GENERAL INFORMATION ON THE NEW

EUROPEAN ECO-LABEL

EU Eco-Label

For

TOURIST ACCOMMODATION SERVICE

[Insert date of issue]
1. Who falls under the definition of tourist accommodation service

The tourist accommodation service is defined as: “the provision, for a fee, of sheltered overnight accommodation in appropriately equipped rooms, including at least a bed, offered as a main service to tourists, travellers and lodgers. The provision of overnight sheltered accommodation may include the provision of food services, fitness activities and/or green areas”.

According to this all the tourist accommodations, which can provide tourists and lodgers with a service that fall under the above definition can apply for the European Eco-label:

Fig.1 Types of tourist accommodations according to the Commission Decision 99/35/CE classification included in the product group definition.

<table>
<thead>
<tr>
<th>Accommodation type</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLECTIVE ESTABLISHMENTS</td>
</tr>
<tr>
<td>Hotels</td>
</tr>
<tr>
<td>Hotels</td>
</tr>
<tr>
<td>Motel</td>
</tr>
<tr>
<td>Apt. Hotels</td>
</tr>
<tr>
<td>Roadside inns</td>
</tr>
<tr>
<td>Beach hotels</td>
</tr>
<tr>
<td>Residential clubs</td>
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<tr>
<td>Similar Establishments</td>
</tr>
<tr>
<td>Boarding houses</td>
</tr>
<tr>
<td>Tourist residence</td>
</tr>
<tr>
<td>B&amp;B</td>
</tr>
<tr>
<td>Farm houses</td>
</tr>
<tr>
<td>Other collective accommodation</td>
</tr>
<tr>
<td>Holiday dwellings</td>
</tr>
<tr>
<td>Camp sites¹ (only for bungalows)</td>
</tr>
<tr>
<td>Youth hostels</td>
</tr>
</tbody>
</table>

¹ Considered for the part which complied with the product group definition
2. Structure of the criteria document

The criteria are divided into two main sections:

1. Mandatory criteria (n.37)
2. Optional criteria (n.47)

Both sections are structured into sub-sections: energy, water, chemical substances, waste, other services, general management.

All the 37 Mandatory criteria have to be fulfilled “if applicable”. This means unless required by law for some criteria, clearly indicated in the criterion or considering the specific situation of the tourist accommodation.

Examples:
- Criterion n.1 “Electricity from renewable sources” clearly states “This criterion only applies to tourist accommodation that has access to a market that offers energy generated from renewable energy sources.”
- Criterion n.27 “Disposable products” clearly indicates “Unless required by law” taking into account legal requirements in some of the Member States.
- In case a tourist accommodation has no sauna, criterion n.10 “Sauna timer control” is not applicable.

The 47 Optional criteria give the applicants a variety of criteria from which he can chose in order to achieve the minimum score requirement needed for awarding the European Eco-
label. The number of points awarded for optional criterions are to be found next to the title of the criterion

The minimum score requirement is **16.5 points** if the tourist accommodation offers a **basic overnight stay service** without any additional services such as food service, fitness activities and green areas. For each of the three additional services one additional point is requested in order to get the EU Eco-label.

Thus the minimum score required is **17.5 points** if the tourist accommodation offers the **basic overnight stay service + 1 additional service**, for instance a food service (breakfast is included in food service);

**18.5 points** are required if the tourist accommodation offers the **basic overnight stay service + 2 additional services**, for instance a food service and recreational activities (e.g. sauna, swimming pool, etc.);

And **19.5 points** are required if the tourist accommodation offers the **basic overnight stay service + 3 additional services**, for instance if there are also green areas available to guests under the direct control of the tourist accommodation manager.

### 3. Means of verification

Each criterion foresees different means of verification: self declaration from the applicant, declaration from suppliers and third parties such as technicians, supporting documentation such as booklets, invoices, letters sent to public or private authorities, etc., site inspections carried out by the Competent Body.

The applicant has to provide the verification and assessment, which is specified, for each criterion.

### 4. Synergies with other instruments

The criteria foresee synergies with other voluntary environmental instruments such as EMAS, ISO 14001 and existing ISO Type I Eco-label schemes.

An EMAS registered as well as an ISO 14001 certified tourist accommodation automatically fulfils the mandatory criteria of the general management section. It is sufficient to provide as means of verification the EMAS registration number or the ISO 14001 certificate.

Furthermore these tourist accommodations automatically fulfil the optional criterion n.80 “EMAS registration (3 points) or ISO certification (1.5 points) of the tourist accommodation”. Companies, which have been awarded an ISO Type I Eco-label fulfil automatically the part b) of the optional criterion n.84 “Additional environmental actions (maximum 3 points)”.

An ISO Type I eco-label is an eco-label with respects the ISO 14024 requirements (Information can be provided by the national Competent Body).
5. The fee system

Costs for applicants are the following:

1. application fee of 300 – 1300 Euro (varies between Competent Bodies)
2. annual fee of 0.15% on 50% of the annual volume of sales

Special reductions are foreseen on the application fee for SME (25%), for micro-enterprises and mountain huts (75%). Special reductions are also foreseen on the annual fee (see table 1 Fee system).

### Table 1 Fee system

<table>
<thead>
<tr>
<th>Element of payment</th>
<th>Fee (Euro)</th>
<th>Reduction for SME</th>
<th>Reduction for micro enterprises and mountain huts</th>
<th>Reductions for EMAS registered and ISO 14001 certified</th>
<th>Total reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>300 – 1300</td>
<td>25%</td>
<td>75%</td>
<td>-</td>
<td>25-75%</td>
</tr>
<tr>
<td>Annual fee</td>
<td>0.15% of 50% of annual volume of sales* (100-25000)</td>
<td>25%</td>
<td>25%</td>
<td>15%</td>
<td>Reductions are cumulative but cannot exceed 50%</td>
</tr>
</tbody>
</table>

* The annual volume of sales is calculated multiplying the delivery price by the number of overnight stays. The delivery price is the average fee paid by the guest for the overnight stay, including all the services, which do not entail an extra charge.

6. Documents available for applicants

An applicant who would like to apply for the European Eco-label has the following documents at his disposal:

- a general brochure with a quick checklist
- the criteria document
- the application pack with verification forms

The criteria document is available in all eleven languages of the European Union.
The application pack consists of two main documents: the application pack and the verification forms.

The application pack contains a Part I “Guidance note” with a general description of the application process for the European Eco-label scheme and a Part II “Application form for the tourist accommodation service”. Part II gives the relevant definitions and contains an annex, which clearly explains what to do in order to demonstrate compliance with each criterion. In detail this annex explains for each criterion:

- The text of the criterion
- The context (which explains the environmental objectives of the criterion)
- The condition for application (if particular conditions for application are to be considered)
- The means of assessment and verification
- The modality of compliance (what the applicant shall do in order to show compliance with the criterion)

The other main document in the pack is the verification forms, which contain the modules, related to each criterion to be filled in by the applicant.

**Therefore an applicant who wants to get the European Eco-label shall:**

- Read the general brochure and the criteria document and check if the tourist accommodation complies with all the mandatory criteria and if the minimum score requirement for the optional criteria is achieved.

- Contact the Competent Body and get the application pack

- Than there are two options:

  1) Read the application pack and fill in the modules of the verification forms

  **OR**

  2) Go directly to the verification forms and fill in the modules he needs (in this case he can always consult the application pack for any doubts in fulfilling the modules or for any detailed information).

- Prepare the documentation requested and apply for the EU eco-label at the relevant Competent Body.