

CATALOGUE

TRADE IN ARTISAN PRODUCTS

XUNTA
DE GALICIA

EDIT

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TRADE IN ARTISAN PRODUCTS

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1. INTRODUCTION

BACKGROUND

THE 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 fosters the start-up 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.**

SECTORAL 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.

DEFINITION OF THE SECTOR OF ACTIVITY: FOOD AND NON-FOOD ARTISAN PRODUCTS

Based on the text of the law, each of the catalogues will be dedicated exclusively to a particular **sector of activity**.

This catalogue is aimed at describing the administrative procedures necessary to start an **artisan activity**, although it does not cover aspects related to the incorporation and start-up of the company or those related to the hiring of personnel and ordinary activity (taxation, social security, etc.), nor does it cover those related to the area of health and safety and workplace risk prevention.

In an economic context of mass and standardised production, activities that involve a meticulous process of manual, personalised and differentiated creation, mixing tradition with innovation and know-how with design and quality, are becoming increasingly valuable. Artisan production is an activity deeply linked to talent and people that is also linked to the territory.

Within the field of artisan production, a classification can be made according to whether or not the product is a foodstuff.

Article 23 of Law 2/2005, of 18 February, on the promotion and defence of food quality, defines **artisan food production** as the "activity of production, manipulation and processing of food products which, complying with the requirements established by current regulations, are subject to conditions throughout their production process which, while respecting the environment, guarantee the consumer an individualised final product, of quality and with differential characteristics, obtained thanks to small productions controlled by the personal production of the artisan".

The development regulations, set out in Decree 174/2019 of 19 December, regulating artisan food, establishes a list of artisan food activities in Annex I, dividing them into 16 groups:

ARTISAN FOOD ACTIVITIES

GROUP 1	Production of dairy products.
GROUP 2	Production of meat products.
GROUP 3	Production of fishery, aquaculture and shellfish farming products.
GROUP 4	Production of wine and wine products.
GROUP 5	Production of liqueurs, <i>aguardientes (schnapps)</i> and other spirits.

GROUP 6	Production of cider and cider vinegar.
GROUP 7	Brewing.
GROUP 8	Production of canned vegetables, juices and jams.
GROUP 9	Production of other processed products of plant origin.
GROUP 10	Production and processing of honey, apiculture products and products processed with honey.
GROUP 11	Production of bakery products, confectionery, pastry and pasta products.
GROUP 12	Flour production.
GROUP 13	Production of chocolates and cocoa products.
GROUP 14	Manipulation of plant products for infusion for food use and as condiment for food use.
GROUP 15	Olive oil processing.
GROUP 16	Production of preserves and snail farming products.

With regard to **non-food artisan production**, Article 2 of Law 1/1992 of 11 March on artisan production in Galicia defines artisan production as any economic activity involving the creation, production, restoration or repair of goods of artistic or public value, as well as the provision of services, provided that these are provided or obtained through processes in which personal intervention is a predominant factor and the final product is individualised and distinct from the strictly industrial.

Annex IV of Decree 218/2001 of 7 September 2001, which recasts the regulations in force on artisan products, revised by the orders of 31 March 2009, 2 June 2014 and 12 April 2017, establishes the list of artisan activities structured by divisions according to their National Classification of Economic Activities.

GROUP 13	Textile industry (fabrics, centon, fabric decoration, lace, lace-making, embroidery, embroidery, netting).
GROUP 14	Dressmaking and clothing (tailoring, dressmaking, traditional folk costumes, fur, millinery, etc.)

GROUP 15	Leather and footwear industry (tannery, saddlery and harnesses, leather goods, shoemaking).
GROUP 16	Manufacture of wood and bark, except furniture, basketry and wickerwork (turnery, carpentry, cooperage, wood carving, marquetry, wood carving imagery, wickerwork, basketry, straw working).
GROUP 17	Paper industry.
GROUP 18	Graphic arts and related services (bookbinding, screen printing, engraving).
GROUP 20	Chemical industry (pyrotechnics).
GROUP 23	Manufacture of other non-metallic mineral products (glaziers, vitreous china, ceramics, pottery, stone masonry, stone or marble carving)
GROUP 24	Metallurgy (foundry, ringer)
GROUP 25	Manufacture of metal products, except machinery and equipment (forging and smithing, brassware, enamelling, metalwork, locksmithing, boilermaking).
GROUP 26	Manufacture of computer, electronic and optical products (construction and repair of watches and clocks).
GROUP 30	Manufacture of other transport equipment.
GROUP 31	Furniture manufacturing (upholstery, cabinetmaking, gilding).
GROUP 32	Other manufacturing industries (silverware, jewellery, goldwork, precious and semi-precious stone carving, jet carving, coral carving, ivory carving, costume jewellery, luthiers, sports goods manufacturers, toy manufacturers, modellers or model makers, miniaturists, taxidermists, umbrella or baton makers, wig and hairpiece makers, potters, traditional bread figures).
GROUP 43	Specialised construction activities (mosaics, decorative painting).
GROUP 47	Retail trade (flower arranging).
GROUP 74	Other professional, scientific and technical activities (photography, window dressing, sign making, fashion accessories).
GROUP 90	Creative, artistic and performance activities (sculpture, drawing, restoration, scenography and poster design, pyrography, papier-mâché).
GROUP 96	Other personal services (sharpener).

Artisan activity thus encompasses a heterogeneous set of activities that have the common denominator of the importance of personal intervention in the elaboration of the final product and its exclusive, differentiated and personalised character.

The implementation of these activities will require different procedures depending on each specific case, so although this catalogue includes the most common ones, it is advisable to request the relevant information from the corresponding entity.

Regardless of the above, if you wish to use the adjective "artisan" or the *Artesanía de Galicia* brand, you must apply for the corresponding registration on the established registers, following the procedures indicated in the final section of this guide.

2. PROCESSES TO BE COMPLETED BEFORE STARTING THE ACTIVITY

The formal processes required to start up an artisan activity will vary depending on whether it is a food or non-food activity. However, there are overlapping aspects between the prior procedures and the municipal procedures, which is why they are described together.

PRIOR INFORMATION

The first step to be taken by the developer for the start-up of an artisan activity is to check the urban planning regime applicable to the plot or building on which the activity is to be carried out.

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

"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, estate or planning area in which it is located. This information must be provided within a period not exceeding two months from the 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 viability of the activity.

GENERAL LEGAL REGIME FOR RURAL LAND

Article 35.1.) of Law 2/2016, of 10 February, on land in Galicia, and 50.1.) of Decree 143/2016, of 22 September, which approves the Regulation that develops it, contemplates among the admissible uses on rural land the constructions of artisan nature or of reduced dimension that house complementary activities of first transformation, storage and packaging of products of the primary sector, as long as they are directly related to the nature, extension and destination of the farm or exploitation of the natural resource (Article 53 of Decree 143/2016, of 22 September).

The implementation of these activities is permitted on rural land after obtaining the autonomous urban planning authorisation (Article 56 and following of Decree 143/2016, of 22 September) and the municipal urban planning authorisation.

In the case of 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.

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

Article 40 of Law 2/2016, of 10 February, on land in Galicia, and 63 of Decree 143/2016, of 22 September, which approves its development regulations, allow artisan activities to be

implemented in traditional buildings existing in any category of rural core 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 necessary 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.

SPECIFIC REGIME FOR BUILDINGS ON RURAL LAND WITH PLANNING PERMISSION

The third transitory provision of Law 2/2016, of 10 February, on land in Galicia, allows the implementation of **artisan activities in the constructions built on rural land under the protection of the urban planning licence**, and works of improvement and reform and extension of the lawfully built surface area may be carried out with the prior municipal licence, subject to the following **requirements**:

1. In the case of land included in specially protected rural land, **authorisation or a favourable report** must be obtained **from the body with the corresponding sectoral competence**, as indicated in number 2 of this document.
2. Compliance with the **building conditions** stipulated in Article 39 of Law 2/2016, of 10 February, and in 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.

SECTORAL REPORTS OR AUTHORISATIONS

The information on the sectoral impacts applicable to a plot can be consulted by any interested person in the Basic Autonomous Plan of Galicia, which is a dynamic tool that is essential for reflecting the complex reality of the sectoral regulations on 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 (with the cadastral reference or specific location).

The viewer of the Basic Autonomous Plan of Galicia can be consulted through the following link:

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

In any case, the most common sectoral authorisations or reports are listed below:

PRELIMINARY PROCEDURES

The first step to be taken by the developer of an artisan activity is to request all the **authorisations and sectoral reports** that are required depending on the location and the specific activity to be carried out.

The following is an exemplified list of those considered to be the most frequent, although this is not an exhaustive list and in no case does it exempt the developer from the obligation to request all those legally required depending on the specific case and the effects of the business establishment:

ARTISAN ESTABLISHMENTS LOCATED IN ASSETS OF CULTURAL OR LISTED INTEREST OR ON THE ROUTES OF SANTIAGO DE COMPOSTELA:

Mandatory sectoral authorisations/reports: Cultural Heritage of Galicia

BODY RESPONSIBLE		Regional Ministry responsible for cultural heritage. Route of Santiago de Compostela - General Directorate of Cultural Heritage. Regional Ministry of Culture, Education and Universities. All other cases: local head office.
DESCRIPTION		<ul style="list-style-type: none"> Interventions intended to be carried out on properties of cultural interest or listed properties, as well as, if applicable, in their protected environment or in the buffer zone, will have to be authorised by the competent regional ministry for cultural heritage, with the exceptions established by law. The Routes of Santiago de Compostela included in the UNESCO World Heritage List will be considered assets of cultural interest. The rest of the Routes of Santiago de Compostela will be considered catalogued assets, with the category of historic territories, without prejudice to the request for their declaration as an asset of cultural interest. Obtaining the necessary authorisations does not alter the obligation to obtain a municipal licence or any other necessary licences or authorisations.
DOCUMENTATION		Basic and execution project or descriptive report, depending on the case.
MANDATORY	Yes	In the cases described.
DEADLINES		For the issuing of the report ¹ .
ONLINE PROCESSING	Yes	PR004A - Electronic submission of applications, pleadings and communications without a specific electronic system or a standardised electronic format.
IN PERSON	Yes	Register of the Regional Government of Galicia or any 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 5/2016, of 4 May, on the cultural heritage of Galicia (Chapter III and IV of Title II - Protection and Conservation Regime of the Cultural Heritage of Galicia) (Title VI - Routes of Santiago de Compostela). Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia (Art. 24).

¹ / Article 24 of Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia.

AU113A /AU113C Mandatory sectoral authorisations/
reports: Waters of Galicia

BODY RESPONSIBLE

Waters of Galicia, Regional Ministry of Infrastructure and Mobility

DESCRIPTION

In the case of actions in the public water domain area (riverbed), or in the so-called police zone (100 metres wide measured horizontally from the riverbed), the developer must:

- Request the corresponding authorisation from the Regional Government of Galicia if they wish to carry out any work or installation (procedure AU113A). The authorisation is subject to the payment of an occupancy fee.
- Submit an affidavit prior to carrying out minor conservation and maintenance actions through the procedure AU113C.

DOCUMENTATION

As indicated in each of the procedures.

In the case of AU113A:

- Application duly completed.
- Design (which shall include the explanatory report of the works: location plans, floor plans of the works or works, cross sections indicating the distances to the beds).
- Study on the assessment of the effects on the environment, health and fishery resources (in the case of sensitive alterations to the natural relief of the land).
- Administrative fees for the processing of the application.

In the case of AU113C:

- Standard form duly completed.
- Documentation accrediting the representation of the person appearing, if applicable.
- Proof of payment of the fee for verification and control actions of the affidavits for carrying out minor actions in the public water domain and its police zone (code 31.30.21).
- Any other information deemed necessary to prove the minor nature of the action.

MANDATORY

Yes

In the cases described.

DEADLINES

3 months

For the issuing of the report².

ONLINE PROCESSING

Yes

AU113A - Authorisation of works in the public water domain or riverbed police zone.
AU113C - Minor actions in the public water domain and police zone.

IN PERSON

Yes

Register of the Regional Government of Galicia or any of those provided for in **Law 39/2015, of 1 October, on the common administrative procedure of public administrations.**

LEGISLATION

- Law 9/2010, of 4 November, on the Waters of Galicia.
- Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia (Art. 24).
- Royal Decree 849/1986, of 11 April 1986, approving the Regulations on the Public Water Domain, which implements Preliminary Titles I, IV, V, VI and VII of Law 29/1985, of 2 August 1985, on waters.
- Decree 1/2015, of 15 January, approving Water Regulation planning in Galicia and regulating certain issues in development of Law 9/2010, of 4 November, on the Waters in Galicia.

- Decree 42/2020 of 30 January amending certain provisions in force in relation waters.
- Order of 18 February 2020 approving the template of affidavit for carrying out minor maintenance and conservation actions in the public water domain and police zone (procedure code AU113C).

ARTISAN ESTABLISHMENTS LOCATED IN THE MARITIME-TERRESTRIAL PUBLIC DOMAIN EASEMENT AREA

In the case of the start-up of the artisan activity in the protection easement zone of the maritime-terrestrial public domain, the **autonomic sectoral authorisation on coasts** will be required:

MT701A - Authorisation for works and actions in the maritime-terrestrial public domain protection easement zone

BODY RESPONSIBLE

Regional ministry responsible for coastal affairs (Directorate General of Territorial and Urban Planning - Regional Ministry of the Environment, Territory and Housing).

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.

DOCUMENTATION

- Interested persons must provide the following documentation with their application:
 - Cadastral reference of the plot of land on which the work, installation or activity requested 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.
- In the case of major works, the following documentation must be provided in addition to that indicated in point 1:
 - 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, to a scale of less than 1/1000.
 - Elevation plans and characteristic sections.
 - 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.
DEADLINES	3 months	For the issuing of the report ³ .
ONLINE PROCESSING	Yes	MT701A - Authorisation of works and actions in the protection easement area of the maritime-terrestrial public domain.
IN PERSON	Yes	Register of the Regional Government of Galicia or any of those provided for in the Law 39/2015, of 1 October, on the common administrative procedure of public administrations.
LEGISLATION		<ul style="list-style-type: none"> Decree 97/2019, of 18 July, regulating the powers of the Autonomous Community of Galicia in the protection easement area of the maritime-terrestrial public domain. Law 22/1988, of 28 July 1988, on coasts (Art. 51 and subsequent).

ARTISAN ESTABLISHMENTS LOCATED IN THE ROAD PROTECTION ZONE OF OWNERSHIP OF THE AUTONOMOUS COMMUNITY OF GALICIA

In the event that it is necessary to carry out any intervention or work on existing premises for the start-up of the activity, in an area affected by the protection easement of the maritime-terrestrial public domain, an affidavit must be submitted prior to obtaining the municipal urban planning authorisation:

Affidavit for works in coastal protection easement zone 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).
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DESCRIPTION

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 development regulations:

- 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 which, as a consequence of modification, for whatever reason, of the protection easement zone of the maritime-terrestrial public domain, come to be located in same, in accordance with the provisions of Article 44.5 of Royal Decree 876/2014, of 10 October, approving the General Coastal Regulations.

CONTENIDO

In the standardised template, the declarant states:

- That the works to be executed are repair, improvement, consolidation or modernisation works.
- They will not increase the volume, height or surface area of existing buildings.
- That the work implies an improvement in the energy efficiency of the property, if applicable, in 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 their possession is true.

The declarant shall also declare that they are in possession of the following documentation:

- 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 characteristics, intended use, detailed budget and, where applicable, definition plans, including elevations and characteristic sections, in the case of small works, a sketch of the same.
- Energy efficiency certificates, if 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.

DEADLINES

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 electronic headquarters of the Regional Government of Galicia.

IN PERSON

Yes

Register of the Regional Government of Galicia or any of those provided for in Law 39/2015, of 1 October 2015, on the common administrative procedure for the public administrations.

LEGISLATION

- Law 22/1988 of 28 July, on coasts.
- Royal Decree 876/2014, of 10 October, 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 protection zone of the public maritime land domain.

ARTISAN ESTABLISHMENTS LOCATED IN THE PROTECTION ZONE OF ROADS OWNED BY THE AUTONOMOUS COMMUNITY OF GALICIA.

IF204A - Authorisation for the execution of works, installations or any other activity, as well as changes of use, in the area of public roads and/or in the protection zones of roads owned by the Autonomous Community of Galicia, except for accesses.

BODY RESPONSIBLE

Regional Ministry with competency for roads (Provincial Services Galician Infrastructure Agency - Regional Ministry of Infrastructure and Mobility - Regional Government of Galicia).

DESCRIPTION

- In order to carry out works, installations or any other activity, as well as changes of use, in the public domain area and/or in the rest of the protection zones (easement zone or affected area) of a road owned by the Autonomous Community of Galicia, the corresponding prior authorisation must be obtained through the corresponding Provincial Roads Service.
- The IF204A procedure can be used for any application for works, installation or activity, except for those relating to access, which shall be made through the specific form IF205D, and for those subject to affidavit, which shall be made through the specific form IF321H.
- In addition, prior to applying for authorisation, interested parties may consult the corresponding Provincial Roads Service on the feasibility of an action, as well as obtain information and guidance on the technical and legal requirements imposed under the provisions in force, using the specific form IF205C.

DOCUMENTATION

As indicated in each of the procedures. in the case of IF204A:

- Application duly completed.
- Power of attorney.
- Accrediting documentation or affidavit of ownership the property on which the action is intended or of its availability, where applicable, in accordance with Article 156.6 of Decree 66/2016, of 26 May.
- Accrediting documentation or affidavit on the agricultural or livestock use, in the case of the enclosures indicated in Article 135.1 a) of Decree 66/2016, of 26 May.
- Explanatory report with plans, diagrams or data necessary to locate and define the action to be carried out.
- Design or a separate part of it in relation to the effect on the public road domain and its protection zones where necessary, as indicated in Article 157 of Decree 66/2016, of 26 May.

MANDATORY

Yes

In the cases described.

DEADLINES

3 months

For the issuing of the report⁴.

ONLINE PROCESSING

Yes

IF204A - Authorisation for the execution of works, installations or any other activity, as well as changes of use, in the area of public roads and/or in the protection zones of roads owned by the Autonomous Community of Galicia, except for accesses.
 IF205D - Authorisation of new access, change of use or reorganisation of an existing access in the network owned by the Autonomous Community of Galicia.
 IF321H - Affidavit for the execution of minor conservation and maintenance works on buildings, installations and enclosures located in the easement area affected by roads owned by the Autonomous Community of Galicia.
 IF205C - Prior consultation on the feasibility of an authorisation.

IN PERSON	Yes	Register of the Regional Government of Galicia or any 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 8/2013, of 28 June, on roads in Galicia. • Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia (Art. 24).

In addition to the above, the execution of works will entail the registration or modification on the registers of the corresponding installations that the premises may have, including the most common ones:

REGISTRATION OF REFRIGERATION INSTALLATIONS

IN621A - Registration of refrigeration installations

BODY RESPONSIBLE	Directorate General of Energy Planning and Natural Resources - Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation. Local head office.
DESCRIPTION	<p>The registration, modification (extension or replacement with different equipment) or relocation of a refrigeration plant shall require an application for registration by the operator of the installation before it is put into service.</p> <p>Modification by equivalent equipment or decommissioning shall require a notification.</p> <p>Refrigeration installations are classified into the following categories according to the potential risk:</p> <ul style="list-style-type: none"> • Level 1. Installations consisting of one or more independent refrigeration systems with an installed electrical power in the compressors for each system not exceeding 30 kW, provided that the total electrical power installed in the refrigeration compressors does not exceed 100 kW, or of compact equipment of any power, provided that in both cases they use high-safety refrigerants (L1) and do not cool chambers or assemblies of artificial atmosphere chambers of any volume. • Level 2. Installations consisting of one or more refrigeration systems independent of each other, with an electrical power installed in the compressors exceeding 30 kW in any one of the systems, or where the total electrical power installed in the refrigeration compressors exceeds 100 kW, or which refrigerate artificial atmosphere chambers, or which use medium and low-safety refrigerants (L2 and L3). <p>This procedure is subject to a fee.</p>
DOCUMENTATION	<p>For the registration of a Tier 1 installation:</p> <ul style="list-style-type: none"> • Technical report of the installation executed. • Certificate of the installation signed by the refrigeration company and, if applicable, by the person responsible for the installation. • Declarations of conformity of pressure equipment and, where applicable, safety or pressure accessories (RD 769/1999 of 7 May 1999 and RD 1495/1991 of 11 October 1991). • Certificate of electrical installation.

For the registration of a level 2 installation:

- Technical design of the installation executed.
- Certificate of installation signed by the refrigeration company and, if applicable, by the person responsible for the installation.
- Declarations of conformity of pressure equipment and, where applicable, safety or pressure accessories (RD 769/1999 of 7 May 1999 and RD 1495/1991 of 11 October 1991).
- Certificate of electrical installation.
- Copy of the civil liability insurance policy or equivalent guarantee (level 2 installations using medium or low safety refrigerants, L2 and L3).
- Maintenance contract for the refrigeration installation.
- Technical certificate of construction management.

MANDATORY	Yes	In the cases described.
DEADLINES		Open all year round.
ONLINE PROCESSING	Yes	IN621A - Register of refrigeration installations. Payment of fees: Virtual Tax Office. Current rates of fees.
IN PERSON	Non	Mandatory online procedure.
LEGISLATION		<ul style="list-style-type: none"> • Royal Decree 552/2019, of 27 September, approving the safety regulations for refrigeration installations and the complementary technical instructions.

REGISTRATION OF LOW VOLTAGE ELECTRICAL INSTALLATIONS

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	<p>The electrical installations subject to Low Voltage Electrotechnical Regulations, approved by Royal Decree 842/2002, of 2 August before being put into service, must be registered in the corresponding local head office of the Second Vice-Presidency and Regional Ministry of the Economy, Business and Innovation.</p> <p>To do so, they must submit the installation certificate issued by the authorised installer together with the rest of the technical documentation and, where applicable, the works management certificate and the initial inspection certificate at the corresponding local head office and the interested party must receive the necessary certified copies for the record of each interested party and for the application for energy supply.</p> <p>This procedure is subject to a fee.</p>
DOCUMENTATION	<ul style="list-style-type: none"> • Application form (Annex I available online). • Project and the works management certificate signed by the corresponding qualified technical person, in the event that the characteristics of the installations are included in those indicated in point three of Complementary Technical Instruction 04, Low Voltage Electrotechnical Regulations. (ITC-BT-04).

- Certificate of installation issued by an authorised installer (model available online).
- Annex of information to the user and sketch of the 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.
- This documentation shall also be submitted electronically, using any digitised copying procedure of the original document.

MANDATORY	Yes	In the cases described.
DEADLINES	Prior	
ONLINE PROCESSING	Yes	IN614C - Register of Low Voltage Electrical Installations. Payment of fees: Virtual Tax Office. Current rates of fees.
IN PERSON	No	Mandatory online procedure.
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.

REGISTRATION OF THERMAL INSTALLATIONS IN BUILDINGS

IN 622B - Registration on the Register of thermal installations in buildings

BODY RESPONSIBLE	Directorate General of Energy Planning and Natural Resources - Second Vice-Presidency and the Regional Ministry of the Economy, Enterprise and Innovation.
DESCRIPTION	<p>For the commissioning of thermal installations, both new plants and refurbishment of existing ones, as referred to in Article 15.1.a) and b) of the Regulation on thermal installations in buildings, it will be necessary to register the certificate of the installation with the territorial department of the Second Vice-Presidency and Regional Ministry of The Economy, Enterprise and Innovation.</p> <p>The thermal installations referred to in Article 15.1.c) of this regulation do not need to prove to the corresponding territorial department of the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation that they comply with the regulation.</p> <p>This procedure is subject to a fee. The list of applicable fees is shown below:</p> <ul style="list-style-type: none"> • Registration on official registries. Initial registration. Changes to the first entry (rate code): 30.02.00). • Registration on the register of thermal installations in buildings (code rate: 32.19.08).
DOCUMENTATION	<ul style="list-style-type: none"> • Installations with a thermal power greater than 70 kW must submit the following documents, once the installation work has been completed and the corresponding tests have been carried out: <ul style="list-style-type: none"> ... Application for registration, according to Annex I of the Order of 24 February 2010, regulating the application in the Autonomous Community of Galicia, of the Regulation of thermal installations in buildings approved by Royal Decree 1027/2007, of 20 July. ... Design of installation.

- ... Certificate of the installation signed by the authorised installer, stamped by the authorised installation company, signed by the person responsible for the installation, endorsed by the corresponding official association and accompanied by the results sheets of the tests carried out in accordance with Article 22 of the Regulation, in accordance with Annex II of this order.
- ... In the event that the installation is made up of a set of thermal installations, as many individual installation certificates as there are thermal generators, according to Annex V of the aforementioned order.
- ... Initial inspection certificate with acceptable rating, where required.
- ... Certificate of the chimney.
- ... Maintenance contract with authorised maintenance company.
- For installations with a thermal power between 5 and 70 kW, the following documents must be submitted after the installation work has been completed and the relevant tests have been carried out:
 - ... Application for registration, according to Annex I of the Order.
 - ... Certificate of installation signed by the authorised installer, stamped by the authorised installation company, and accompanied by the test result sheets of the tests carried out according to Article 22 of the Regulation, in accordance with Annex II of the aforementioned Order.
 - ... In the event that the installation is comprised of a set of thermal installations, as many individual installation certificates as there are thermal generators, in accordance with Annex V of this order.
 - ... Technical report, according to Annex III of this order.
 - ... Location map.
 - ... Floor plan showing the location of the emitters and the layout of the pipelines.
 - ... Scheme of principle of the installation.
 - ... Calculation annexes.
- Documentation for the deduction for investment in air conditioning and/or domestic hot water installations that use renewable energies in the home:
 - ... Itemised estimate of the installation.
 - ... Invoice(s) issued by the authorised installer.
 - ... Proof of payment(s) for the total cost of the installation.
 - ... If the investment is made by a residents' association: certificate, issued by the legal representative, of the financial contributions corresponding to each member of the association⁵.
- Open hearth heat generator installations shall not be subject to registration except where they are connected to pipe networks and/or to the duct and shall comply with point 6 of IT.1.3.4.4.1.1 of the Regulation. In the case of ventilation installations without heat treatment, the administrative procedure is applicable if their rated electrical power exceeds 5 kW.

MANDATORY	Yes	In the cases described.
DEADLINES	-	
ONLINE PROCESSING	Yes	IN622B - Registration/modification on the Register of thermal installations in buildings. Payment of fees: Virtual Tax Office. Current rates of fees.
IN PERSON	No	Mandatory online procedure.

5 / This information refers to the deduction in the total IRPF amount foreseen in article 5.13 of the consolidated text of legal provisions of the Autonomous Region regarding taxes transferred by the State approved by Legislative Decree 1/2011, of 28 July. Likewise, mention should be made of the existence of a deduction in the total regional IRPF amount for works to improve energy efficiency in residential buildings or single-family dwellings, regulated in article 5. 18 of the consolidated text of legal provisions of the Autonomous Region regarding taxes transferred by the State approved by Legislative Decree 1/2011, of 28 July.

LEGISLATION

- Order of 24 February 2010 regulating the application, in the Autonomous Community of Galicia, of the Regulation on thermal installations in buildings, approved by Royal Decree 1027/2007, of 20 July.
- Royal Decree 1027/2007 of 20 July 2007, approving the Regulation on thermal installations in buildings.

REGISTRATION OF FIRE SAFETY INSTALLATIONS

IN 620A - Registration on the Register of fire safety installations in industrial establishments

BODY RESPONSIBLE

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

DESCRIPTION

The start-up of an industrial establishment or its transfer, change or modification of activity. Also, those who extend or carry out alterations that involve an increase in the occupied surface area must submit a project for the fire protection installation signed by a qualified technical person and approved by the corresponding professional association.

It will also affect storages where their total fire load is equal to or greater than three million megajoules.

Artisan workshops with a fire load density not exceeding 10 Mcal/m² (42 MJ/m²) are excluded, provided that their usable area is 60 m², or less, which may replace the design by a report signed by competent technical personnel.

DOCUMENTATION

- Installations for which the submission of design is required:
 - a) Standard application form (model available on the website).
 - b) CIF/NIF (tax identification number) of the person who owns the installation.
 - c) PCI installation project (specific or extract from the establishment's design).
 - d) Construction management certificate signed by the qualified technical expert.
 - 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 (tax identification number) of the owner of the installation.
 - c) Technical report of the PCI installation signed by the competent qualified technical person (model available on the website).
 - d) Certificate from the authorised installation company signed by a qualified technical expert.

MANDATORY

Yes

DEADLINES

Prior

ONLINE PROCESSING

Yes

IN 620A - Registration on the Register of Fire Safety Installations in Industrial Establishments.

IN PERSON

No

LEGISLATION

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

ARTISAN ESTABLISHMENTS LOCATED ON RURAL LAND

Where the planned artisan establishment is located on rural land, regional authorisation for uses on rural land must be requested prior to municipal processing, although the application must be submitted to the town hall as indicated in the following sheet:

MT105B Regional authorisation of uses on rural land, prior to obtaining the municipal authorisation

BODY RESPONSIBLE

Regional Ministry of the Environment, Territory and Housing (Sub-Directorate General of Urban Planning)

DESCRIPTION

- I. The following activities must be subject to regional authorisation:
- (a) the purpose of which is the production of products by manual processes or techniques or with the aid of basic mechanical tools, or which represent a continuation of traditional artisan methods, including those carried out by companies with the status of artisan food business in accordance with the sectoral legislation on food quality.
 - (b) which are carried out in individual workshops where a small number of persons carry out their tasks, but which in no case may involve an industrial activity.
- II. Complementary activities of first transformation of products arising from the primary sector are understood to be those that support agricultural and livestock or forestry holdings, those necessary to carry out processing and marketing activities of agricultural, livestock or forestry products, as well as the complementary services of these activities. This includes the processing of products of the primary sector, provided that these products are mainly sourced from one or more integrated holdings under a common management.
- III. Both the aforementioned artisan activities and the complementary activities of primary processing must be carried out in small buildings, understood as those with a maximum occupancy of 800 square metres. After reasoned justification, and provided that the raw material to be processed is one of the axes of local development and that by its nature it is necessary to locate it in its environment, this dimension may be exceeded following a favourable report from the competent regional ministry for rural development.
- IV. These activities must be directly related to the nature, extension and purpose of the holding or the exploitation of the natural resource concerned. This circumstance will justify the location of the activity to be developed on rural land.
- V. The competence for the granting of the autonomous authorisation corresponds to the person responsible for the competent body in matters of urban planning, and the procedure will be adjusted in accordance with the following rules:
- a) The developer must submit the application to the local authority, accompanied by the documentation listed in Annex I.
 - b) The local authority will submit the dossier to public information for a period of one month, by means of a notice to be published on the local authority bulletin board and in one of the most widely circulated newspapers in the municipality. The notice shall indicate, as a minimum, the location, the use requested, the height and occupation of the intended building and the place and time of consultation of the complete documentation.
 - c) In addition, the mandatory sectoral reports or authorisations shall be requested.
 - d) Once the public information has been completed, the municipality will send the complete dossier to the competent body for urban planning.
- If the deadline of two months has elapsed without the local authority sending the complete file, the interested parties may request subrogation from the competent body in matters

of urban planning, which will claim the file from the local authority and will continue processing it until it is resolved.

e) The competent body in matters of urban planning may require the developer to provide any additional documentation or information deemed necessary or to remedy any deficiencies in the application in order to adapt it to the provisions of Law 2/2016 and Decree 143/2016, of 22 September, which approves the Regulations that develop it.

f) The competent body in matters of urban planning will examine the adequacy of the application to Law 2/2016 and to the land-use planning instruments and will decide within a period of three months from the entry of the complete dossier in the register of the regional ministry.

Once the period has elapsed without an express decision, this will be understood to have been granted by administrative silence.

DOCUMENTATION

- Application according to Annex I.
- Complete file processed by the municipality, duly filled in, including allegations, sectoral reports or authorisations and municipal, technical and legal reports.
- Preliminary design drawn up by competent technical personnel
- Other documentation.

MANDATORY

Yes

In the cases described.

DEADLINES

3 months

For the issuing of the authorisation.

ONLINE PROCESSING

Yes

<https://sede.xunta.gal/detalle-procedemento?codtram=MT105B&ano=2016&numpub=1&lang=glMT105B> Regional authorisation of uses on rural land, prior to obtaining the municipal authorisation.

LEGISLATION

- Law 2/2016, of 10 February, on land in Galicia (DOG no. 34 of 19 February 2016).
- Decree 143/2016, of 22 February, approving the Regulations of Law 2/2016, of 10 February, on land in Galicia (DOG no. 213 of 9 November 2016).

MUNICIPAL PROCEDURES

If sectoral authorisations are not necessary, or once these have been obtained, the municipal procedures will be initiated.

Possibility of submitting prior consultations to the local authority

With regard to the municipal formalities 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 regulations that have been approved by the local authority where the activity is to be carried out, in the exercise of its regulatory powers.

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 any applicable taxes, if applicable

It is particularly relevant at this point to **consult the tax by-laws** of the local authority in order to satisfy the taxes related to the establishment of the activity which, if applicable, would have been subject to the taxation agreement, and the following must be highlighted:

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

MANAGEMENT OF THE PROCEDURE

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 completion of administrative control activities in those cases in which the requirement for a license 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, 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, where applicable).

LEGISLATION

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

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

MANAGEMENT OF THE PROCEDURE

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 person or substitute person.

The applicable local regulations should be consulted in all cases.

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, where applicable).

LEGISLATION

- [Royal Legislative Decree 2/2004, of 5 March, approving the revised text of the Law regulating local finance.](#)
- Tax by-laws of the municipality concerned.

However, the developer must consult, for their knowledge, the elements of other municipal taxes relating 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 many cases, the commencement of commercial 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 itself. 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

MANAGEMENT OF THE PROCEDURE

Local government.

DESCRIPTION

The following acts shall be subject to **municipal licensing**, without prejudice to the authorisations that may apply in accordance with the applicable sectoral legislation:

- The acts of building and use of land and subsoil which, in accordance with the general building regulations, require a building works project.
- 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 compliance with urban planning.
- 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 reparable 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 promoting 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 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.
- 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.

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

DEADLINES

Licence applications will be resolved within **3 months** of the submission of the application with complete documentation at the town hall register. However, when an application for planning permission is accompanied by a certificate of conformity, the deadline 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 with the local authority register. This period may be reduced to 15 calendar days in certain cases⁶.

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		<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 in 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 carrying out works

MANAGEMENT OF THE PROCEDURE

Local government.

DESCRIPTION

All acts of occupation, construction, building and use of the land and subsoil that are not subject to 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 communication must be accompanied by the following documentation:

- Identification details of the natural or legal person developing the project and, where applicable, the person representing it, as well as an address for the purpose of notifications.
- Technical description of the characteristics of the event in question or, where applicable, a legally required technical design.
- Express manifestation that the prior communication 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 by 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 this regulation.

- Document formalising the transfer, if applicable.
- Date of commencement and completion of works.

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

This information should be further elaborated 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 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 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 authority⁷.

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 in 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 domain⁸.
- 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.

⁷ / Article 54.5 of Law 9/2021, of 25 February, on administrative simplification and support for the economic regeneration of Galicia.

⁸ / It is worth noting the need, where appropriate, to process the authorisation procedure for the occupation of the public port area in ports dependent on the Autonomous Region of Galicia, when necessary, depending on the specific project.

In this regard it is necessary to reiterate that in the event that the artisan activity 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.

When the actions to be carried out affect material or immovable assets protected for their cultural value and their protective environments and buffer zones, prior authorisation or a favourable report must be obtained from the competent administration in matters of cultural heritage. Likewise, in the event that the interventions affect intangible assets protected for their cultural value, the competent cultural heritage administration must be informed.

At the same time, as the purpose of the works is the development of an activity, a specific regime is established⁹, which determines that the developer must expressly state this circumstance and, together with the application for the building permit or with the prior notification, the following documentation must be submitted:

- The identifying details of the natural or legal person developing 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 where it is to be carried out.
- Proof of payment of the compulsory municipal taxes.
- An affidavit 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.
- 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, if applicable.
- Any other sectoral authorisations and reports that may be required.
- If applicable, the certificate issued by a municipal conformity certification body.

Thus, in cases in which these two circumstances concur - the carrying out of the activity and the execution of works for the exercise of the activity - the municipal powers of verification, control and inspection will be exercised, in the first instance, in relation to the activity for which the work is intended, suspending all administrative action in relation to it until the interested party duly accredits 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

⁹ / 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, which approves the Single regulation of integrated control of economic activities and opening of establishments; and article 364 of Decree 143/2016, of 22 September, which approves the Regulation of Law 2/2016, of 10 February, on Galician land.

certificate of completion of the work signed by the competent technician or technician, and, where appropriate, the acoustic certificate¹⁰.

Prior notification for the start of the activity after executing works

MANAGEMENT OF THE PROCEDURE		Local government.
DESCRIPTION		When the activity requires the execution of works or installations, activities may not be started or developed until the works or installations are fully completed and the corresponding prior notification is submitted 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. Final work certificate signed by a competent technical person. 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 complies with the necessary requirements authorises the start of the activity or the opening of the establishment to which it refers, without prejudice to the subsequent verification and 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.

Submission of prior notification prior to the start of the activity in 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.

¹⁰ / Article 11 of decree 106/2015, of July 9, on noise pollution in Galicia.

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

MANAGEMENT OF THE PROCEDURE

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, if 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 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 project and the technical documentation shall be drawn up and signed by a competent technical person.
- Environmental authorisation or declaration, where required.
- The rest of the authorisations and sectoral reports required.
- Where 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 case of opening of establishments, a stamped copy of the prior notice 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 start 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 communication, 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 communication 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 local authority will grant the person who submitted it a period of 10 days to amend 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 Assessment Bodies (Eccom).
DESCRIPTION		<p>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.</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	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>
CONSULTATION	Yes	Register of municipal conformity assessment bodies of the Autonomous Community of Galicia.

Changes 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 and to the provincial tourism area, 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 identification 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.

Other formalities and actions

Prior to the start-up of the activity or facilities or at the time of its commencement, the developer must carry out a series of procedures and actions associated with the specific subsector in which the new business is framed.

Given the enormous number of cases that may arise, it is advisable to consult the specific procedures of the activity to be carried out, as only those considered to be the most frequent or relevant have been taken into account in this catalogue.

In order to explain them, a distinction is made between food and non-food artisan production.

ARTISAN FOOD PRODUCTION

Mandatory procedures:

REGISTRATION IN THE GENERAL SANITARY REGISTER OF FOOD AND FOOD BUSINESSES

Artisan food businesses must be registered in the general health register in the established cases.

SA451A - General sanitary register of food and food businesses

BODY RESPONSIBLE

Food Safety Service - Subdirectorato General of Control Programmes for Environmental Risks to Health - Regional Ministry of Health.

DESCRIPTION

Each of the food business establishments or, if they do not have establishments, the food businesses themselves, provided they meet the following requirements, shall be entered on the Register:
a) The head office of the establishment or the head office or registered office of the company that does not have an establishment must be in Spanish territory.

- b) That the purpose of its activity is:
 1. Food or foodstuffs intended for human consumption.
 2. Materials and Articles intended to come into contact with food.
 3. Processing aids used for food processing.
- c) Their activity can be classified in one of the following categories:
 1. Production, processing, preparation and/or packaging.
 2. Storage and/or distribution and/or transport.
 3. Imports of products from non-EU countries.

DOCUMENTATION

- Duly completed application form (as per Annex I).
- Technical report (as per Annex II).
- Justification of payment of the fee.
- Location plans.
- Plans of the installations.
- Label design.
- Water supply receipt.
- Waste collection receipt.
- NIF (Tax Identification Number) and verification of data.

MANDATORY

Yes

In the established cases.

DEADLINES

3 months

Resolution period (sense of positive silence).

ONLINE PROCESSING

Yes

SA451A - General sanitary register of food businesses and foodstuffs.

IN PERSON

Yes

In the authorised registries.

LEGISLATION

- RD 191/2011 of 18 February 2011 on the General Health Register of Foods and Food Businesses.

REGISTRATION IN THE GALICIAN SANITARY REGISTER OF FOOD COMPANIES AND ESTABLISHMENTS (REGASA)

Establishments and companies excluded from the obligation to register will be obliged to notify the start of their activity in order to register with REGASA, except for the exceptions established by the regulations governing this regional register, which are listed on the following sheet:

SA550A - Notification of commencement of activity for registration in the Galician Health Register of Food Businesses and Establishments (REGASA, as per its Galician acronym)

BODY RESPONSIBLE

Local head office - Regional Ministry of Health

DESCRIPTION

The purpose of the Galician Health Register of Food Businesses and Establishments (REGASA) is to protect public health and the interests of consumers, facilitating the official control of food companies and establishments subject to registration.

REGASA will be complementary to the General Health Register of Foods and Food Businesses. It will include all those food businesses or establishments that are exempted from registration in the national health register.

Requirements:

- The economic operator must have its head office, domicile or agency or carry out commercial activity in the Autonomous Community of Galicia.
- The activity carried out consists exclusively of handling, transforming, packaging, storing or serving food for sale or delivery on site to the final consumer, with or without home delivery, or for groups, as well as when supplying other establishments of the same characteristics and it is a marginal activity in both economic and production terms with respect to that carried out by the former, which is carried out in the Autonomous Community of Galicia.

The following businesses shall not be subject to registration with REGASA:

- Food businesses and establishments that are obliged to be registered in the General Health Register of Foods and Food Businesses, regulated by Royal Decree 191/2011, of 18 February.
- Premises or establishments for street or non-sedentary vending Street or non-sedentary vending, in accordance with Article 70.1 of Law 13/2010, of 17 September, on Galician domestic trade, are defined as those carried out by traders outside a permanent commercial establishment on a regular, occasional, periodic or continuous basis, in duly authorised perimeters or places in disassemble or transportable commercial installations, including tent trucks.
- Premises used occasionally to serve meals.
- Food vending machines.
- Pharmaceutical and healthcare centres, establishments and services.

DOCUMENTATION

- Duly completed standard form (Annex I).
- Proof of payment of the registration fee.
- Copy of the document accrediting representation, where acting through a representative.
- Complementary documentation.

MANDATORY

Yes

In the cases described.

DEADLINES

-

Open all year round.

ONLINE PROCESSING

Yes

SA550A - Communication of commencement of activity for registration in the Galician Health Register of Food Businesses and Establishments (REGASA).
Payment of the fee: **Virtual Tax Office. Current rates of fees.**

IN PERSON

No

Article 7 of Decree 204/2012.

LEGISLATION

- Decree 173/2019, of 26 December, which amends Decree 204/2012, of 4 October, creating the Galician Health Register of Food Companies And Establishments.
- Decree 204/2012, of 4 October, creating the Galician health register of food businesses and establishments.
- RD 191/2011 of 18 February 2011 on the General Health Register of Foods and Food Businesses.

IN617E - Registration/Modification/Deregistration from Division A of the Industrial Register of Galicia - Agricultural Industries

BODY RESPONSIBLE		Directorate General for Energy Planning and Natural Resources. Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation.
DESCRIPTION		Prior to the start of activity, agricultural industries must be entered on this register.
DOCUMENTATION		<ul style="list-style-type: none"> Standard form duly completed.
MANDATORY	Yes	In the cases described.
DEADLINES		Open all year round.
ONLINE PROCESSING	Yes	IN617E- Registration/Modification/Deregistration from division A of the Industrial Register of Galicia - Agricultural Industries Payment of the fee: Virtual Tax Office. Current rates of fees.
IN PERSON	No	
LEGISLATION		<ul style="list-style-type: none"> Law 9/2004, of 10 August, on industrial safety in Galicia. Decree 37/2015, of 12 March, approving the Regulations of the Industrial Register of Galicia. Law 2/2005, of 18 February, on the promotion and defence of Galician food quality.

REGISTRATION ON REGISTERS AS PER ACTIVITY:

Depending on the food activity in question, producers must be registered on the relevant registers, including the most common one:

MR360D - Registration on the Bottlers' Register

Specific procedures for obtaining artisan status

Business initiatives that wish to obtain the status of artisan food producer must meet a series of requirements and register on the Register of Artisan Food Producers.

Registration of the company on the register of artisan food producers

Artisan food companies wishing to register in the Register of Artisan Food Producers must meet the following requirements:

a) Their production processes must be manual, although a certain degree of mechanisation is permitted in partial operations and, in all cases, must be sourced from an individualised final producer. The technical standards to be adopted for each type of product shall lay down the degree of mechanisation permitted for partial operations.

b) Responsibility for, and management of, the production process shall be the responsibility of a person or persons involved in the artisan food business, who shall be directly and personally involved in the execution of the work.

c) artisan companies shall be subject to the production volume limits for their artisan products specified in the technical standard.

SPECIFIC REQUIREMENTS FOR AGRICULTURAL HOLDINGS PRODUCING HOMEMADE ARTISAN PRODUCTS

Home-made artisan products are those artisan products obtained by artisan food businesses using as their basic raw materials from an agricultural holding that is linked to the same natural or legal person as that of the artisan business. They may only be produced and processed by agricultural holdings which, in addition to meeting the requirements set out in Articles 8 and 9 of Decree 174/2019 of 19 November, regulating artisan food production, meet the following specific requirements.

- Those located in Spain must have the status of priority agricultural holdings and must therefore meet the requirements laid down in Article 4 of Law 19/1995, of 4 July 1995, on the modernisation of agricultural holdings, in the case of family holdings or other holdings owned by natural persons, and those laid down in Article 5 of the aforementioned Law in the case of holdings owned by associations. Holdings located in other Member States shall comply with the minimum and maximum economic size requirements laid down in those Articles for holdings owned by natural or legal persons respectively.
- The marketing of homemade artisan products will be carried out in short circuits, so that only direct sales by the producer or sales with a single intermediary on the local market will be allowed, in accordance with the definition set out in Article 3(l) of Decree 174/2019 of 19 November. For these purposes, cooperative associations of producers, under whatever legal form, constituted or to be constituted for the joint marketing of homemade artisan products, shall not be considered intermediaries.
- They shall identify their products with the corresponding label, indicating their status as homemade artisan products. In addition, they shall indicate on their labelling the identification code of the holding, or its address and the name of the operator, without prejudice to other indications required by the general rules in force.

SPECIFIC REQUIREMENTS FOR THE PRODUCTION OF ARTISAN MOUNTAIN PRODUCTS

Artisan mountain products are products made by artisan food businesses located in areas classified as “mountain areas” in accordance with Article 32 of Regulation (EU) No 1305/2013 of 17 December 2013 on support for rural development by the European Agricultural Fund for Rural Development (EAFRD) and which use raw materials from these areas in their production.

For their production, undertakings shall comply with the specifications set out in Articles 1 to 6 of Commission Delegated Regulation (EU) No 665/2014 of 11 March 2014 supplementing Regulation (EU) No 1151/2012 of the European Parliament and of the Council as regards the conditions of use of the optional quality term “mountain product”, without prejudice to compliance with the other requirements laid down.

MR400B - Registration on the Register of artisan food products

BODY RESPONSIBLE

Regional Ministry for Rural Affairs. Galician Food Quality Agency (AGACAL).

DESCRIPTION

Artisan food businesses may be registered on the Register of Artisan Food Businesses through of an affidavit.

DOCUMENTATION

- Submission to the AGACAL of an affidavit declaring compliance with the requirements by expressly stating through **Annex III**:
 - a) That it carries out its activity in accordance with the technical conditions of artisan production regulated in Article 6 of the regulatory decree and in accordance with the technical standards in force for each product or group of products.
 - b) That it meets the general requirements to qualify as an artisan food business as laid down in Article 8 of the Decree.
 - c) That it shall not exceed the production volume limits for its artisan products as specified in the relevant technical standard.
 - d) That it is registered on the General Health Register of Food Companies and Foods or, in the case of a Galician agricultural holding producing homemade products, on the Galician Health Register of Food Businesses and Establishments (REGASA). In the case of operating companies from other Member States of the Union, this declaration shall refer to those registrations required by the health authorities of their country.
 - e) That it is listed in the Galician Register of Agricultural Holdings as a priority holding, in the case of a Galician agricultural holding producing homemade products.
 - f) That it formally undertakes before the competent regional ministry for agriculture to comply with the conditions laid down in this decree and, in particular, with the obligations regulated in Articles 26 and 27 of the decree.
- In addition, the affidavit shall specify, where applicable:
 - a) Whether it meets the specific requirements to be considered an artisan food micro-enterprise, as provided for in Article 3, letters g) and h) of the Decree.
 - b) Whether it meets the specific requirements to be considered an agricultural holding producing homemade artisan products in accordance with Article 10 of the Decree.
 - c) Whether it meets the specific requirements for the production of artisan mountain products, in accordance with Article 11 of the Decree.
- Payment of the fees established (code 300200. Registration in official registers).

EFFECTS OF SUBMISSION

The submission of the affidavit and the payment of the fee enables the activity to be carried out as an artisan food business from the moment of submission, without prejudice to the activities of verification, control and inspection attributed to AGACAL.

Notwithstanding the above, once the affidavit has been submitted, the following documentation may be required:

- a) Explanatory report including relevant information on the following aspects:
 1. Products intended to be produced by hand, with an indication of their characteristics and forms of submission, as well as the estimated annual production quantities.
 2. Raw materials to be used, indicating their origin and quality characteristics, as well as information on their handling and estimated annual consumption quantities. The characteristics and quantities of additives and artificial adjuvants, if any, to be used shall also be specified. In the case of products intended to be marketed as 'artisan mountain products', the raw materials must come from areas classified as 'mountain areas'.
 3. Production processes to be used, specifying the operations to be carried out manually and those to be mechanised and indicating each of the machines and equipment to be used. Aspects related to measures to reduce environmental impact (water treatment, waste disposal, recycling, etc.) shall also be specified.
 4. Systematic traceability system to be implemented for the monitoring and control of production processes in accordance with the provisions of Article 26 of this decree. In the event that products which are not to be identified as artisan products are produced on the

same premises, the procedure shall be indicated to ensure that the production processes are carried out in a differentiated manner and that there is no risk of confusion.

5. Specification of how the production process is managed, with an indication of the artisan responsible for it.

6. Trademark(s) to be used and sketches of the labels. Where the undertaking markets similar products without artisan status, information on the brands and labels relating to these products must also be attached.

7. Specification of the main sales channels and the geographical area where the product(s) will be marketed. In the case of homemade artisan products, marketing should be on the local market, directly to the final consumer or with a single intermediary.

b) Location plan and plans or sketches showing the floor plan of the processing premises, showing the layout of the machinery and equipment used.

MANDATORY	Yes	It is compulsory in order to be able to make use of the corresponding handicraft character identification marks.
DEADLINES		Open all year round.
ONLINE PROCESSING	Yes	MR400B - Registration on the artisan food register.
IN PERSON	No	
LEGISLATION		<ul style="list-style-type: none">Decree 174/2019 of 19 December 2019 regulating artisan food products.

Award of the artisan's charter for a natural person

As indicated in the previous sheet, artisan companies will have one or more artisan(s) responsible for the management of the production process.

In order to obtain the status of food artisan and to carry out the activity as such, the following requirements and procedures are established:

REQUIREMENTS AND PROCEDURE FOR OBTAINING THE FOOD ARTISAN CHARTER:

Natural persons wishing to obtain the status of food artisan through the issuance of the relevant charter must provide proof of at least **three years of accumulated experience** in the relevant food processing activity. This experience must have been acquired through direct and personal involvement in the production of the product in question, although it is not required to be continuous over time.

This experience may be reduced to **one year if proof is provided of having completed courses or other training activities** directly related to the subject with an **accumulated duration equal to or greater than 250 hours and validated by the Galician Food Quality Agency (AGACAL).**

MR400A - Compliance with the conditions as an artisan food person

BODY RESPONSIBLE		Regional Ministry for Rural Affairs. Galician Food Quality Agency (AGACAL).
DESCRIPTION		Affidavit of compliance with the conditions as a food artisan.
DOCUMENTATION		<ul style="list-style-type: none"> Submission to the AGACAL of an affidavit of compliance with the requirements through Annex II.
EFFECTS OF SUBMISSION		<p>The submission of the affidavit entitles the person to obtain the status of food artisan and to carry out their activity as such, without prejudice to the verification, control and inspection activities attributed to AGACAL.</p> <p>The artisan charter certifies the status of food artisan and shall be issued within a maximum period of 3 months from the date of receipt of the affidavit. It shall indicate the group(s) of activities for which the person concerned has the status of food artisan.</p>
MANDATORY	Yes	It is compulsory in order to obtain the status of food artisan.
DEADLINES		Open all year round.
ONLINE PROCESSING	Yes	MR400A - Compliance with the conditions as a food artisan.
IN PERSON	Yes	On the established registers.
LEGISLATION		<ul style="list-style-type: none"> Decree 174/2019 of 19 December 2019 regulating artisan food products.

The procedures for amending data and for de-registration would be, respectively, **MR400C Modification of the conditions for registration on the register of artisan food products** and **MR400D Deregistration from the register of artisan food products**.

3. NON-FOOD ARTISAN PRODUCTION

In addition to the previous procedures and the established municipal procedures, which should be consulted in each specific case, given the heterogeneity of activities included within artisan production, it is recommended that the artisan workshop be registered in the corresponding Register of Artisan Producers of Galicia, as well as those artisans who obtain the corresponding artisan charter accrediting their status as artisans.

Both the registration of the artisan workshop and, where applicable, the obtaining of such a charter, are voluntary, so it is not a necessary requirement for the exercise of the activity, although it is a requirement for the use of the *Artesanía de Galicia* trademark. Consequently, if you wish to have access to the use and lines of promotion, advocacy and impulse of the *Artesanía de Galicia* brand, it will be necessary to carry out these procedures.

For more information and knowledge of Galician non-food artisan products, we recommend a visit to the following address:

<https://artesaniadegalicia.xunta.gal/gl>.

QUALIFYING AS AN ARTISAN BAKER

Requirements and procedure for obtaining and renewing the qualification of artisan workshop

Business initiatives that prove that the person responsible for the activity is an artisan or master artisan, as well as natural persons who are in possession of the artisan's charter and are registered in the tax on economic activities (IAE, as per its Galician acronym) may obtain the qualification of artisan workshop by submitting the corresponding application to the Directorate General of Trade and Consumer Affairs of the Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation.

The qualification of artisan workshop will be issued by the Artisan Commission of Galicia and, once this qualification has been obtained, it will be registered in the General Register of Artisan Producers of Galicia.

IN201B - Obtaining/renewal of qualification as artisan baker

BODY RESPONSIBLE

Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation. Directorate General for Trade and Consumer Affairs. Commercial and Artisan Promotion Service.

DESCRIPTION

Application for certification as an artisan workshop.

DOCUMENTATION

- Application according to annex III.
- Copy of the DNI/NIE/NIF of the legal entity (unless authorised for consultation).
- Certificate of registration in the tax on economic activities (IAE) (unless authorised for consultation).
- List of categories of persons working in the works, only in the case of legal persons.
- Cooperative or cooperative associations that market the production of their members shall also provide certification or a document accrediting their legal constitution, statutes and list of members.

PROCEDURE

The artisan's charter will be issued by the Directorate General responsible for artisan production, on the proposal of the Galician Artisan Commission. Deadline for the resolution of the procedure: 5 months.

OBLIGATIONS AFTER QUALIFICATION

Artisan workshops registered in the General Register of Artisan Producers of Galicia must use the *Artesanía de Galicia* trademark in the marketing of their products in accordance with the applications provided for. They may also propose alternative applications in the specific cases provided for in the regulations.

MANDATORY

Yes

It is not compulsory for the exercise of the activity, but it is compulsory for the use of the *Artesanía de Galicia* trademark.

DEADLINES

Open all year round.

ONLINE PROCESSING

Yes

IN201B - Obtaining/renewal of the qualification as an artisan workshop (compulsory for legal persons).

IN PERSON	Yes	In the established registers.
LEGISLATION		<ul style="list-style-type: none"> • Law 1/1992, of 11 March 1992, on Artisan Production in Galicia. • Decree 218/2001 of 7 September 2001, recasting the current regulations on handicrafts.

AWARD OF THE ARTISAN'S CHARTER FOR A NATURAL PERSON

REQUIREMENTS AND PROCEDURE FOR AWARD OF THE FOOD ARTISAN CHARTER:

Natural persons wishing to obtain the artisan charter must meet one of the following conditions:

- Have passed courses in educational centres, which provide training in artisan production, with a minimum attendance of 500 hours.
- To have worked in an artisan workshop, duly registered, under the direction of a master artisan, recognised as such by the competent regional ministry for artisan production, with a minimum attendance of 500 hours.
- To conduct an artisan activity involving the creation, production, restoration or repair of goods of artistic or popular value, as well as the provision of services, provided that these are provided or obtained through processes in which personal intervention constitutes a predominant factor and the final product is of an individualised invoice and different from the strictly industrial one.

IN201A - Obtaining/renewal of the artisan card

BODY RESPONSIBLE	Second Vice-Presidency and Regional Ministry of the Economy, Enterprise and Innovation. Directorate General for Trade and Consumer Affairs. Commercial and Crafts Promotion Service.
DESCRIPTION	Application to obtain the artisan's charter.
DOCUMENTATION	<ul style="list-style-type: none"> • Application according to Annex I. • Copy of the DNI/NIE (unless authorised for consultation). • Applicant's certificate of residence (unless permission to view it has been granted). • Certificate or document accrediting one of the requirements established for obtaining the letter. • Report of the professional activities carried out (maximum 6 pages, including photographs). Report template.
PROCEDURE	The artisan's charter will be issued by the Directorate General responsible for artisan production, on the proposal of the Artisan Commission of Galicia. Deadline for the resolution of the procedure: 5 months.

MANDATORY	Yes	It is not compulsory for the exercise of the activity, but it is compulsory for the use of the <i>Artesanía de Galicia</i> trademark.
DEADLINES		Open all year round.
ONLINE PROCESSING	Yes	IN201A - Obtaining/renewal of the artisan charter (compulsory for legal entities).
IN PERSON	Yes	In the established registers.
LEGISLATION		<ul style="list-style-type: none"> • Law 1/1992, of 11 March 1992, on Artisan Production in Galicia. • Decree 218/2001 of 7 September 2001, recasting the current regulations on handicrafts.

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.

All the information contained in this catalogue is taken from the legislation in force at the time of its publication, and must always be construed in accordance with it, therefore the catalogue is a document subject to continuous evolution.

