

CITY OFFICE OF KRAKOW	Service sheet / external procedure no. WT-1
	Entry in the register of facilities providing hotel services, not being hotel facilities, and camping sites in the Municipality of Krakow
<p>1. Handle the matter electronically Yes</p> <p>2. Appendices Application for making an entry in the register of facilities providing hotel services, not being hotel facilities, and camping sites in the Municipality of Krakow (the application form is attached as Appendix 1 to this procedure). 1. A declaration of compliance with the minimum requirements as to equipment for facilities providing hotel services, other than hotel facilities and for camping sites (Appendix 2 to this procedure). 2. Persons / Entities conducting business activity providing: a) name of the register (e.g. the National Court Register, Central Register and Information on Economic Activity) and the number of the entry in the register of economic activities, if they have one. b) NIP number.</p> <p>3. Sign language version No</p> <p>4. Matter handled by Municipality of Krakow - Krakow City Office Tourism Unit, pl. Wszystkich Świętych 3-4, 31-004 Krakow, telephone: 12 616 17 30, 12 616 60 70, 12 616 60 38 fax: 12 616 60 56.</p> <p>5. Documents from the Applicant (client) Opinion of the locally competent powiat sanitary inspector, confirming that the sanitary requirements are met in the facility.</p> <p>6. Fees The procedure is not subject to fees.</p> <p>7. Form of consideration Entry in the register.</p> <p>8. Time of consideration Up to 7 days from the date of receipt of the application.</p> <p>9. Documents obtained in the proceedings None.</p> <p>10. Appeal procedure Not applicable.</p> <p>11. Legal basis 1. Art. 35 par. 1 point 2 and par. 4, art. 38 par. 2 and 3, art. 39 par. 3 and 4 and art. 40 par. 3 and 4 of the Act of August 29, 1997 on hotel services and the services of tour leaders and tourist guides. 2. Regulation of the Minister of Economy and Labour of August 19, 2004 on hotel facilities and other facilities where hotel services are provided.</p>	

Additional information for the client

1. In the territory of the Municipality of Krakow, records of facilities providing hotel services that are not hotel facilities and records of camping sites are kept by the Mayor of Krakow. This register does not include the following hotel facilities: hotels, motels, boarding houses, campsites, excursion homes, hostels and youth hostels.
2. In connection with the applicable provisions of the Act of March 2, 2020 on special solutions related to the prevention, counteracting and combating COVID-19, other infectious diseases and crisis situations caused by them, to the Act of August 29, 1997 on hotel services and pilot services tours and travel guides to Art. 35 par. 4 was introduced, with the following wording:
"It is presumed that in facilities where hotel services are provided without prior notification to the relevant records referred to in Art. 38, the sanitary requirements referred to in par. point 2 are not met. "
According to the above-mentioned, due to doubts as to the fulfilment of sanitary requirements, the application for entry to the above-mentioned to the records shall be **accompanied by an opinion of the locally competent poviats sanitary inspector, confirming that the sanitary requirements specified in § 4 par. 2 point 3 of the Regulation of the Minister of Economy and Labour of August 19, 2004 on hotel facilities and other facilities where hotel services are provided are met.**
3. Documentation must be submitted:
 - at the information and administration desk of the Krakow City Office,
pl. Pl. Wszystkich Świętych 3-4, 31-004 Krakow.
 - or:
 - sent by post to the address of the Office:
City Office of Krakow
Tourism Unit,
pl. Wszystkich Świętych 3-4,
31-004 Krakow
 - via the electronic form published on the ePUAP platform,
 - at one of the Residents Service Centres of the Krakow City Office.
4. The entity providing hotel services in the facility entered into the register is obliged to provide the Tourism Department with information about:
 - cessation of hotel services,
 - obtaining the decision of the marshal of the region to classify the facility according to the type and category
 - change of seasonal activity to permanent or vice versa,
 - a change in the number of accommodation places, the number of housing units, a change in their structure, change of the telephone number, and - if the facility has - change of the fax number, e-mail address and website address,
 - events temporarily suspending the services provided.
5. The Accommodation Base Control Team appointed by the Mayor of the City of Krakow for the facilities remaining in the records of the Mayor of Krakow, has the right to inspect the facilities registered in the records at any time.

Developed by:
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Date: 10/07/2020

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Date: 10/07/2020