/2002, of 2 August, approving the low voltage electro-technical regulations and its complementary technical instructions.
- Order of 23 July 2003 regulating the application in the Autonomous Community of Galicia of the Low Voltage Electrotechnical Regulations, approved by Royal Decree 842/2002, of 2 August
- Royal Decree 244/2019, of 5 April, regulating the administrative, technical and economic conditions for the self-consumption of electricity.
- Royal Decree 2060/2008, of 12 December, approving the regulation of pressure equipment and its complementary technical instructions.
- Royal Decree 709/2015, of 24 July, establishing the essential safety requirements for the marketing of pressure equipment BOE no. 210, of 2 September.
- Royal Decree 2267/2004, of 3 December, approving the fire safety regulations in industrial establishments.
- Royal Decree 513/2017, of 22 May, approving the regulation of fire protection installations.
- Other industrial safety regulations applicable to the establishment's facilities.

6. ANNEX.
TRAINING REQUIREMENTS
FOR THE REPAIR SHOP MANAGER

LEGISLATION

- Decree 108/2017, of 2 November, amending Decree 70/2011, of 7 April, regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.
- Decree 70/2011 of 7 April 2011 regulating industrial activity and the provision of services in motor vehicle repair shops and their equipment and components.

All workshops must have a technical manager meeting the requirements set out in the above-mentioned legislation.

The Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation requires that the technical manager of the repair shop must be specified in the affidavit submitted at the time of registration of the repair shop on the register of motor vehicle repair shops. In the same document it must be declared that the technical manager of the repair shop complies with the requirements indicated in the regulations.

The technical manager must be qualified, depending on the branch(es) of activity (mechanics, electricity and electronics, bodywork and painting) or specialisation provided in the repair shop (tyres, radiators, injection equipment, glass and windscreens, towing devices, tachographs, speed limiters, air conditioning and climate control, car radios and communication equipment).

This regulation also applies to workshops for mopeds and motorcycles, off-road vehicles and other short-distance three or four-wheel vehicles, as well as workshops specialising in work on tyres, radiators, injection equipment, windows and windscreens and towing devices up to a maximum weight of 3,500 kg, tachographs and speed limiters.

ACCREDITATION OF THE QUALIFICATIONS AND SUITABILITY OF THE TECHNICAL MANAGER

The accreditation of the qualifications and suitability of this technical manager shall be carried out by one of the following methods:

- Hold a university degree whose syllabus covers the subjects covered by the activity carried out in the repair shop.
- Hold a vocational training qualification or a professional certificate included in the National Catalogue of Professional Qualifications, whose scope of competence coincides with the subjects relating to the activity carried out in the repair shop.
- To have recognised professional competence acquired through work experience, in accordance with the provisions of Royal Decree 1224/2009, of 17 July, on the recognition of professional competences acquired through work experience, in the subjects covered by the activity to be carried out in the repair shop.

TRAINING OFFER OF VOCATIONAL TRAINING FOR EMPLOYMENT

Annex I of Instruction 4/2015, of 23 December, of the Directorate General of Energy and Mines, which establishes the vocational training qualifications, professional certificates and skills units that demonstrate the preparation and suitability of a repair shop technical manager.

MECHANICAL BRANCH

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automobile Mechanics, Automotive branch.
- Assistant Automotive Mechanic Technician, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Electromechanics of Machinery.
- Automotive Technician.
- Automotive Technician.
- Specialist Technician in Automotive Mechanics and Electricity, Automotive Branch.
- Automotive Technician, Automotive branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.

PROFESSIONAL CERTIFICATES

- TMVG0409 Maintenance of engine and its auxiliary systems + TMVG0309 Maintenance of power transmission systems and running gear of motor vehicles.
- TMVG0210 Maintenance of running gear and transmission systems of agricultural, extractive, building and civil engineering machinery, their equipment and implements + TMVG0310 Maintenance of the engine and electrical, safety and comfort systems of agricultural, extractive, building and civil engineering machinery + UC0132_2 Maintaining the heat engine.
- TMVG0110 Planning and control of the electromechanical area + TMVL0609 Planning and control of the bodywork area + TMVL0609 Planning and control of the bodywork area.
- TMVE10 Light vehicle mechanic.
- TMVE50 Vehicle diagnostics technician.

SKILLS UNITS

- UC0139_3 Plan the repair processes of power transmission systems and running gear, controlling their execution + UC0140_3 Plan the repair processes of thermal engines and their auxiliary systems, controlling their execution + UC0134_3 Plan the repair processes of removable and fixed non-structural elements, controlling their execution + UC0135_3 Plan the repair processes of vehicle structures, controlling their execution.

ELECTRICITY AND ELECTRONICS BRANCH

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automotive Electricity, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Assistant Automotive Mechanic Technician, Automotive branch.
- Electromechanics of Machinery.
- Automotive Technician.
- Automotive Technician.
- Specialist Technician in Automotive Mechanics and Electricity, Automotive Branch.
- Automotive Technician, Automotive branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.

PROFESSIONAL CERTIFICATES

- TMVG0209 Maintenance of electrical and electronic systems of vehicles.
- TMVG0310 Maintenance of the engine and electrical, safety and comfort systems of agricultural, extractive industry, building and civil engineering machinery.
- TMVG0110 Planning and control of the electromechanical area.
- TMVE40 Vehicle electronics-electrician.
- TMVE50 Vehicle diagnostics technician.

SKILLS UNITS

- UCO626_2 Maintain vehicle charging and starting systems + UC0627_2 Maintain vehicle auxiliary electrical circuits.
- UC0853_3 Maintaining the electrical, safety and comfort systems of agricultural, extractive industry, building and civil engineering machinery.
- UC0138_3 To plan the repair processes of electrical, electronic, safety and comfort systems, controlling their execution.

BODYWORK BRANCH

VOCATIONAL QUALIFICATIONS

- Bodywork Technician.
- Bodywork Technician.
- Assistant Technician Sheet Metal Work and Painting (metal).
- Auxiliary Technician Automotive Bodywork (Automotive).
- Auxiliary Bodywork Technician (Automotive).
- Auxiliary Technician in Vehicle Bodywork and Painting (Automotive).

PROFESSIONAL CERTIFICATES

- TMVL0309 Maintenance of vehicle bodywork structures + TMVL0209 Maintenance of non-structural elements of vehicle bodywork.
- TMVL0609 Planning and control of the car body area.
- TMVH10 Vehicle body installer-painter.

SKILLS UNITS

- UC0134_3 Plan the repair processes of removable and fixed non-structural elements, controlling their execution + UC0135_3 Plan the repair processes of vehicle structures, controlling their execution + UC0136_3 Plan the processes of protection, preparation and embellishment of surfaces, controlling their execution.

PAINTING BRANCH

VOCATIONAL QUALIFICATIONS

- Bodywork Technician.
- Bodywork Technician.
- Assistant Technician Sheet Metal Work and Painting (Metal).
- Auxiliary Technician in Vehicle Bodywork and Painting (Automotive).
- Assistant Automotive Technician (Metal).
- Automotive Technician.
- Automotive Technician.
- Automotive Technician, Automotive branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.

PROFESSIONAL CERTIFICATES

- TMVL0509 Vehicle painting.
- TMVL0609 Planning and control of the car body area.
- TMVH10 Vehicle body installer-painter.

SKILLS UNITS

- UC0136_3 Planning the processes of protection, preparation and embellishment of surfaces, controlling their execution.

SPECIALITY TYRES

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automobile Mechanics, Automotive branch.
- Assistant Automotive Mechanic Technician, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Electromechanics of Machinery.
- Automotive Technician.
- Automotive Technician.
- Specialist Technician in Automotive Mechanics and Electricity, Automotive Branch.
- Automotive Technician, Automotive branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.

PROFESSIONAL CERTIFICATES

- TMVG0309 Maintenance of power transmission systems and undercarriages of motor vehicles.
- TMVG0210 Maintenance of running gear and transmission systems of agricultural, extractive, building and civil engineering machinery, their equipment and implements.
- TMVG0110 Planning and control of the electromechanical area.
- TMVE50 Vehicle diagnostics technician
- TMVE10 Light vehicle mechanic.

SKILLS UNITS

- UC0130_2 Maintain hydraulics and pneumatics, steering and suspension systems.
- UC0849_2 Maintaining the steering and suspension systems of agricultural, extractive industry, building and civil engineering machinery.
- UC0139_3 Plan the repair processes of power transmission and running gear systems, controlling their execution.

SPECIALITY RADIATORS

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automobile Mechanics, Automotive branch.
- Assistant Automotive Mechanic Technician, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Electromechanics of Machinery.
- Automotive Technician.

PROFESSIONAL CERTIFICATES

- TMVG0409 Maintenance of the engine and its auxiliary systems.
- TMVG0310 Maintenance of engine, electrical, safety and comfort systems of agricultural, extractive industry, building and civil engineering machinery.
- TMVG0110 Planning and control of the electromechanical area.
- TMVE50 Vehicle diagnostics technician
- TMVE10 Light vehicle mechanic.

SKILLS UNITS

- UC0132_2 Maintaining the heat engine
- UC0629_2 Maintaining diesel engines
- UC0140_3 Planning the repair processes of thermal engines and auxiliary systems, controlling their execution.

SPECIALITY INJECTION EQUIPMENT

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automobile Mechanics, Automotive branch.
- Assistant Automotive Mechanic Technician, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Electromechanics of Machinery.
- Automotive Technician.
- Automotive Technician.
- Specialist Technician in Automotive Mechanics and Electricity, Automotive Branch.
- Automotive Technician, Automotive branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.

PROFESSIONAL CERTIFICATES

- TMVG0409 Maintenance of the engine and its auxiliary systems.
- TMVG0310 Maintenance of engine, electrical, safety and comfort systems of agricultural, extractive industry, building and civil engineering machinery.
- TMVG0110 Planning and control of the electromechanical area.
- TMVE50 Vehicle diagnostics technician
- TMVE10 Light vehicle mechanic.

SKILLS UNITS

- UC0133_2 Maintain heat engine auxiliary systems.
- UC0629_2 Maintain diesel engines.
- UC0140_3 To plan the repair processes of thermal engines and their auxiliary systems, controlling their execution.

SPECIALITY TOWING DEVICES

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automobile Mechanics, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Assistant Technician in Automotive Electricity, Automotive Branch.
- Automotive Technician.
- Automotive Technician.
- Automotive Technician, Automotive branch.
- Specialist Technician in Automotive Mechanics and Electricity, Automotive Branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.
- Electromechanics of Machinery.

PROFESSIONAL CERTIFICATES

- TMVL0309 Maintenance of non-structural elements of vehicle bodywork +TMVG0209 Maintenance of vehicle electrical and electronic systems.
- TMVL0609 Planning and control of the bodywork area + TMVG0110 Planning and control of the electromechanical area.
- TMVG0210_2 Maintenance of running gear and transmission systems of agricultural, extractive, building and civil engineering machinery, their equipment and implements + TMVG0310 Maintenance of engine and electrical, safety and comfort systems of agricultural, extractive, building and civil engineering machinery.
- TMVH10 Vehicle body shop painter + TMVE40 Vehicle electrician/electrician.

SKILLS UNITS

- UC0127_2 Replacing and/or repairing removable parts of a vehicle + UC0627_2 Maintaining vehicle auxiliary electrical circuits
- UC0134_3 Planning the repair processes of removable and fixed non-structural elements, controlling their execution + UC0138_3 Planning the repair processes of electrical, electronic safety and comfort systems, controlling their execution.
- UC0852_2 Assemble and maintain equipment and implements of agricultural machinery for extractive industries, building and civil works + UC0853_3 Maintain electrical, safety and comfort systems of agricultural, extractive industries, building and civil works machinery

SPECIALITY GLASS AND WINDSCREENS

VOCATIONAL QUALIFICATIONS

- Electromechanics of Motor Vehicles.
- Technician in Vehicle Electromechanics.
- Auxiliary Technician in Automobile Mechanics, Automotive branch.
- Motorcycle Mechanic and Electrician Assistant Technician, Automotive Branch.
- Bodywork Technician.
- Bodywork Technician.
- Auxiliary Technician in Vehicle Bodywork and Painting (Automotive).
- Assistant Automotive Technician (Metal).
- Electromechanics of Machinery.
- Automotive Technician.
- Automotive Technician.
- Automotive Technician, Automotive branch.
- Specialist Technician in Maintenance of Construction and Works Machinery and Equipment, Construction and Works Branch.

PROFESSIONAL CERTIFICATES

- TMVL0209 Maintenance of non-structural elements of vehicle bodywork.
- TMVL0609 Planning and control of the car body area.
- TMVH10 Vehicle body installer-painter.

SKILLS UNITS

- UC0127_2 Replacing and/or repairing removable vehicle parts.
- UC0134_3 Planning the repair processes of removable and fixed non-structural elements, controlling their execution.

This document was drawn up, for purely informative purposes, by the General Vice-Secretariat for Business Support of the Second Vice-Presidency and Regional Ministry of Economy, Enterprise and Innovation, as a means of consultation and simplification of the applicable regulations, and its content is therefore not binding.

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