

CATALOGUE

TOURIST CAMPSITES

XUNTA
DE GALICIA

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1. INTRODUCTION

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 after the crisis generated by the consequences of the Covid-19 pandemic, within the framework of the competencies of the Autonomous Community of Galicia, from a perspective of **administrative simplification that favours the establishment and operation of business initiatives in Galicia.**

Title II of the law regulates the administrative support systems for the implementation 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.**

CATALOGUES

As a measure to support the start-up 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.

TOURIST CAMPSITES. CONCEPT

As stated in Law 9/2021, each of the catalogues must indicate the procedures necessary for the constitution and start-up of the different business initiatives.

The **purpose of this document** shall be the activity of **tourist campsites**, in accordance with the definition set out in Law 7/2011, of 27 October, on tourism in Galicia, and in Decree 159/2019, of 21 November, which establishes the regulation of tourist campsites.

As established in Article 27.21 of the Statute of Autonomy, the Autonomous Community of Galicia is responsible for the promotion and development of tourism in its territory. Law 7/2011, of 27 October, on tourism in Galicia, sets out the different types of tourist establishments, including tourist campsites.

In this catalogue, a tourist campsite is defined as a tourist accommodation establishment which, occupying a duly delimited area of land and equipped with the facilities and services required by regulation, is intended to provide temporary accommodation in tents, caravans, motorhomes or any other similar easily transportable element, as well as other permanent installations intended for temporary accommodation that are also operated by the owner of the campsite.

It is necessary to indicate that permanent installations, intended for temporary accommodation, are those installations of fixed prefabricated wooden or similar elements such as cabins, bungalows or other transportable and/or removable elements, provided that they are independent or semi-detached, single-storey buildings.

This does not include accommodation such as youth campsites, hostels, school holiday centres and temporary camping areas for cultural, recreational or sporting events.

Depending on the facilities, equipment and services offered, tourist campsites can be classified into five categories:

- Five stars.
- Four stars.
- Three stars.
- Two stars.
- One star.

Decree 159/2019 includes all the requirements at the level of facilities, equipment and services to be classified in the different categories, information that is presented in Annex 1 of this document. All tourist campsites must be classified in one of the five categories.

Optionally and in addition to the classification, the establishment may apply for one of the following specialities:

1. Green tourism campsite

Must have one of the following certifications:

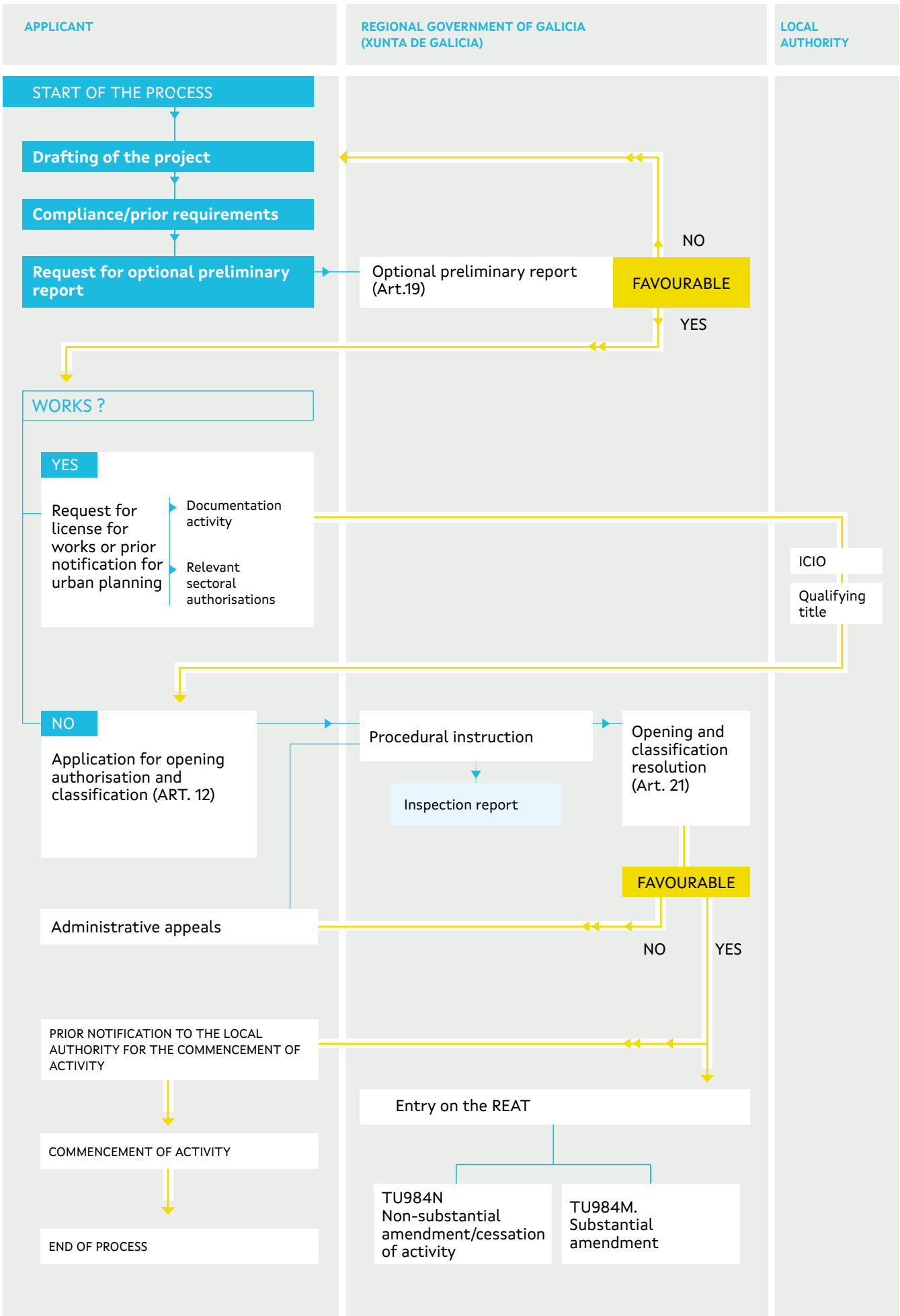
- Standard UNE 184001:2007 Campsites and holiday villages.
- EU Ecolabel for tourist camping services.
- Spanish Tourism Quality Mark awarded by the Spanish Institute for Tourism Quality.
- EU Eco-Management and Audit Scheme and EMAS registration.
- Standard UNE-EN ISO 14001:2004 Environmental management systems.

2. Thematic tourism campsite

The facilities and services respond to a specific theme or subject that identifies them and differentiates them from other establishments (cultural, sporting or other circumstances). They must clearly specify in their communication media the subject matter that differentiates them, pending regulatory development.

3. Campsites for caravans and motorhomes

These are campsites reserved for the exclusive use of motorhomes and camper vans or similar vehicles, and the installation of tents or fixed or mobile installations for user accommodation is prohibited. It should be noted that they have specific requirements as set out in Article 36 of Decree 159/2019 of 21 November.



2. PROCEDURES FOR SETTING UP A TOURIST CAMPSITE

SUMMARY OF THE PROCESS

This catalogue refers mainly to the authorisation for the opening and tourist classification of tourist campsites or campsites referred to in Article 66 of Law 7/2011, of 27 October, on tourism in Galicia, within the scope of the Autonomous Community of Galicia.

The outline of the process also includes other ancillary procedures or procedures linked to the processing of the aforementioned, such as:

- TU984P. Optional preliminary report. Refers to a report on the minimum infrastructure and service requirements necessary for the authorisation of these establishments.
- TU984M. Substantial changes to tourist campsites. These are changes that affect the tourist classification of the establishment once it has already been authorised.
- TU984N. Communication of de-registration or non-substantial modifications of tourist campsites. This refers to the situation of cessation of activity and other modifications not covered in the previous procedure.

This catalogue does not include the formalities relating to the incorporation of the company, which entail the granting of legal status and the capacity to enter into contracts. These formalities, of a general nature for the incorporation of any company, refer to the legal form of the company and its legal, commercial, tax and labour security, in order to be able to develop its activity. Those relating to the area of occupational risk prevention are not included.

The procedure for obtaining **authorisation for the opening and tourist classification of tourist campsites or campsites** involves a series of formalities:

- **1. Request for an optional preliminary report**, which guarantees compliance with the minimum infrastructure and service requirements. It will be carried out before the provincial area of the Galician Tourism Agency, where the tourist establishment is located, and is a voluntary procedure. This report is binding for the acting Administration, as long as there is no change in the circumstances that were reported at the time of the request or if there are changes in the tourism regulations. The request for the report must be accompanied by specific documentation. In municipal proceedings, the municipality may also request this report itself. Obtaining such report is not sufficient for the opening of tourist campsites.
- **2. Application for opening authorisation and tourist classification.** It is a prerequisite for the development of the activity to obtain the opening and classification authorisation, which will be granted by the Galician Tourism Agency. It involves the submission of specific documentation, including the administrative authorisation from the Local Authority or the relevant sectoral authorisations. The investigation of the file corresponds to the provincial area of the Tourism Agency.
- **3. Resolution of opening and classification.** Once the file has been investigated, it will be sent to the Directorate of the Tourism Agency for the appropriate decision to be taken. The deadline for a decision is three months from the date of submission of the complete documentation to the register. If no resolution is issued within this period, the application

shall be deemed to have been granted. Classification implies assignment to a particular category on the basis of the documentation submitted in the application for authorisation.

- **4. Registration on the Register of Tourism Companies and Activities of the Autonomous Community of Galicia.** Finally, the Administration will proceed, ex officio, to include the aforementioned tourist campsite in the said register.

Once this process has been completed, the activity may be carried out, which does not exempt compliance with other aspects related to the regulatory and sectoral framework of reference.

Any modification in relation to the circumstances that led to the granting of the authorisation will be notified to the provincial area of the Galician Tourism Agency, giving reasons for the situation. If the modifications affect the tourist classification or involve substantial modifications, express authorisation from the Management of the aforementioned Agency will be required. The procedure established for this purpose (TU984M) shall be followed. In the rest of the cases (TU984N) only the notification to the competent Tourism area will be required in order to proceed with the update in the REAT. In both cases, the deadlines for resolutions are the same as for authorisation: 3 months.

In the event of cessation, the owner shall inform the provincial tourism area of the situation, providing reasons in a report. This procedure will be sent to the Management of the Agency, which will proceed note same in the REAT. If this procedure is not carried out by the owner, it may be carried out ex officio by the Administration, after a prior hearing of the interested party, and without prejudice to the responsibilities that may arise.

3. PRIOR ACTIONS

PRIOR PROCESSES

The first step to be taken by the developer for the establishment of a tourist campsite is to check the urban planning regime applicable to the plot or building on which they intend to set up the activity.

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 shall apply, which is why this information must be provided by the respective local authority, prior to any other procedure, in order to **determine the urban planning feasibility and viability of the activity**

General legal regime for rural land

Article 35.1 of Law 2/2016, of 10 February, on Galician land, and Article 50.1 of Decree 143/2016, of 22 September, which approves the Regulation that develops it, include **tourist campsites among the admissible uses on rural land.**

The establishment of tourist campsites is permitted on rural land 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.

Sectoral reports or authorisations

Information on the sectoral effects applicable to a plot of land can be consulted by anyone interested in the **Basic Autonomous Plan of Galicia**, which is a dynamic tool that is essential for reflecting the complex reality of sectoral regulations on the territory and which provides citizens with all the relevant information from a territorial point of view, updated and universally accessible, throughout the entire Autonomous Community.

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

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

In any case, the most common sectoral authorisations or reports in relation to the activity of tourist campsites are listed below:

1. In the case of the establishment of the tourist campsite in the protection easement zone of the maritime-terrestrial public domain, the **regional sectoral authorisation for coasts shall be required.**

Mandatory sectoral authorisation: Coastal protection easement - General Directorate of Territorial and Urban Planning

BODY RESPONSIBLE

Regional ministry responsible for coasts (General Directorate of Territorial and Urban Planning - Regional Ministry of the Environment, Territorial and Urban Planning).

DESCRIPTION

The works, installations and activities promoted by natural and legal persons other than the General Administration of the Autonomous Community of Galicia itself and regional public sector entities which, ordinarily, constitute permitted uses in the protection easement zone of the maritime-terrestrial public domain in accordance with state legislation on coasts, will require sectoral regional authorisation for coasts.

The uses and actions referred to must comply with the urban development plan and with the legal regime that, according to the type of land to be developed, is established in the applicable urban planning legislation and sectoral regulations that.

DOCUMENTATION

1. Interested parties must provide the following documentation with their application:
 - Cadastral reference of the plot of land on which the requested work, installation or activity is to be carried out.
 - Municipal certification of the zoning of the land.
 - Documentation proving the ownership or availability of the land, by any legally admissible means of proof.
 - Definitive demarcation plan or, where applicable, provisional definition plan of the demarcation line at a scale of 1/1,000 drawn or authenticated by the corresponding body of the State Administration, which must show the exact location and occupation of the requested action.
 - Photographic information including photographs of the surrounding environment.
 - Proof of payment of the corresponding fee.
2. In the case of major works, the following documentation must be provided in addition to that indicated in point 1:
 - The basic design of the works or installations, signed by the competent technical personnel.
 - Justifying and descriptive report with annexes, where applicable, which must include the characteristics of the installation and other relevant data, such as basic design criteria, work execution programme and, where applicable, the wastewater disposal system.
 - Location plans to an appropriate scale.
 - Topographical plan of the current state, at a scale of not less than 1/1,000.
 - Elevation plans and characteristic sections.
 - General floor plans, with representation of the boundary, inner limit of the seashore, transit and protection easement.
3. In the case of minor works, the following documentation must be provided, in addition to that indicated in point 1:
 - Explanatory report of the works, detailing characteristics, intended use and detailed budget for each item.
 - Definition plans, including elevations and characteristic sections.
 - In case of closure, sketch of the work, with indication of measurements.
 - Profile and topographical plan of the plot, scale 1:500, previous state and definitive state.
4. In the case of events or temporary facilities intended for the celebration of public shows and recreational or sporting activities:
 - Descriptive report of the event, the facilities and their maximum duration.
 - Plans defining the ground plan of the actions, at a minimum scale of 1:5,000.

MANDATORY

Yes

In the cases described.

DEADLINE

Five months for the resolution of the authorisation.

ONLINE PROCESSING

Yes

Through the online office of the Regional Government of Galicia.

IN PERSON	Yes	Register of the Regional Government of Galicia or any other of those provided for in Law 39/2015, of 1 October, on the common administrative procedure of public administrations.
LEGISLATION		<ul style="list-style-type: none"> • Law 22/1988 of 28 July on Coasts • Royal Decree 876/2014, of 10 October, approving the General Coastal Regulations. https://www.boe.es/buscar/act.php?id=BOE-A-2010-1708

2. If it is necessary to carry out any intervention or work on existing buildings in a tourist campsite before the entry into force of the Coasts Law, an affidavit must be submitted before obtaining the municipal planning permission:

Affidavit for works in coastal protection easement - Directorate General of Territorial and Urban Planning

BODY RESPONSIBLE	Regional Ministry of the Environment, Territory and Housing (Directorate General of Territorial and Urban Planning - Provincial Urban Planning Service of the corresponding local head office.
DESCRIPTION	<p>Execution of repair, improvement, consolidation and modernisation works, provided that they do not involve an increase in volume, height or surface area of existing constructions, under the terms provided for in the fourth transitional provision of the Coastal Law and in the implementing regulations:</p> <ul style="list-style-type: none"> • Works and installations that legitimately occupy the protection easement of the maritime-terrestrial public domain prior to the entry into force of Law 22/1988 of 28 July on coasts and which are contrary to the provisions of the aforementioned law. • Works and installations that, as a result of modification, for whatever reason, of the maritime-terrestrial public domain protection easement zone, come to be located in it, in accordance with the provisions of Article 44.5 of Royal Decree 876/2014, of 10 October, approving the General Coastal Regulations.
CONTENT	<p>In the standard form, the declarant states:</p> <ul style="list-style-type: none"> • That the works to be executed are repair, improvement, consolidation or modernisation works. • That they will not increase the volume, height or surface area of existing buildings. • That the work constitutes an improvement in the energy efficiency of the property, where applicable, under the terms indicated in the fourth transitory provision of Law 22/1988, of 28 July, on coasts. • That the mechanisms, systems, installations and equipment to be deployed involve energy savings in water consumption, where applicable. • That all the information contained in the application and in the documents provided, or declared to be in possession of, is true. <p>The declarant shall also declare that they are in possession of the following documentation:</p> <ul style="list-style-type: none"> • Documentation accrediting the ownership or availability of the property on which they intend to act, by any legally valid means of proof. • Technical design of the works when required, in accordance with the provisions of the regulations in force or, if not required, a descriptive report of the works detailing the

		<p>characteristics, intended use, detailed budget and, where appropriate, definition plans, including elevations and characteristic sections, in the case of small works, a sketch of the same.</p> <ul style="list-style-type: none"> • Energy efficiency certificates, where applicable. • Justification, where applicable, that the mechanisms, systems, installations and equipment used represent effective energy savings in water consumption.
MANDATORY	Yes	In cases where regional authorisation is not required to carry out the works.
DEADLINE		Must be submitted prior to the application for the municipal planning permission and, in any case, within 1 month prior to the start of the works.
ONLINE PROCESSING	Yes	Through the online office of the Regional Government of Galicia.
IN PERSON	Yes	Register of the Regional Government of Galicia or any other of those provided for in Law 39/2015, of 1 October, on the common administrative procedure of public administrations.
LEGISLATION		<ul style="list-style-type: none"> • Law 22/1988 of 28 July 1988 on coasts. • Royal Decree 876/2014 of 10 October 2014, approving the General Coastal Regulation • Decree 97/2019, of 18 July, regulating the powers of the Autonomous Community of Galicia in the area of easement and protection of the public maritime land domain.

This is without prejudice to the possible existence of other sectoral authorisations or reports, such as those on cultural heritage, water, landscape, natural heritage, roads, etc.

GENERAL REQUIREMENTS

In addition to complying with the obligations arising from the provisions in force regarding access, accessibility, construction and building, installation and operation of machinery, protection and prevention against forest fires, floods, noise pollution and any other applicable regulations, and ensuring integration with the natural environment, tourist campsites must comply with various general requirements set out in chapter II (Articles 4 to 15) of Decree 159/2019, of 21 November:

Elements	Characteristics
AREA AND CAPACITY (ART. 5)	<ul style="list-style-type: none"> • One or more adjoining plots where all the common services are located and with access to them. The minimum surface area shall be five thousand square metres when located on rural land, and it shall be installed on a single plot. • A maximum of 75% of the camping area. The camping area with permanent installations shall not exceed 50 % of the total area of the tourist campsite.

- The capacity of the tourist campsite shall be determined by the number of places allocated, which shall in any case respect the minimum surface area per person according to the category.

CAMPING AREA (ART. 6)

- The area of the campsite shall be divided into plots of land for the installation of the different elements of the campsite. Each plot shall be suitably marked, by means of milestones, marks or plant separations, with the boundaries and the number corresponding to it.
- Stable bungalow or mobile home type facilities shall have at least an electricity supply connection and a water connection suitable for human consumption. The capacity of the permanent installations shall not be less than 6m² per pitch and a maximum of 8 places. They shall also have their own toilet and direct ventilation. They may not occupy more than 80 % of the total area of the plot.
- In the case of permanent installations other than those mentioned above, such as tree houses, floating cabins and, in general, those that do not come under the bungalow category, the provision of services and space will be demanded according to the specific circumstances.
- Up to 20 % of the area of the campsite may be allowed to remain unparcelled at the request of the applicant. In this area, only small tents may be pitched, guaranteeing a minimum ratio of 12 m² per camper.
- The layout of the tourist campsite shall be such that permanent and non-permanent installations are located in separate areas, duly separated and identified.
- The parking area for vehicles may be provided in a different location from that planned for the accommodation.
- In certain cases, the pitches are not required to have a reserved area for car parking.

RESTRICTIONS ON THE PROVISION OF PITCHES AND PERMANENT INSTALLATIONS (ART. 7)

- The sale of pitches and permanent installations for temporary accommodation is prohibited, as well is their renting when it exceeds the maximum time permitted.
- Notwithstanding the above prohibition, the marketing and promotion of areas intended for permanent installations may be carried out through intermediary companies.

FENCING (ART. 8)

- Tourist campsites shall be enclosed along their entire perimeter.
- Harmonious integration with the surroundings and the landscape of the enclosures through the use of colours and materials.

ACCESS AND INTERNAL ROADS (ART. 9)

- Adequate conditions and dimensions for the safe passage of vehicles and pedestrians. Minimum width of 3.5 m in one direction and 6 m in both directions.
- Road traffic shall not exceed a maximum speed of 10 km/h.

SAFETY AND SECURITY SYSTEMS (ART. 10)

- Emergency and evacuation plan in the terms established by the specific legal regime that delimits it; a drill of this plan must be conducted on at least an annual basis.
- If, due to its capacity, the tourist campsite falls within the scope of the regulations in force governing the requirement to draw up basic self-protection rules, it must have such a plan in the terms established in the legislation in force.
- As a minimum, the following security measures shall be ensured:
 - (a) 6 kg capacity fire extinguishers, one for every twenty pitches or fraction thereof.
 - (b) Emergency lighting in places provided for the egress of persons or vehicles in case of fire.
 - (c) Site plan showing fire extinguishers and emergency exits.
 - (d) In forest areas, provisions issued by the competent bodies for the prevention of forest fires shall be complied with.
 - (e) Barbecuing or grilling may only be permitted in designated areas.
 - (f) Doors in escape routes shall open in the direction of egress or in both directions.
 - (g) The storage of liquid materials, especially gas cylinders, shall not be carried out without appropriate safety measures.

(h) Work to be carried out which may involve a risk of fire, in particular the transport of flammable materials and welding, shall require prior express written authorisation.

(i) The staff of the tourist campsite shall be familiar with the use of fire extinguishers and shall, at least once a year, at the beginning of the season, carry out practical fire-fighting exercises.

(j) Ensure the availability of water in the event of an emergency in accordance with the capacity and characteristics of the tourist campsite.

- Certification signed by competent technical personnel of the validity and compliance of the emergency or self-protection plans, where applicable, at the beginning of each tourist season, as well as the date and results of the drill carried out.

ELECTRICAL INSTALLATION (ART. 12)

- To be determined on the basis of the pitches with electric hook-up, installation and services. In any case, a minimum capacity of 660 watts per plot per day must be guaranteed.
- The tourist campsite shall be equipped with an emergency lighting system.
- It will have a night lighting system in strategic places to allow transit through the tourist campsite.
- The internal distribution network must be installed underground, and aerial hanging is prohibited.
- The campsite's electrical wiring system must be registered with the relevant regional ministry responsible for industry.

WATER SUPPLY (ART. 13)

- Supply by connection to existing mains networks.
- If this is not possible, means of wells or springs and reserve deposits may be used.
- It must be demonstrated that the establishment is monitored by the competent health authority, in accordance with Article 19 of Royal Decree 140/2003, of 7 February, which sets out the health criteria for the quality of water for human consumption.
- Where water fit for human consumption is supplied by wells or springs, the operator of the establishment must provide proof of potability.
- Water supply points and/or sources of water fit for human consumption shall be properly marked with appropriate signs.
- In the case of the use of water not fit for human consumption for other purposes, the points of use of such water shall be marked appropriately.
- They must comply with the health and hygiene criteria for the prevention and control of legionellosis, in accordance with the provisions of Royal Decree 865/2003, of 4 July, which establishes the health and hygiene criteria for the prevention and control of legionellosis.

WASTEWATER (ART. 14)

- The treatment and disposal of wastewater from the tourist campsite shall be carried out by connection to existing mains networks.
- If this is not possible, an internal purification system must be installed, complying with current regulations

TREATMENT AND COLLECTION OF WASTE (ART. 15)

- To have the necessary containers to collect rubbish in the manner provided for in the municipal by-laws of the respective local authority, or, failing that, in the system provided for that area by the Urban Waste Management Plan of Galicia.
- Containers shall be placed in an inconspicuous location as far away from the camping area as possible.

It should be noted that these general requirements must be complemented by the specific requirements stipulated for selecting the different classification levels sought by the developer of the initiative (see annex).

OPTIONAL PRELIMINARY REPORT

TU984P - Optional preliminary report for the installation of tourist campsites

BODY RESPONSIBLE

Provincial area of the Galician Tourism Agency.

DESCRIPTION

Anyone planning to set up a tourist campsite, before initiating any type of action or procedure before the corresponding local authority, may request a report from the provincial area of the Galician Tourism Agency where the establishment is located on compliance with the minimum infrastructure and service requirements.

The report shall simply state whether the proposal is eligible for authorisation as a tourist campsite in the lowest category. In addition, it will also indicate whether it complies for classification in a particular category if the applicant expressly so requests in the application.

This report may be requested by the relevant local authority from the *Regional Government of Galicia* Administration prior to processing the licences.

DOCUMENTATION

- Application form (Annex III, available online)
- Situation plan of the campsite at a scale of 1:2,000, indicating the communication routes, types of buildings in the surrounding area, distance to the nearest population centres and the most important topographical features.
- Campsite site plan at a scale of 1:500 showing the location of the different facilities, buildings, roads and areas duly delimited and reserved for camping areas, marking the corresponding pitches and green spaces.
- Floor plan of the different buildings and permanent installations for temporary accommodation, scale 1:100.
- Report signed by a competent professional certifying the technical requirements of the campsite, the suitability of the location, certifying that it is not affected by prohibitions or limitations of use that prevent the location; the facilities and services of the establishment, compliance with current regulations on accessibility, fire, flooding and urban planning, and any other applicable regulations.

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

MANDATORY Yes

DEADLINES

Open all year round.

RESOLUTION

Two months.

NO RESPONSE

Not specified.

ONLINE PROCESSING Yes

Procedure TU984P.

IN PERSON Yes

Only in the case of a natural person.

LEGISLATION

- Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Article 19 <https://www.boe.es/buscar/act.php?id=BOE-A-2010-1708>

4. OPENING AUTHORISATION AND TOURIST CLASSIFICATION

Once the developer fulfils the general requirements for the start-up of a tourist campsite, before the start and development of the activity, it is necessary to obtain the opening authorisation and tourist classification.

TU984G - Opening authorisation and tourist classification of tourist campsites

BODY RESPONSIBLE		Galician Tourism Agency.
DESCRIPTION		Natural and legal persons shall apply for the opening authorisation and the corresponding classification for tourist camping facilities.
DOCUMENTATION		<ul style="list-style-type: none"> • Application form (Annex IV, available online). • In the case of acting through a representative, proof of powers of representation must be attached. If the establishment is owned by a legal person, the Articles of Association of the company and powers of attorney of the applicant where same is not clear from the Articles of Association. • Documentation accrediting the availability of the land on which the tourist campsite is planned and, where applicable, of the permanent installations. • Certificate issued by an accredited or certified public or private laboratory, that the water at the point of delivery to the consumer is fit for consumption, when there are plans for use of water other than from the municipal supply network. • Document accrediting the subscription of a civil liability insurance policy in accordance with the terms of Decree 159/2019. • Technical design signed by a competent professional, with plans and report, which will be the same design as that presented to the local authority to obtain the licence or the enabling administrative title, and in which the areas and pitches will be expressly identified. • List of the numbered pitches with their characteristics, capacity and respective surface areas. • Administrative authorisation from the local authority and any sectoral authorisations required. • Emergency and evacuation plan. • Proof of payment of the corresponding fees. • Where applicable, and depending on the characteristics and location of the installations, application for exemption from certain requirements relating to: <ul style="list-style-type: none"> ... Internet connection, in areas where there is no coverage. ... Reserved parking spaces. ... If the campsite is located on an island or in an area declared a protected natural area. <p>This documentation shall also be submitted electronically, using any digitised copying procedure of the original document.</p>
MANDATORY	Yes	
DEADLINES		Throughout the year.
RESOLUTION		3 months.
NO RESPONSE		Positive.
ONLINE PROCESSING	Yes	Procedure TU984G.
IN PERSON	No	
LEGISLATION		<ul style="list-style-type: none"> • Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Articles 20, 21, 23. • Law 7/2011, of 27 October, on tourism in Galicia. Article 45.

FEE FOR OPENING AUTHORISATION AND TOURIST CLASSIFICATION

BODY RESPONSIBLE		Tax Authority of Galicia
DESCRIPTION		This procedure is subject to the payment of the fee with code 31.19.03. The sum can be consulted at the following link: Current rates of taxation.
DOCUMENTATION		Form 731 or self-assessment form.
MANDATORY	Yes	Documentary prerequisite for opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
IN PERSON	Yes	Print the completed Form 731 or the blank self-assessment form and complete in order to make the payment in person at a participating financial institution.
LEGISLATION		<ul style="list-style-type: none">• Law 6/2003 of 9 December 2003 on fees, prices and regulatory levies of the Autonomous Community of Galicia.• Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Article 20.

5. REGISTER OF TOURISM COMPANIES AND ACTIVITIES

Once the opening authorisation and tourist classification are awarded, it will be registered ex officio in the Register of Tourism Businesses and Activities of the Autonomous Community of Galicia.

6. MODIFICATIONS AND CHANGES OF CLASSIFICATION

Tourist campsites must maintain the conditions that were the grounds for authorisation. In case of modifications, different procedures will be enabled depending on their nature:

1. Substantial changes. These are all those that determine a change in the tourist classification of the campsite or others: change of capacity, placement of bungalows or permanent installations, increase or reduction of the surface area of the campsite, etc. It is processed in accordance with standardised procedure TU984M.

2. Non-substantial modifications Covers all other cases (changes of ownership, changes in the company deed and others). Processed by standardised procedure TU984N.

SUBSTANTIAL MODIFICATIONS

TU984M - Substantial modifications to tourist campsites

BODY RESPONSIBLE

Galician Tourism Agency.

DESCRIPTION

If the modification determines the change of tourist classification or others: change of capacity, placement of bungalows or permanent installations, increase or reduction of the surface area of the campsite, etc., this is considered to be substantial in nature and will require the express authorisation of the management of the Galician Tourism Agency, processed in accordance with the established procedure.

DOCUMENTATION

- Application form (Annex V, available online).
- If the establishment is owned by a legal person, the Articles of Association of the company and powers of attorney of the applicant where same is not clear from the Articles of Association.
- Proof of the power of attorney of the representative acts, if acting through a representative.
- Documentation accrediting the availability of the land where the tourist campsite is planned and, where applicable, of the permanent installations.
- Certificate issued by an accredited or certified public or private laboratory, that the water at the point of delivery to the consumer is fit for consumption, when there are plans for use of water other than from the municipal supply network.
- Proof of civil liability insurance policy in accordance with the provisions of this decree.
- Technical design signed by a competent professional, with plans and report, which will be the same design as that presented to the local authority for the modification to be carried out.
- Administrative authorisation and sectoral authorisations which, where applicable, may be required.
- List of numbered pitches indicating their characteristics, capacity and respective surface areas.
- Emergency and evacuation plan.
- Proof of payment of the corresponding fees.

MANDATORY

Yes

DEADLINE FOR SUBMISSION

Open all year round.

RESOLUTION PERIOD

3 months.

NO RESPONSE

Positive

ONLINE PROCESSING

Yes

Procedure TU984M.

IN PERSON

No

LEGISLATION

- Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Article 22.

TOURIST CAMPSITE SUBSTANTIAL MODIFICATION RATE

BODY RESPONSIBLE		Galician Tax Agency.
DESCRIPTION		This procedure is subject to the payment of the fee with code 31.19.03. The sum can be consulted at the following link: current rates of taxation.
DOCUMENTATION		Form 731 or self-assessment form.
MANDATORY	Yes	Documentary prerequisite for opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
IN PERSON	Yes	Print the completed Form 731 or the blank self-assessment form and complete in order to make the payment in person at a participating financial institution.
LEGISLATION		<ul style="list-style-type: none"> • Law 6/2003 of 9 December 2003 on fees, prices and regulatory levies of the Autonomous Community of Galicia. • Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Article 22.

NON-SUBSTANTIAL AMENDMENTS

TU984N - Notification of de-registration or non-substantial modification of tourist campsites

BODY RESPONSIBLE		Galician Tourism Agency.
DESCRIPTION		In cases where the modification does not determine the change of tourist classification or others: change of capacity, placement of bungalows or permanent installations, increase or reduction of the surface area of the campsite, etc., the modification will be considered non-substantial. The procedure is the same as for notifying the cancellation of activity.
DOCUMENTATION		<ul style="list-style-type: none"> • Communication (Annex VI, available online). • Proof of payment of the corresponding fees. <p>This documentation shall also be submitted electronically, using any digitised copying procedure of the original document.</p>
MANDATORY	Yes	
DEADLINE FOR SUBMISSION		Open all year round.
RESOLUTION PERIOD		3 months.

NO RESPONSE		Positive
ONLINE PROCESSING	Yes	Procedure TU984N.
IN PERSON	No	
LEGISLATION		<ul style="list-style-type: none"> Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Article 22.

RATE OF NON-SUBSTANTIAL MODIFICATIONS OF TOURIST CAMPSITES

BODY RESPONSIBLE		Tax Authority of Galicia.
DESCRIPTION		This procedure is subject to the payment of the fee with code 31.19.03. The sum can be consulted at the following link: current rates of taxation
DOCUMENTATION		Form 731 or self-settlement form.
MANDATORY	Yes	Documentary prerequisite for opening authorisation and tourist classification.
ONLINE PROCESSING	Yes	Virtual Tax Office.
IN PERSON	Yes	Print the covered form 731 or the blank self-assessment form and cover it in order to make the payment in person at a participating financial institution.
LEGISLATION		<ul style="list-style-type: none"> Law 6/2003 of 9 December 2003 on fees, prices and regulatory levies of the Autonomous Community of Galicia. Decree 159/2019, of 21 November, establishing the regulation of tourist campsites. Article 22.

7. MUNICIPAL PROCEDURES

POSSIBILITY OF SUBMITTING PRIOR CONSULTATIONS TO THE LOCAL AUTHORITY

With regard to the municipal procedures that the developer will have to carry out, the first thing to bear in mind is the need to consult, in advance, the regulations 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 any case, in order to guarantee the correct submission of the documentation required for the commencement of activity, the developers have the opportunity to make written enquiries to the local authority, which must be accompanied by all the data that clearly identify the information required.

PAYMENT OF TAXES, WHERE APPLICABLE

It is particularly important at this time to **consult the tax by-laws** of the local authority for the purpose of satisfying the taxes relating to the establishment of the activity, where applicable, subject to a taxation agreement, and the following should be highlighted:

Payment of the licensing fee / submission 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 submission of an affidavit or prior notification.
- Granting of licences for the opening of establishments or the performance of administrative control activities in those cases in which the requirement for a licence is replaced by the submission 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, the applicable local regulations should be consulted.

DOCUMENTATION

Settlement document or self-assessment (where applicable).

MANDATORY

Yes

In those municipalities where its imposition is agreed.

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.

ONLINE PROCESSING Yes Through the municipal electronic offices (or those of the Provincial Council (Provincial Council), where applicable).

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 construction, 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 submission of an affidavit or preliminary 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 subject or their proxy.

The applicable local regulations should be consulted in all cases.

DOCUMENTATION Settlement document or self-assessment (where 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, where 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 their own knowledge, the elements of other municipal taxes related to the subsequent exercise of the activity, which are not addressed in this catalogue, such as business tax or property tax, 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 submission 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 that person, 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 it has been 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.
- Where applicable, 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.

Further information is required by consulting the local regulations applicable in each case.

DEADLINE

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, at the register of the local authority. 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 Galician land.
- Law 9/2021 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.
- 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 developing 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 legally required from the applicant, or proof that concession was granted. 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 his intention to carry out the act at least fifteen working days prior to the date on which he intends to begin its 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 submission 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 at 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		<ul style="list-style-type: none"> • 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, 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.
- A licence may not be granted or a prior notification of urban development may not be submitted without the prior concession of urban development or sectoral authorisations from other public administrations, where applicable.

In this regard it is necessary to reiterate that in the event that the tourist campsite is located on **rural land of special protection**, in accordance with the provisions of Article 36.2 of Law 2/2016, of 10 February, the land of Galicia, and Articles 51.2 and 63.3 of Decree 143/2016, of 22 September, which approves its regulations, on rural land of special protection **will be necessary to obtain the authorisation or favourable report of the body with 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 who owns the activity or establishment and, where appropriate, of the person representing them, as well as an address for the purpose of receiving 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.

3 / Article 54.5 of Law 9/2021 on administrative simplification and support for the economic regeneration of Galicia.

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.
- The rest of the authorisations and sectoral reports required.
- If applicable, the certificate issued by a municipal conformity assessment body.

Thus, in cases in which these two circumstances concur - the performance of the activity and the execution of works for the exercise of this activity - 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

- Identifying data of the holder.
- Reference of the prior notification or planning permission that covered the work carried out.
- Final works certificate signed by a competent technician.
- Acoustic certificate (where applicable).

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

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

- 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, on administrative simplification and support for the economic regeneration of Galicia.
- Applicable municipal by-laws.

SUBMISSION OF NOTIFICATION PRIOR TO THE COMMENCEMENT OF THE ACTIVITY WITHOUT CARRYING OUT WORKS

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:

- Exercise of activities and opening of establishments subject to another regime of administrative intervention by the applicable sectoral regulations.
- Activities 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.
- Any other sectoral authorisations and reports that may be 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 opening of establishments, a stamped copy of the notice shall be displayed in a visible and easily accessible position.

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 expressly indicated therein by the interested party, without prejudice to the powers of the local authorities to establish and plan 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 remedied, the local authority will grant the applicant a period of 10 days to amend it. However, in the event that the deficiencies detected cannot be remedied or are not remedied 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.

CHANGE OF OWNERSHIP OF THE ACTIVITY OR ESTABLISHMENT

The change of ownership of the activity or establishment must be notified in writing to the local authority and to the provincial tourism area, so that, in this case, without prejudice to the provisions determined in 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.

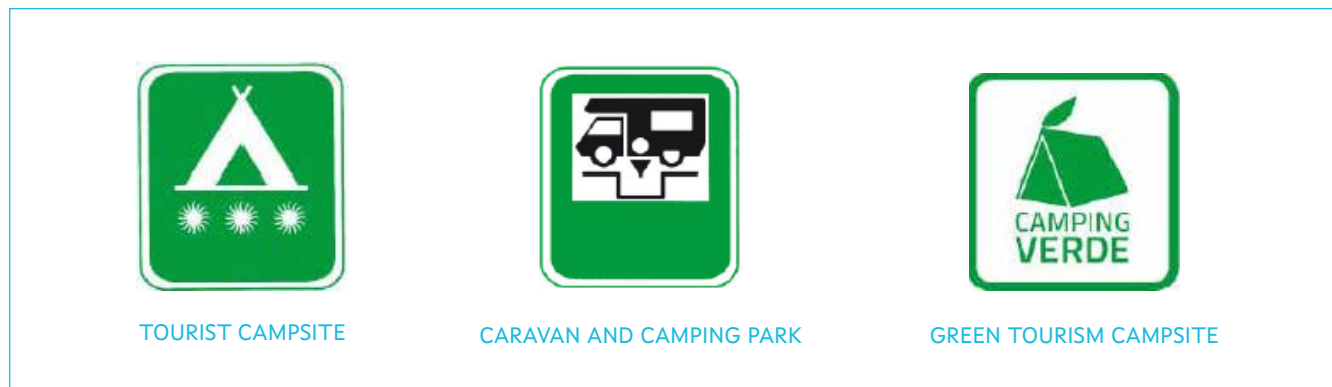
Responsibility for compliance with the administrative requirements to which the activity or establishment is subject shall be transferred to the new owner from the moment the change of ownership becomes effective, regardless of the date on which the change of ownership is notified.

BODY RESPONSIBLE	Municipal Conformity Certification Bodies (Eccom).
DESCRIPTION	<p>These are private law entities that, after being authorised by the autonomous administration, having full capacity to act and acting under its responsibility, are set up for the purpose of 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 municipal level.</p> <p>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.</p>
MANDATORY	<p>No</p> <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, on administrative simplification and support for the economic regeneration of Galicia.

8. OPERATIONAL REQUIREMENTS

Tourist campsites should have the following elements within their daily operations:

1. Insignia. It must be displayed at the main entrance and at the reception desk, as well as on the company's graphics and advertising. It shall state the class of establishment according to the star rating classification and, where appropriate, the speciality. Examples:



2. Rules of procedure. A document containing, among other elements, the rules of the establishment for users and on the use of the facilities.

3. Period of operation. It must be submitted to the corresponding provincial delegation of the Galician Tourism Agency. Outside this period, the campsite will not be able to carry out campsite activities.

4. Liability insurance. It should cover the entire period of operation and cover all personal injury, property damage and economic loss that may be caused by the activity.

5. Information. It must be available at the reception of the establishment for consultation by users. It should include the following:

- Opening authorisation and tourist classification (issued by the Galician Tourism Agency), capacity and standardised quality symbols.
- Annual period of operation.
- Plan of the campsite, showing the location and boundaries of each of the pitches, as well as the corresponding numbering and location of the different services.
- Price list of the different services.
- Certificate that the water at the point of delivery to the consumers is fit for consumption or, where applicable, indication that the campsite water is supplied by the municipal network.
- Information on the opening hours of the various services and the hours of rest and silence, which shall be a minimum of eight hours, within the period between 23.00 and 9.00.
- Notice of the existence of tourist complaint forms available to customers.
- Regime for the use of services and facilities and, where appropriate, the internal rules and regulations.
- Location plan of fire safety elements and exit routes from the tourist campsite in case of emergency.

In addition to this information, a check-in and check-out register shall be available at the reception desk for the purpose of control by the security forces. In addition, a tourist inspection visitors' book should be available for the use of the tourist inspectors.

9. ANNEX. CAMPSITE CLASSIFICATION REQUIREMENTS

FACILITIES

STARS		5*****	4****	3***	2**	1*
PLACES	MINIMUM SURFACE AREA PER PERSON IN THE CAMPING AREA	23 m ²	20 m ²	18 m ²	16 m ²	14 m ²
PITCHES	DELIMITATION OF PITCHES	Separated by hedges, hedgerows, screens or other privacy features	Separated by hedges, hedgerows, screens or other privacy features	Separation with milestones or markings	Separation with milestones or markings	Separation with milestones or markings
	PITCHES WITH ELECTRICITY SUPPLY CONNECTION	75 %	50 %	35 %	25 %	10 %
	DRINKING WATER INTAKES	1/80 places	1/90 places	1/100 places	1/110 places	1/120 places
INTERIOR ROADS	COMPACTION	Compaction and asphaltting, with drainage system, except in cases arising from limitations imposed by sectoral regulations	Small gravel or similar	Small gravel or similar	Small gravel or similar	Small gravel or similar
TOILETS, NOT INCLUDED IN THE CABINS, MOBILE HOMES OR BUNGALOWS (reservations are always one for men and one for women)	WASHBASINS HOT WATER FEMALE/MALE	1/24 places	1/32 places	1/40 places	1/45 places	1/50 places
	SEPARATE SHOWERS WITH DOOR, SPACE FOR DRESSING ROOM AND HOT WATER. FEMALE/MALE SEPARATION	1/30 places	1/40 places	1/45 places	1/50 places	1/60 places
	SEPARATE TOILETS WITH DOOR. FEMALE/ MALE SEPARATION	1/20 places	1/30 places	1/40 places	1/45 places	1/50 places

EQUIPMENT

STARS	5*****	4****	3***	2**	1*
OUTDOOR SWIMMING POOL	Yes	Yes	No	No	No
INDOOR SWIMMING POOL	Yes	No	No	No	No
CHILDREN'S PLAYGROUND	Yes	Yes	No	No	No
LOUNGE OR GAMES ROOM	Yes	Yes	No	No	No
SPORTS FACILITIES	Yes	Yes	No	No	No
DRINKING WATER SOURCES OR INTAKE POINTS WITHIN 100 METRES OF EACH PITCH	Yes	Yes	Yes	Yes	No
AUTOMATIC WASHING MACHINES	Yes	Yes	No	No	No
DISHWASHER	Yes	No	No	No	No
DRYERS AND IRONS	Yes	Yes	No	No	No
DRAINERS 75 % WITH HOT WATER	1/60 places	1/60 places	1/70 places	1/75 places	1/80 places
LAUNDRY ROOMS 75 % HOT WATER	1/65 places	1/65 places	1/60 places	1/70 places	1/75 places

SERVICES

STARS	5*****	4****	3***	2**	1*
RESTAURANT	Yes	No	No	No	No
CAFETERIA/BAR	Yes	Yes	Yes	No	No
BAR	No	No	No	Yes	No
FOOD/DRINK VENDING MACHINE	No	No	No	Yes	Yes
SUPERMARKET	Yes	Yes	No	No	No
SHOP SELLING BASIC NECESSITIES	No	No	Yes	Yes	Yes
INTERNET	Computers with Internet connection and wireless connection areas	Computers with Internet connection and wireless connection areas	Internet connection	Internet connection	Internet connection
CHILDREN'S ACTIVITIES PROGRAMME	Yes	Yes	No	No	No
CHILDCARE SERVICE	Yes	No	No	No	No
RECEPTION SERVICE: TELEPHONE SERVICE	Yes	Yes	Yes	Yes	Yes
RECEPTION SERVICE: ON-SITE SERVICE	Yes	Yes	No	No	No

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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