

# Prior declaration dossier

Do you meet all the general operating conditions and the specific conditions for your category of accommodation? Then you can prepare your prior declaration dossier to have your accommodation registered with Bruxelles Économie et Emploi (Brussels Economy and Employment)<sup>1</sup>. This dossier consists of a form and several documents and certificates to be provided in electronic or paper format. Use this practical aide-memoire to be sure you do not forget anything!

## CONTENTS OF YOUR DOSSIER

1.  **Prior declaration form** to be downloaded on [www.economie-emploi.brussels](http://www.economie-emploi.brussels)
2. **Certificate relating to compliance with fire safety standards** specifically for tourist accommodation establishments (requested from the mayor of the commune in which your accommodation is located).
  - > If you are offering homestay accommodation, furnished tourist accommodation or a tourist residence with a combined maximum capacity of less than ten people and you do not operate more than five accommodation facilities simultaneously:
    - simplified inspection certificate**
  - > In other cases:
    - fire safety certificate**
3.  **Certificate of compliance with standards on land management and urban planning** (requested from the urban planning service of the commune where your tourist accommodation is located).
4. If the building in which your tourist accommodation is established is jointly owned:
  - written consent from the general meeting of joint owners** concerning the exercising of your tourist accommodation activity in the building.
5. **Proof(s) of identity and extract(s) from police record**
  - > If the operator is a natural person:
    - proof of the identity** of the operator
    - extract from the police record** intended for a public authority, issued less than three months previously in the name of the operator.
  - > If the operator is a legal entity:
    - copy of the current articles of association**
    - proof of the appointment of the natural person in charge of the day-to-day management** of the tourist accommodation establishment
    - extract from the police record** intended for a public authority, issued less than three months previously in the name of the **operator**
    - extract from the police record** intended for a public authority, issued less than three months previously in the name of the **person in charge of the day-to-day management** of the tourist accommodation establishment.
  - > If the declarant is not the operator:
    - proof of the mandate.**
6. **Civil liability insurance contract**
  - copy** of the civil liability insurance contract covering damage caused by the operator or his staff
  - proof of payment** of the premium for the current year.

<sup>1</sup>Note: A prior declaration dossier must be submitted for each accommodation establishment and, if necessary, for each type of accommodation in different categories or sub-categories operated within this establishment.

7. > If the operator is the owner:
- copy of the notice of assessment** of the property tax relating to the building in which the tourist accommodation is located.
- > If the operator is the tenant of the property:
- copy of the lease**
  - written consent from the owner** for this building to be used as tourist accommodation.
8.  **Plan of the establishment** to a scale of 1/100, 1/200 ou 1/500<sup>2</sup>, showing at least:
- the levels of the establishment involved in the tourist accommodation activity;
  - the precise use to which each level in the establishment involved is put;
  - the places accessible only to tourists;
  - any private areas.
9.  **Photos of the tourist accommodation establishment**
- showing the location of the accommodation, the description of the premises and the services provided by the tourist accommodation establishment.

### **Sending your dossier**

• by e-mail to [tourisme@sprb.brussels](mailto:tourisme@sprb.brussels) or

• by recorded delivery to:

Bruxelles Économie et Emploi – Service Économie

Boulevard du Jardin Botanique, 20

1035 Brussels

### **More info**

[www.economy-employment.brussels](http://www.economy-employment.brussels)

<sup>2</sup> This plan does not have to be to scale for establishments in the 'tourist residence' and 'homestay accommodation' categories with a maximum capacity of less than ten persons, where the operator has his main residence.

