

**INDEX NUMBER**

*to be filled in by the registration authority*

.....  
(place)

.....  
(date)

.....  
(stamp: owner, tenant  
manager, tenant of the facility)

**Mayor of the City Office of Krakow  
pl. Wszystkich Świętych 3-4,  
31-004 Krakow**

**APPLICATION FORM**

**for making an entry in the register of facilities providing hotel services, not being  
hotel facilities, and camping sites in the Municipality of Krakow**

pursuant to the Act of August 29, 1997 on hotel services and the services of tour leaders and tourist  
guides

(uniform text, Journal of Laws of 2019, item 238, Journal of Laws of 2020, items 374, 568)

**1. Proper name of the facility (campsite):**

.....  
**address of the facility:** Krakow .....

.....  
(place) (zip code)

.....  
(district, eg. V - Krowodrza)

.....  
(street, house number, **apartment / premises number**)

a) Does the facility cover the **entire** building area? **YES / NO** \*

*If "NO", but if in the address of the facility it is not possible to separate the premises, please indicate the location of  
the facility, e.g. outbuilding, floor number, etc.:*

.....  
(name parts of the building, e.g. room number, storey, outbuilding, etc.)

telephone number +48 ..... fax number +48 .....

e-mail: .....

website addresses: .....

.....  
\* delete as appropriate

2. **Details of the entrepreneur providing hotel services in the facility (camping site):**

.....  
(proper name of the company)

.....  
(name and surname - owner, manager, tenant, tenant of the facility)

address: .....  
(zip code) (place) (street, house number, apartment number)

telephone number +48 ..... fax number +48

.....

e-mail: .....

a. Tax Identification Number (NIP): .....

b. Entry number in the National Court Register

.....

or **entry number in the business register**, .....

if the entry has such a number.

3. **Service period:**

Permanent ☐ Seasonal ☐ from ..... to .....

4. **Number of beds (in total):** .....

5. **Facility structure:**

Description	Number of rooms		Total number of beds in the facility	Campsites and places for tents, cars and caravans
	number	with bathroom and toilet		
<b>Rooms:</b>				Number of tent places ..... Number of places for car and house trailers .....
<b>1-person</b>				
<b>2-person</b>				
<b>3-person</b>				
<b>4-person</b>				
<b>Multi-person rooms</b>				
<b>Apartments</b>				
<b>Cottages</b>				
<b>TOTAL</b>				

6. **Facilities for people with disabilities:**

☐ driveway ☐ in the bathroom ☐ other.....  
☐ elevator ☐ in the toilet

7. I declare that the facility reported to the register meets the construction, sanitary and fire requirements - as specified in the Act of August 29, 1997 on hotel services and the services of tour leaders and tourist guides (consolidated text, Journal of Laws of 2019, item 238) and in the Regulation of the Minister of Economy and Labour of August 19, 2004 on hotel facilities and other facilities where hotel services are provided, (consolidated text, Journal of Laws of 2017, item 2166) as necessary to provide hotel services.
8. I declare that the data contained in the application and the declaration of compliance with the minimum requirements for equipment for facilities providing hotel services have been entered correctly and in accordance with the facts on the day of submitting the application. At the same time, I undertake to send written information about each change to the address of the Tourism Department, Plac Wszystkich Świętych 3-4, 31-004 Krakow.

**The application should be accompanied by:**

- a declaration of compliance with the minimum requirements as to equipment for facilities providing hotel services, other than hotel facilities and for camping sites, in the Municipality of Krakow,

**Notes:**

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. The records are open to the public in the part included in the entry to the records of facilities. The records contain: identification of the owner, tenant's manager, tenant of the facility, providing hotel services, name and address of the facility, information on the permanent or seasonal nature of the provision of services and information on the number of beds.
3. The registration cards of the facility may be made available for inspection only in the presence of a person authorized to keep records.

.....  
(name stamp, legible signature of the owner, tenant's manager,  
tenant of the facility)

**INFORMATION CLAUSE** (does not apply to entities that are legal persons)

Pursuant to art. 13 par. 1 -2 of the Regulation of the European Parliament and of the Council 2016/679 of 27/04/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) - please be informed that: The Mayor of the City of Krakow, based in Krakow, Wszystkich Świętych 3-4 Pl., 31-004 Krakow is the administrator of your personal data

Contact details of the Data Protection Officer - correspondence address: The Data Protection Inspector e-mail: iod@um.krakow.pl, postal address; Wielopole 17a, 31-072 Krakow.

The administrator will process your data in order to perform statutory tasks in connection with the functioning and operation of persons and entities operating in tourism. Your obligation to provide the data referred to above results from the provisions of the Act of August 29, 1997 on hotel services and the services of tour leaders and tourist guides (consolidated text, Journal of Laws of 2019, item 238) and the regulation of the Minister of Economy and Labour of 19 August 2004 on hotel facilities and other facilities where hotel services are provided (consolidated text, Journal of Laws of 2017, item 2166). The consequence of not providing personal data will be leaving your application without consideration. Your personal data will be stored for the period of having an entry in the Register of facilities providing hotel services, other than hotel facilities and camping sites in the Municipality of Krakow, and for the archiving period of documentation in accordance with the Regulation of the Prime Minister of 18 January 2011 on office instructions, uniform material lists of files and instructions on the organization and scope of operation of company archives (Journal of Laws No. 14 item 67), i.e. 25 years from deletion from the above-mentioned records.

You have the right to access your data and the right to: rectify and limit processing. You have the right to lodge a complaint with the supervisory authority, which in Poland is the President of the Office for Personal Data Protection. Your personal data may be disclosed to other entities authorized under the law. Your data will not be processed in an automated manner, including profiling.



**Declaration on compliance with the minimum requirements for equipment for facilities providing hotel services that are not hotel facilities and camping sites in the Municipality of Krakow**

(included in the regulation of the Minister of Economy and Labour of August 19, 2004, uniform text, Journal of Laws of 2017, item 2166)  
uniform text, Journal of Laws of 2017 item 2166)

**Proper name of the facility:** .....

**Address of the facility:**

.....

No.	Requirements	+met - not met
<b>1. For the rental of places to set up tents and car trailers</b>		
1.	The area of the camp is level, dry, shaped to drain rainwater and cleared of objects that may endanger safety	
2.	Drinking water intake point <sup>1)</sup> and washing water	
3.	Place of pouring out liquid waste, properly secured and marked	
4.	Garbage and solid waste container emptied regularly	
5.	Toilet kept clean	
<b>2. For renting places in tents, caravans, holiday homes and makeshift facilities</b>		
6.	Pitches for tents and caravans, and hardened access to the pitches	
7.	Illumination of access points to hygienic and sanitary facilities	
8.	Shelf or rack for personal belongings	
9.	Separate beds or camp beds for each person using the tent, not less than 30 cm between the beds	
<b>3. For the rental of places and the provision of services in permanent buildings</b>		
10.	Heating - in the entire facility in the months of October-April, minimum temperature 18°C	
11.	Sanitary installation: cold water around the clock and access to hot water <sup>2)</sup>	
12.	The maximum number of people per one hygiene and sanitary facility - 15	
13.	Basic hygiene and sanitary equipment:	
	1) shower or bathtub	
	2) wash basin with a tabletop or shelf and a towel rack	
	3) toilet	
	4) mirror with top or side lighting	
	5) universal electric socket with a cover	
	6) garbage can (non-flammable or hard to be flammable)	
	7) liquid soap dispenser and paper towels	
<b>4. For renting accommodation in common rooms (halls)</b>		
14.	Room area not less than 2.5 m <sup>2</sup> - per one person (with 1.5 m <sup>2</sup> bunk beds)	
15.	Equipment for sleeping rooms:	
	1) single beds with dimensions of at least 80 x 190 cm	
	2) separate locking of a cabinet for each person	
	3) table	
	4) chairs or stools (1 per person) or benches	
	5) hangers for outerwear	
	6) mirror	
	7) general lighting	
16.	Access to a hygiene and sanitary facility as in 12 and 13	

5. Renting separate rooms		
17.	Living area in m <sup>2</sup> :	
	1) single and double room - 6 m <sup>2</sup>	
	2) room larger than 2 people - additional 2 m <sup>2</sup> for each additional person <sup>3)</sup>	
18.	Set of furniture accessories:	
	1) single beds with a minimum size of 80 x 190 cm or double beds with dimensions of at least 120 x 190 cm	
	2) bedside table or shelf next to each bed	
	3) table or coffee table	
	4) chair or stool (1 per person, but not less than 2 per room) or a bench	
	5) hanger for clothes and a shelf or frame for personal belongings	
19.	Bed linen for one person:	
	1) a duvet or two blankets	
	2) pillow	
	3) duvet cover	
	4) pillowcase	
	5) sheet	
20.	Lighting - at least one light point with a power of 60 W	
21.	Blackout window curtains	
22.	Access to a hygiene and sanitary facility as in 12 and 13	
23.	A garbage can non-flammable or hard to be flammable	

### CAMPING FIELDS

No.	Requirements	+met - not met
1.	Site fencing <sup>4)</sup>	
2.	Garbage can	
3.	Separate washrooms for men and women <sup>5)</sup>	
4.	Separate toilets for men and women <sup>6)</sup>	
5.	Drinking water collection points at the campsite	

Explanation of references and abbreviations:

<sup>1)</sup> a camping site near the waterways is allowed without a drinking water collection point

<sup>2)</sup> a minimum of two hours in the morning and two hours in the evening at fixed times

<sup>3)</sup> bunk beds are allowed in rooms with a height of at least 2.5 m - the area of the room should be reduced by 20%

<sup>4)</sup> may be makeshift

<sup>5)</sup> collective gutter type wash basins without roof are allowed.

<sup>6)</sup> in sewage systems toilets flushed with running water, in non-sewage areas - bi-toilets.

hsn - hygienic and sanitary node

.....  
(name stamp, legible signature of the owner, tenant's manager, tenant of the facility)