

CATALOGUE

TRAINING INSTITUTIONS FOR EMPLOYMENT

EDIT

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TRAINING INSTITUTIONS FOR EMPLOYMENT

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1. INTRODUCTION

LAW ON ADMINISTRATIVE SIMPLIFICATION AND SUPPORT FOR THE ECONOMIC REACTIVATION OF GALICIA

Law 9/2021, of 25 February, of administrative simplification and support for the economic reactivation of Galicia aims to establish the necessary measures to facilitate the reactivation of the economic activity after the crisis generated by the consequences of the Covid-19 pandemic, within the framework of the competences of the Autonomous Region of Galicia, from a perspective of **administrative simplification that encourages the implementation and operation of business initiatives in Galicia.**

Title II of the law regulates the administrative support systems for the implementation of business initiatives, and is divided into three chapters. Chapter I creates the **Investment Support System** as a key figure to give response to the classic demand of the citizenship in general, and of the groups linked to companies in particular, on the existing difficulties to obtain the information and guidance that they need to start up their business initiatives, through a service of counselling and information that offers them **the possibility of carrying out administrative procedures at regional and local level, in cases of adhesion of municipalities to this system.**

CATALOGUES

As a measure to support the implementation of business initiatives, chapter I includes a reference to the creation of a series of **catalogues** approved by the Council of the Xunta de Galicia. In point 1 of article 14 it is specified that, through the Investment Support System, it will be possible to access free of charge to the **"catalogues in which all the necessary administrative procedures and actions for the implementation of business initiatives, including those of municipal competence of the municipalities adhered to the Investment Support System, will be collected in a clear and chronological order"**.

These figures, which should be permanently updated, represent a great simplification for companies and, in particular, for entrepreneurs, who will be able to consult the procedures that will be required by the regional Administration, which will facilitate understanding, planning and processing of the administrative process.

TRAINING INSTITUTIONS. CONCEPT

As stated in Law 9/2021, each of the catalogues must indicate the necessary procedures for the constitution and start-up of the different business initiatives.

The **object of this document** will be the activity of **providing training for employment, through training entities**, in accordance with the definition contained in Order TMS/369/2019, of March 28, which regulates the State Register of Training Entities of the vocational training system for employment in the workplace, as well as the common processes of accreditation and registration of training entities.

Article 7 of the aforementioned order establishes that training entities are those organizations, public or private, endowed with their own legal personality, natural person or community of goods, which have centres, spaces, facilities, equipment and human resources to develop an activity of a training nature and provide vocational training for employment in any of the modalities, classroom, tele-training and mixed, indicated in Article 4 of Royal Decree 694/2017, of July 3.

The procedure for administrative authorization to carry out training activities that are part of vocational training for employment in Galicia is developed in Decree 106/2011, of May 19, which creates the Registry of Training Centres and Entities for Employment of the Ministry of Labour and Welfare and regulates the procedure for the registration and, if applicable, accreditation of centres and entities that provide training for employment in the territory of the Autonomous Community of Galicia.

The Law 30/2015, of 9 September, which regulates the Vocational Training System for employment in the work environment, and Order TMS/369/2019 modify in part what is contained in the autonomous regulations.

This catalogue refers only to those qualifications under the jurisdiction of the Autonomous Community of Galicia, which are as follows:

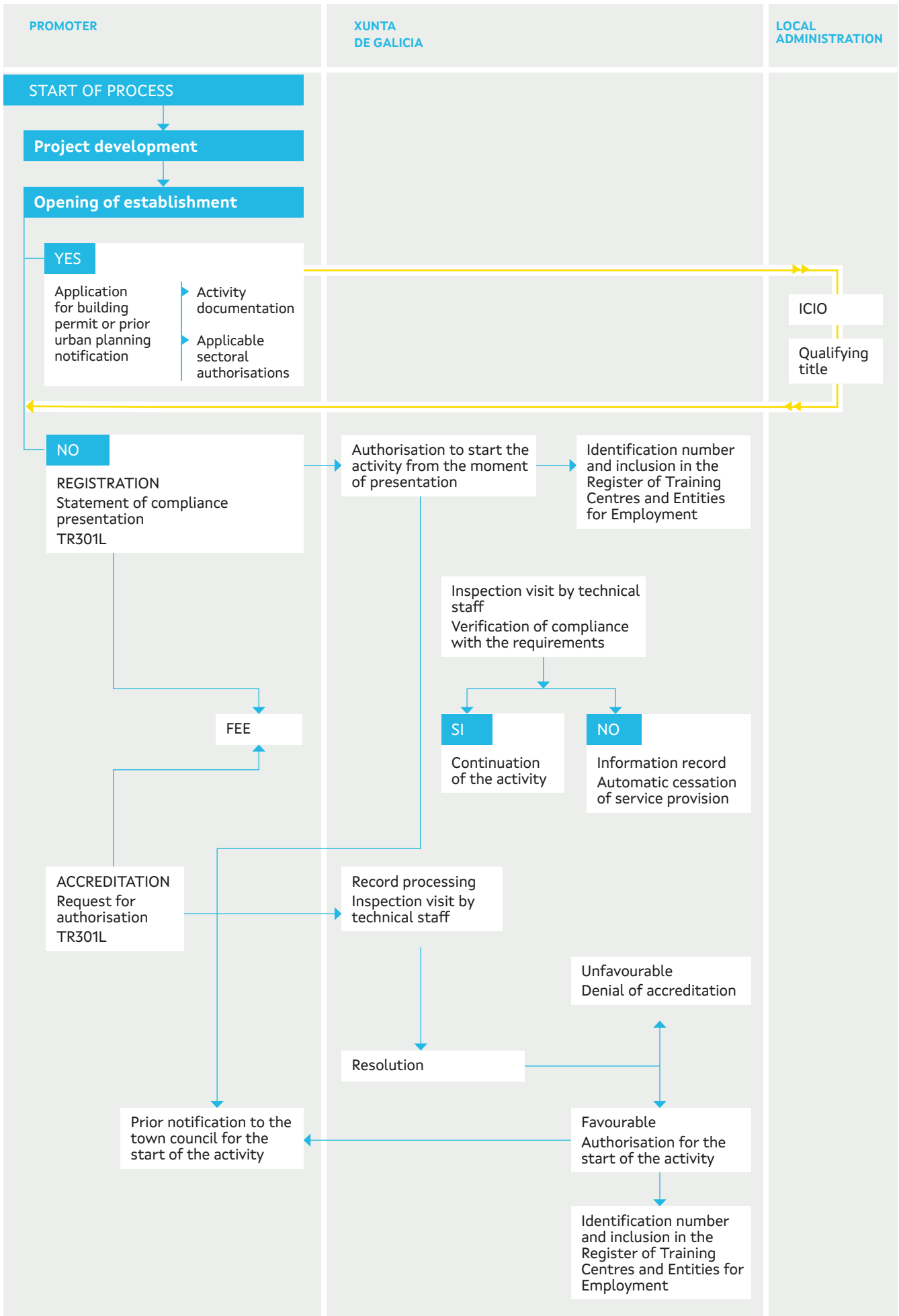
- On-site training as long as the spaces, facilities and training resources of the training entity concerned are located in the territory of the Autonomous Community of Galicia.
- Training in the online modality, as long as the associated centres where the face-to-face training sessions and/or the final assessment tests are held are located in the territory of the Autonomous Community of Galicia. It requires prior registration or accreditation, as appropriate, of the on-site centres to teach that specialty and a link between the online training centre and the on-site centre.
- Training in the online modality to provide training specialties that do not require face-to-face session centres and mobile training centres, as long as they are located in the Autonomous Community of Galicia or have their registered office or tax domicile.

Before proceeding to the analysis of the procedure, it is necessary to distinguish between the registration procedure and the accreditation procedure.

Those training entities that provide training specialties aimed at obtaining certificates of professionalism must be accredited.

Those training entities that provide training specialties not aimed at obtaining certificates of professionalism that are included in the aforementioned catalogue must be registered.

Both the training that requires registration and accreditation can be delivered in on-site or online mode.



2. SECTORAL REQUIREMENTS

1. Urban planning

The first step to be taken by the promoter for the implementation of this kind of activity, in the case of training activities that require the availability of physical facilities, is to check the urban planning regime that applies to the plot or building on which it is intended to implement the activity.

In the case of the teaching of specialties leading to professional certificates, there must always be physical centres, even if the training is given in the online modality. In the case of specialties that do not lead to professional certificates, the entire specialty can be taught online without requiring the existence of a physical centre.

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

“Every person has the right to be informed in writing by the corresponding town council about the urban planning regime and conditions applicable to a specific plot of land or to the sector, estate or planning area in which it is included. This information must be provided in a term that may not exceed two months from the submission of the request in 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 regulations in force, different requirements will apply, and therefore this information must be provided by the respective town council, prior to any other procedure, in order to **determine the urban viability of the activity**.

Approval of a special infrastructure and facilities plan.

If the training institution is to be located on rural land and this does not comply with the provisions of article 40 of Law 2/2016, of 10 February, on Galician land for traditional buildings, or in the third transitional provision of the aforementioned law, the article 36.4 requires the prior preparation and approval of a special Plan for infrastructures and facilities.

Setting up on rural land: legal regime.

1.- General legal regime of rural land

In the event that the training institution is intended to be located on rural land, the provisions of article 35.1 of Law 2/2016, of 10 February, on Galician land, and 50.1 of Decree 143/2016, of 22 September, which approves its implementing Regulations, which include among the admissible uses on rural land “the constructions and facilities for public or private equipment and endowments”, must be taken into account.

Training institutions are considered as equipment, and therefore, within the framework of the requirements set out in the current urban planning regulations for rural land, they would be admissible following the approval of a special infrastructure and facilities plan, unless the action can be included in the provisions of article 40 for existing traditional buildings, as indicated in article 36.4. of Law 2/2016, of 10 February, or in the third transitional provision of the aforementioned law.

The special infrastructure and facilities plan is a planning instrument provided for in article 73 of Law 2/2016, of 10 February, and in article 183 of Decree 143/2016, of 22 September, whose preparation and approval procedure is regulated in articles 74, 75 and 76 of Law 2/2016, of 10 February, and in articles 185, 186 and 187 of its Regulations.

Likewise, it should be taken into account that, in the event that it is to be set up on land classified as specially protected rural land in accordance with the provisions of article 36.2. of Law 2 /2016, of 10 February, and in articles 51.2. and 63.3 of Decree 143/2016, of 22 September, authorisation or a favourable report must be requested from the body with the corresponding sectoral competence.

2.- Specific regime for existing traditional buildings on rural land and rural settlement land

Article 40 of Law 2/2016, of 10 February, on Galician land, and article 63 of Decree 143/2016, of 22 September, which approves its implementing Regulations, allow the implementation of facilities in existing traditional buildings in any category of rural settlement land or rural provided that they existed before 25 May 1975 (entry into force of Law 19/1975, of 2 May, of reform on the land and urban planning regime).

With regard to the possible works, it is permitted, without the need to comply with the applicable urban planning parameters except for the height limit, to reform, rehabilitate, rebuild and extend, even in independent size, up to 50% of the original size of the traditional building, and the necessary municipal urban planning permit 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, as stated in point 2 of this section.

3.- Specific regime in the buildings executed on rural land with urban planning permission

The third transitional provision of Law 2/2016, of 10 February, on Galician land allows the implementation of equipment in the buildings built on rural land under planning permission, and may be carried out subject to a municipal licence, works of improvement and reform and extension of the lawfully built surface area, subject to the following requirements:

- In the case of land included in the specially protected rural land, the authorisation or favourable report must be obtained from the body with the corresponding sectoral competence, as indicated in point 2 of this section.
- The building conditions stipulated in article 39 of Law 2/2016, of 10 February, and in the corresponding urban planning must be complied with.

2. Sectoral reports or authorisations.

The information on the sectoral effects applicable to a plot may be consulted by anyone interested in the **Basic Regional Plan of Galicia**, which is a dynamic tool that is essential to reflect the complex reality of sectoral regulations on the territory and which allows the public to have access to all relevant information from a territorial point of view, updated and universally accessible, throughout our Autonomous Region.

The viewer of the Basic Regional Plan of Galicia may be consulted through the following link:

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

3. Prior consultation on landscaping.

The promoter of the activity included in this catalogue must first consult the Institute of Territorial Studies on the need to draw up a landscape integration impact study.

In this prior consultation procedure, the promoter will provide a technical report of the activity to be carried out together with the location or situation of the facilities and construction specifications of the buildings or elements linked to the future activity in terms of design, colours and materials to be used in the exterior finishes.

The applicable legislation is Law 7/2008, of 7 July 2008, on the protection of the Galician landscape, Decree 96/2020, of 29 May 2008, approving its Regulations and Decree 238/2020, of 29 December 2008, approving the Galician Landscape Guidelines.

3. PROCEDURES FOR QUALIFICATION AS A TRAINING ENTITY. SUMMARY OF THE PROCESS

This catalogue refers mainly to the procedure for the registration/accreditation of employment training entities referred to in article 7 of Order TMS/369/2019 and which regulates Decree 106/2011, of 19 May, which creates the Registry of Training Centres and Entities for Employment of the Ministry of Labour and Welfare and regulates the procedure for the registration and, if applicable, accreditation of centres and entities that provide training for employment in the territory of the Autonomous Community of Galicia, in everything that is not repealed by subsequent state regulations.

The procedure referred to in this decree is the:

- **TR301L Registration/Accreditation of employment training centres.**

The authorization for the development of the training activity for employment will be obtained through the presentation of a responsible declaration, in the case of a registration, or through a previous authorization, in the cases of accreditation.

This authorisation does not exempt the promoter of the duty to obtain any authorisations, permissions, licenses and/or reports required by the different applicable sectoral and municipal regulations.

Annex 1 to this catalogue includes a description of the procedures to be carried out by the promoter before the corresponding local administration depending on the location of the physical establishment where the activity is to be carried out and whether or not prior works are necessary.

This catalogue does not include the formalities relating to the establishment of the company, which imply the endowment of legal personality and the capacity to contract. These procedures, customary for the establishment of any company, refer to the legal form of the company and its legal, commercial, tax and labour security, in order to be able to carry out its activity. Those relating to the area of occupational risk prevention are not included either.

4. PREVIOUS CONSIDERATIONS

The authorization to teach is not generic, but must be requested specifically for each of the training specialties or certificates of professionalism in which the training entity intends to register or be accredited.

DIFFERENCE BETWEEN REGISTRATION AND ACCREDITATION

Before proceeding to the analysis of the procedure TR301L, it is necessary to point out the different requirements for registration and accreditation procedures depending on the training delivery modes:

Accreditation requirements for the on-site modality

- Comply, for all the training modules that constitute the certificates of professionalism, with the requirements of the Royal Decrees that regulate them.
- To have its own training spaces or those owned by third parties in which the specialty of the certificate of professionalism, object of the accreditation, is taught, equipped with the facilities, equipment and dimensions indicated in the royal decrees regulating the corresponding certificate.
- The training spaces subject to accreditation must meet the hygienic, acoustic, habitability, safety and all other conditions required by the legislature in terms of occupational risk prevention and universal accessibility.
- To have the minimum surface area per student required by the regulations of the certificates of professionalism.
- To have management and coordination and secretarial facilities, as separate spaces from the classrooms, as well as toilets and sanitary facilities for men and women in a number appropriate to the training capacity.
- To have sufficient human resources for programming, administration, management and customer service, as well as to commit to having trainers who meet the requirements to teach the speciality of the certificate of professionalism in accordance with the stipulations of the Royal Decrees regulating the corresponding certificate of professionalism.
- To have a training project by means of which the training is planned, scheduled and organised, in accordance with the specifications contained in Annex VI of Order TMS/369/2019.
- To have the means tending to facilitate accessibility, in accordance with the provisions of Royal Legislative Decree 1/2013, of November 29, which approves the revised text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion.

Registration requirements for the on-site modality

- Meet the requirements of the associated training program.
- To have its own training centres or spaces or those owned by third parties in which to teach the registered training specialty, equipped with the facilities, equipment and dimensions indicated in the associated training program.
- The registered training spaces must meet the hygienic, acoustic, habitability, safety and all other conditions required by the legislature in terms of occupational risk prevention and universal accessibility.
- To have the minimum surface area per student required by the corresponding training program.
- To have management and coordination and secretarial facilities, as separate spaces from the classrooms, as well as toilets and sanitary facilities for men and women in a number appropriate to the training capacity.
- To have sufficient human resources for programming, administration, management and customer service, as well as to commit to having trainers who meet the requirements to teach the training speciality of the certificate of professionalism in accordance with the stipulations of the corresponding training program.
- To have the means tending to facilitate accessibility, in accordance with the provisions of Royal Legislative Decree 1/2013, of November 29, which approves the revised text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion.

Accreditation requirements for the online modality

- Comply, for all the training modules that constitute the certificates of professionalism, with the requirements of the Royal Decrees that regulate them.

- Have an online platform that complies with the provisions of Annexes II, IV and V of Order TMS/369/2019.
- They must have sufficient capacity to manage and guarantee student training, interactivity and cooperative work and comply with the technical requirements indicated in section 1 of Annex I of the Resolution of 26 May 2014 of the State Public Employment Service.

The e-learning platform is understood to be the technological environment through which the learning process and interaction between students and tutors-trainers in the online modality is developed, which hosts the learning contents and activities and through which the training actions of vocational training for employment are administered, managed and evaluated via the Internet.

- To have the virtual learning material by means of which the training is given in accordance with that established in Annex III of Order TMS/369/2019, which contains the complete course content that the student will receive according to that established in the royal decree that regulates the certificate of professionalism, including:

- *The development of content in multimedia format (using video, graphics or images, animations, audio, simulations, libraries or other), so as to maintain a homogeneous structure and functionality.*
- *The learning activities to be carried out by the students through the e-learning platform, indicating the tools to be used to carry them out (forum, chat, virtual library, videos, e-mail or others).*
- *Assessment activities, integrated in the development of the content, which allow students to be aware of their own progress.*

- The learning activities which, if applicable, are to be carried out in on-site tutorials, indicating the necessary spaces, facilities and equipment.
- The final assessment test of the module.

- To have centres for on-site sessions, under their own ownership or by means of agreements or conventions (already accredited in the on-site modality in this training speciality), to carry out the on-site sessions and/or the final assessment of an on-site nature.

- To have the didactic and organisational documentation (training project, learner's guide and tutor-trainer's guide) by means of which the e-learning is planned, scheduled and organised.

- To have a web service for monitoring training which should be operational and functioning.

Registration requirements for the online modality

- Meet the requirements of the associated training program.

- Have an online platform that complies with the provisions of Annexes II, IV and V of Order TMS/369/2019.
- They must have sufficient capacity to manage and guarantee student training, interactivity and cooperative work and comply with the technical requirements indicated in section 1 of Annex I of the Resolution of 26 May 2014 of the State Public Employment Service.

- To have the virtual learning material by means of which the training is given in accordance with that established in the training programme and Annex III of Order TMS/369/2019, including:

- The final assessment test that the students have to carry out, together with the corresponding correction and marking system.

- When required by the training programme, to have centres for on-site sessions, under their own ownership or by means of agreements or conventions (already registered in the on-site modality in this training speciality), to carry out the on-site sessions and/or the final assessment of an on-site nature.

- To have a web service for monitoring training which should be operational and functioning.

5. RESPONSIBLE DECLARATION/PRIOR
AUTHORISATION. START OF ACTIVITY

The opening of training centres is subject to prior authorisation or a declaration of responsibility, depending on whether accreditation or registration is required.

With a view to simplifying administrative procedures, the regional administration has made a standardised procedure (TR301L) available to promoters on the Xunta de Galicia's electronic office for submitting the statement of compliance regarding the start of the activity or application for authorisation, depending on whether registration or accreditation is required.

STATEMENT OF COMPLIANCE

As established in article 23 of Order TMS/369/2019, training entities, centres and companies wishing to provide training not aimed at obtaining certificates of professionalism included in the Catalogue of Training Specialities set out in article 20.3 of Law 30/2015, of 9 September, must submit by electronic means a declaration of responsibility for the training specialities they wish to provide in the classroom or online mode that corresponds to the competent public employment service, without prejudice to compliance with the registration requirements indicated above. The registration statements shall only contain centres, sites or facilities located in the territory of the Autonomous Community to which they are submitted.

Entities must have the facilities, equipment, means and human resources specified in the training programme for the corresponding speciality in the Catalogue of Training Specialities.

The presentation of the statement of compliance or registration will be made through the electronic register and will imply the ex officio registration of the training entity in the Register of Training Entities and Centres of the Autonomous Community of Galicia and in the State Register of Training Entities.

The process will be different for on-site and online training. Information on each of the modalities can be found on the website of the Regional Ministry for the Promotion of Employment and Equality by clicking on the following links:

<https://empregoigualdade.xunta.gal/formacion/formacion-emprego/homologacion-centros-presencial>

<https://empregoigualdade.xunta.gal/formacion/formacion-emprego/homologacion-centros-teleformacion>

The entity shall be authorised from the moment of submission of the statement of compliance for the start of the registered training activity to provide, in the corresponding modality, the training specialities not aimed at obtaining certificates of professionalism that are included in the catalogue.

The registration made by means of the presentation of the statement of compliance will be subject to the maintenance of the conditions and requirements for which it was obtained.

After submitting the responsible declaration, the Administration will verify the fulfilment of the registration requirements according to the modality of the training provided.

PREVIOUS AUTHORISATION

The authorising administrative title for the accreditation of training institutions is the prior authorisation.

As established in article 18 of Order TMS/369/2019, in order to provide training aimed at obtaining certificates of professionalism, training entities must apply electronically to the competent Public Employment Service for the corresponding accreditation for each of the training specialities that they are going to provide in the corresponding on-site or online modality. The accreditation applications shall only contain centres, sites or facilities located in the territory of the Autonomous Community to which they are submitted.

The competent Regional Ministry for Employment shall carry out, ex officio, as many actions as it may deem necessary for the determination, knowledge and verification of the data by virtue of which it must formulate the proposed resolution, verifying in each of the training specialities linked to certificates of professionalism or compliance with the requirements.

The procedure for accreditation of training entities shall be terminated by termination, withdrawal, waiver of entitlement, where such waiver is not prohibited by law, and declaration of expiry.

When the resolution of the procedure approves the application, the applicant training entity will be accredited to provide the training specialities leading to the certificate of professionalism applied for in the corresponding on-site or online training modality. They shall be included, ex officio, in the register of the Autonomous Community of Galicia and in the State Register of Training Entities.

Accreditation shall be subject to the maintenance of the conditions and requirements that led to the granting of accreditation and the fulfilment of the corresponding obligations.

Below is an explanatory sheet with the most relevant characteristics of said procedure.

TR301L Registration/Accreditation of employment training centres

RESPONSIBLE BODY

Directorate General for Employment Training and Guidance.

DESCRIPTION

Whoever intends to register or accredit a training centre for employment must submit to the General Directorate of Training for Employment and Guidance a responsible statement in which he/she declares compliance with the requirements foreseen in the regulations for the intended registration and the commitment to maintain them for the duration of the activity or an application for authorization.

DOCUMENTATION

ACCREDITATION. REQUEST FOR AUTHORISATION ONSITE MODALITY

- Identification data of the training entity applying for accreditation, in particular: name, cadastral reference and notification address.
- Data identifying the representation or empowerment that the training entity applying for accreditation grants to third parties to act on its behalf electronically before the Administration within the framework of the accreditation procedure in the on-site modality.
- Identification data of the legal entity holding the applicant, in particular NIF/NIE, company name, head office and website.
- Declaration on the accuracy, validity and truthfulness of the information provided.
- Consent of the interested party for the processing of their personal data, as well as information on the rights of access, rectification, deletion, limitation of processing, portability and opposition to the registration of processing activities.
- List of training specialities and resources (Annex II of Decree 106/2011, of 19 May, available in electronic office).
- Report on the identification of buildings and facilities (Annex III of Decree 106/2011, of 19 May, available in electronic office).
- Certificate of incorporation and statutes of the applicant entity.
- Document of ownership or legitimisation of use of the centre.
- Licence from the local council to open as a training centre or application for such a licence, with a certificate from a registered technician.
- Official plans of the centre where the training will take place (for accreditation they must be endorsed by the architects' association).
- Registration in the IAE [Tax on Economic Activities] in the corresponding epigraph.
- Certificate issued by a qualified technician, officially endorsed by the corresponding professional association, that the facilities meet the hygienic, acoustic, habitability, safety and occupational risk prevention conditions (including those relating to lighting and adequate ventilation) required as a training centre.
- Document accrediting the ownership, lease or right of use of the property, workshops and facilities of the training centre or entity, formalised, legalised and registered with the competent body.

- Document accrediting the ownership, lease or right of use of the equipment for each training speciality requested (article 6.2.a of Decree 106/2011).
- Accessibility certificate issued by the corresponding technical staff.
- Proof of payment of the corresponding fee.

ACCREDITATION. REQUEST FOR AUTHORISATION E-LEARNING MODALITY

- Identification data of the training entity applying for accreditation, in particular: name, cadastral reference and notification address.
- Data identifying the representation or empowerment that the training entity applying for accreditation grants to third parties to act on its behalf electronically before the Administration within the framework of the accreditation procedure in the online modality.
- Identification data of the legal entity holding the applicant, in particular NIF/NIE (digitalised copy of the tax identification card), company name, head office and website.
- Identification of the training specialities of the certificate of professionalism for which accreditation is requested (up to a maximum of three).
- Identification of the quality management system implemented by the applicant, in accordance with Order ESS/1897/2013 of 10 October.
- Commitment to comply with the regulatory requirements for tutors and tutor-trainers who teach professional certificates in the corresponding modality.
- Declaration on the accuracy, validity and truthfulness of the information provided.
- Characteristics of infrastructure, software (LMS), services and support of the e-learning platform, indicating:
 - ▶ Virtual address (URL) of access to the virtual learning content of the training specialities of the certificate of professionalism for which accreditation is requested, accompanied by the following access credentials: user/password with administrator profile and permissions to publish content; user/password with tutor-trainer profile, user/password with learner profile.
 - ▶ Virtual address (URL) of access to the training tracking software, with an indication of its access credentials.
- Consent of the interested party for the processing of their personal data, as well as for the use of electronic means in administrative notifications and communications.
- Training project for each speciality that is requested to be taught, student guide and guide for tutor-trainer staff.
- Identification of the training centres accredited in the on-site mode to carry out, if applicable, the final assessment and the on-site tutorials of each training module (attach signed collaboration agreement).

REGISTRATION. STATEMENT OF COMPLIANCE ONSITE MODALITY

- Proof of payment of the fees corresponding to the specialities applied for and, if applicable, the registration of the centre.
- Proof of sufficient legal capacity to sign the responsible declaration.
- Responsible declaration (it can be downloaded in the following link <https://empregoigualdade.xunta.gal/formacion/formacion-emprego/rexistro-centros>).

REGISTRATION. STATEMENT OF COMPLIANCE E-LEARNING MODALITY

- Responsible declaration of registration to provide, by means of e-learning, training specialities not linked to certificates of professionalism included in the Catalogue of Training Specialities. It must be submitted electronically in the electronic register of the State Public Employment Service.
<https://sede.sepe.gob.es/portaSede/procedimientos-y-servicios/empresas/formacion-para-el-empleo.html>

COMPULSORY

Yes

DEADLINES		Open all year round.
RESOLUTION		6 months (only in the case of accreditation authorisation).
SILENCE		Positive (only in the case of accreditation authorisation).
ON-LINE PROCESSING	Yes	Procedure TR301L https://sede.xunta.gal/detalle-procedemento?codtram=TR301L&ano=2015&numpub=1&lang=gl
ON-SITE	No	
REGULATIONS		<ul style="list-style-type: none"> • The Law 30/2015, of 9 September, which regulates the Vocational Training System for employment in the work environment. • Order TMS/369/2019, of March 28, which regulates the State Register of Training Entities of the vocational training system for employment in the workplace, as well as the common processes of accreditation and registration of training entities to provide training specialities included in the Catalogue of Training Specialities. • Decree 106/2011, of May 19, which creates the Registry of Training Centres and Entities for Employment of the Ministry of Labour and Welfare and regulates the procedure for the registration and, if applicable, accreditation of centres and entities that provide training for employment in the territory of the Autonomous Community of Galicia.

Fee for recognition of registered/accredited centre (only for the on-site training modality)

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		This procedure is subject to the payment of the fee coded 31.41.01. You may check the amount by clicking on the following link: http://www.atriga.gal/es/tributos-da-comunidade-autonoma/taxas-e-prezos/tarifas-vixentes-de-taxas/anexo-2
DOCUMENTATION		Form 731 or self-assessment form.
COMPULSORY	Yes	Prior document requirement.
ON-LINE PROCESSING	Yes	Virtual Tax Office.
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
REGULATIONS		<ul style="list-style-type: none"> • Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia. Annex III. 37.01. • Decree 106/2011, of May 19, which creates the Registry of Training Centres and Entities for Employment of the Ministry of Labour and Welfare and regulates the procedure for the registration and, if applicable, accreditation of centres and entities that provide training for employment in the territory of the Autonomous Community of Galicia.

**Fee for registration/accreditation of training specialities/
certificates of professionalism
(only for the on-site training modality)**

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		<p>This procedure is subject to the payment of the fee coded 31.41.02.</p> <p>A fee will have to be paid for each speciality/certificate to be registered/accredited.</p> <p>You may check the amount by clicking on the following link:</p> <p>http://www.atriga.gal/es/tributos-da-comunidade-autonoma/taxas-e-prezos/tarifas-vixentes-de-taxas/anexo-2</p>
DOCUMENTATION		Form 731 or self-assessment form.
COMPULSORY	Yes	Prior document requirement.
ON-LINE PROCESSING	Yes	Virtual Tax Office.
ON-SITE	Yes	Print out form 731 completed or a blank self-assessment form and fill it in to make the payment in person at a collaborating financial institution.
REGULATIONS		<ul style="list-style-type: none"> • Law 6/2003, of 9 December, on fees, prices and regulatory levies of the Autonomous Region of Galicia. Annex III. 37.01. • Decree 106/2011, of May 19, which creates the Registry of Training Centres and Entities for Employment of the Ministry of Labour and Welfare and regulates the procedure for the registration and, if applicable, accreditation of centres and entities that provide training for employment in the territory of the Autonomous Community of Galicia.

6. REGISTRY OF TRAINING CENTRES AND ENTITIES FOR EMPLOYMENT

With the presentation of the responsible declaration, in the case of registration, or with the authorisation resolution, in the case of accreditation, the training centre will be entered in the Registry of Training Centres and Entities for Employment created by Decree 106/2011, of 19 March.

The register can be checked on the website <https://emprego.xunta.es/forman/login>.

7. ADMINISTRATIVE VERIFICATIONS

Both the initial verification of compliance with the requirements and the subsequent verification of their maintenance and adaptation will be carried out by the technical staff of the competent regional ministry for employment training, who will carry out the visits and inspections of the centres and facilities that they consider necessary.

8. OBLIGATIONS OF TRAINING CENTRES AND ENTITIES

Once registered, they are the obligation of the training centres and entities:

- a) Maintain the facilities and the structure of means on the basis of which its registration or accreditation took place, and adapt them to the minimum requirements demanded from time to time for each accredited or registered speciality.
- b) State in its static and dynamic advertising its status as a registered or accredited training centre or training organisation.

9. CHANGES OF OWNERSHIP OR ADDRESS

Express authorisation must be requested from the Directorate General for Employment Training and Guidance to maintain registration and, if applicable, accreditation as a training centre or entity when there is a change of ownership or legal form of the centre. This application must be accompanied by the following documentation:

- Subrogation of rights and obligations of the new holder.
- Document certifying the sale, lease or right of use of the old holder in favour of the new holder.

The Directorate General for Employment Training and Guidance will issue a resolution, after a report from the technicians of the territorial headquarters stating that the facilities, human and material resources that gave rise to the registration or accreditation are maintained.

Express authorisation must be requested from the Directorate General for Employment Training and Guidance to maintain registration and, if applicable, accreditation as a training centre or entity when there is a change of address of the facilities, submitting the necessary documentation, for the purpose of verifying that the new facilities meet the established requirements.

10. DEREGISTRATION

Removal from the Register of Training Centres or Entities may be agreed by means of a reasoned decision of the Directorate General for Employment Training and Guidance, after a hearing with the owner of the centre or entity, when it falls into any of the following cases:

- a) Failure to comply with any of the obligations provided for in Article 7 of Decree 106/2011, of 19 May.
- b) Application of grants for a purpose other than that for which they were awarded.
- c) The removal from the file of all the specialities that they have registered or accredited.
- d) Application of the interested party.

Likewise, after giving at least three months' notice, the Directorate General for Employment Training and Guidance may, *ex officio*, decide to deregister a training speciality from the training centre or entity when any of the following circumstances apply:

- a) Failure to maintain the technical-pedagogical, equipment and personnel requirements taken into account for the registration and accreditation, if applicable, of the training speciality.
- b) Failure to exceed the minimum training quality standards and, if applicable, the results of the professional integration of workers, as determined by the Directorate General for Employment Training and Guidance.
- c) The failure to adapt training specialities to the needs demanded by the productive system.
- d) Deregister from the file of training specialities.

The decisions referred to in the previous points do not terminate the administrative procedure.

An appeal against the decision may be lodged before the head of the competent regional ministry for employment training within one month of its notification, in accordance with Law 39/2015, of 1 October, on the common administrative procedure for public administrations.

11. ANNEX 1. MUNICIPAL PROCEDURES

POSSIBILITY OF SUBMITTING PRIOR CONSULTATIONS TO THE TOWN COUNCIL

With regard to the municipal procedures that the promoter will have to carry out, the first aspect that must be taken into account is the need to consult, in advance, the regulations approved by the town council where the activity is to be carried out, in the exercise of its regulatory powers.

In order to guarantee the appropriate submission of the necessary documentation for the start of the activity, the promoters have the possibility of making written enquiries to the town council, which must be accompanied by all the data and documents that allow the information required to be clearly identified.

Approval of a special infrastructure and facilities plan

MANAGEMENT OF THE PROCEDURE

Local administration

DESCRIPTION

- The purpose of the special infrastructure and facilities plan is the establishment and planning of infrastructures relating to the system of communications, transport, public open spaces, community facilities, installations for public services and energy and water supply, water drainage and purification and the implementation of the uses foreseen in sections o) and p) of article 35.1, in accordance with the provisions of article 36.4.
- With regard to the **procedure** for approval, in accordance with article 75 of the LSG, it is as follows:

a) The competent municipal body will proceed to its initial approval and will submit it to public information for at least two months, by means of a notice to be published in the Diario Oficial de Galicia and in one of the newspapers with the widest circulation in the province. Likewise, all cadastral titleholders of the land affected will be notified individually.

b) During the same period in which the public information procedure is being carried out, the municipal administration will request from the competent public administrations the necessary sectoral reports and consultations. The regional sectoral reports must be issued within a maximum period of three months, after which time they will be understood to be favourable.

c) When, after the public information procedure, modifications are intended to be introduced that entail a substantial change to the initially approved document, a new public information procedure must be opened.

d) The municipal legal and technical services must issue a report on the completeness of the documents in the file, the administrative actions carried out, the technical quality of the planned development and the conformity of the plan with the applicable legislation.

e) The approval of special plans not provided for in the general plan and special protection plans containing the detailed planning of consolidated urban land will require, in all cases, the prior issue of a mandatory and binding report stating the legal control and the protection of supramunicipal interests, as well as compliance with the determinations established in the territorial planning guidelines and territorial and sectoral plans.

For these effects, once the formalities indicated in the preceding paragraphs have been completed, the competent municipal body will provisionally approve the content of the plan with the relevant modifications and will submit it, with the complete file duly certified, to the competent body in matters of town planning for its mandatory report, which must be issued within two months from the entry of the complete file in the register of the Regional Ministry. Once this period has elapsed without the requested report being communicated, the processing of the plan may continue.

The competent body in matters of town planning must examine the completeness of the draft plan within a period of one month. Should any deficiencies be found, it will require that they be amended. The legal time limit for issuing the report will not begin to run until the requirement has been complied with.

f) Once the formalities indicated in the preceding paragraphs have been completed, the town council will proceed to its final approval.

In the case of special plans that must undergo the common strategic environmental assessment, by virtue of the provisions of article 46.1, the procedure established in article 60, sections 2, 3, 4, 5, 8, 9, 10, 11 and 12 must be complied with.

In the case of special plans that must undergo a simplified strategic environmental assessment, by virtue of the provisions of article 46.2, prior to the initial approval of the document, the following steps must be taken:

a) The promoter will submit to the environmental body a request to initiate the simplified strategic environmental assessment, to which it will attach the draft plan and the strategic environmental document, with the content established in the legislation in force.

b) The environmental body, within two months of receiving the complete documentation, will issue the strategic environmental report, after identifying and consulting the affected public administrations and interested parties for a period of two months.

In the case of special plans not provided for in the general plan and special protection plans containing the detailed planning of consolidated urban land, the bodies to be consulted will include the competent urban planning body.

The environmental body, considering the results of the consultations, will determine in the strategic environmental report whether or not the plan has significant effects on the environment. In the event that no significant effects are foreseen, the plan may be approved subject to the conditions established in such report.

The strategic environmental report will be sent within fifteen working days for publication in the Diario Oficial de Galicia and on the electronic office of the environmental body.

- Competence for final approval: competent municipal body.
- Entry into force: Once definitively approved, for its entry into force the plan must be published in accordance with the provisions of article 82 of Law 2/2016, of 10 February.

DOCUMENTATION

- Application for approval of the special plan containing the details of the natural or legal person who is the promoter and, if applicable, of the person representing him or her, as well as an address for notifications.

- Proof of payment of the applicable municipal taxes.

- Technical document containing the determinations specified in article 184 of Decree 143/2016 of 22 September.

COMPULSORY

Yes

In the cases described.

DEADLINES FOR APPROVAL

3 months
6 months

For initial approval, starting from its presentation in the general register of the town council.

For final approval, starting from the initial approval of the plan.

ON-LINE PROCESSING

Yes

Via the municipal electronic offices.

REGULATIONS

- Law 2/2016, of 10 February, on Galician land (Official Journal of Galicia no. 34, 19 February 2016).
 - Decree 143/2016, of 22 February, approving the Regulations of Law 2/2016, of 10 February, on Galician land (Official Journal of Galicia no. 213, 9 November 2016).
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PAYMENT OF TAXES, IF APPLICABLE

It is particularly relevant nowadays to **consult the tax by-laws** of the town council, for the purpose of paying the taxes related to the establishment of the activity which, if applicable, were the object of a taxation agreement, and the following should be highlighted:

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

MANAGEMENT OF THE PROCEDURE		Local administration.
DESCRIPTION		<p>The local entities may establish fees for any supposition of provision of services or of execution of administrative activities of local competence, and in particular for the following:</p> <ul style="list-style-type: none"> • Granting of urban planning licences required by the legislation on land and urban planning or carrying out administrative control activities in cases where the need for a licence is replaced by the submission of a statement of compliance or prior notification. • Granting of licences for the opening of establishments or carrying out administrative control activities in cases where the need for a licence is replaced by the submission of a statement of compliance or prior notification. • Other cases linked to the provision of services or the performance of administrative activities of local competence. <p>In any case, the applicable local regulations must be consulted.</p>
DOCUMENTATION		Settlement or self-assessment document (if applicable).
COMPULSORY	Yes	In town councils where it has been agreed to impose the tax.
ON-LINE PROCESSING	Yes	Through the municipal electronic offices (or those of the Provincial Council, as the case may be).
REGULATIONS		<ul style="list-style-type: none"> • Royal Legislative Decree 2/2004, of 5 March, which approves the revised text of the Law regulating local taxation. • Tax ordinances of the town council.

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

MANAGEMENT OF THE PROCEDURE		Local administration.
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DESCRIPTION		<ul style="list-style-type: none"> • The ICIO is an indirect tax, imposed at the discretion of the taxpayer, whose taxable event is constituted by the execution, within the municipality, of any construction, installation or work for which the corresponding building or urban planning licence is required, whether or not the said licence has been obtained, or for which the submission of a statement of compliance or prior notification is required, provided that the issuing of such licence or the control activity corresponds to the town council responsible for the imposition of the tax. • The persons subject to this tax are the owners of the construction, installation or work, whether or not they are the owners of the property on which it is carried out, i.e. whoever bears the expenses or the cost incurred in such execution. • The taxable base is constituted by the real and effective cost of the construction, installation or work (cost of material execution), as set out in the local taxation regulations, and the tax rate will be set by each town council, without it exceeding 4%. • The town council may establish optional reductions on the tax rate, including the possible existence, if so regulated in the municipal tax ordinances, of a reduction of up to 95% of the tax rate for constructions, installations or works that are declared to be of special or municipal interest due to circumstances related, among other factors, to the promotion of employment. • The town council may require self-assessment by the taxpayer or his or her substitute. <p>In any case, the applicable local regulations must be consulted.</p>
DOCUMENTATION		Settlement or self-assessment document (if applicable).
COMPULSORY	Yes	In town councils where it has been agreed to impose the tax.
ON-LINE PROCESSING	Yes	Through the municipal electronic offices (or those of the Provincial Council, as the case may be).
REGULATIONS		<ul style="list-style-type: none"> • Royal Legislative Decree 2/2004, of 5 March, which approves the revised text of the Law regulating local taxation. • Tax ordinance of the relevant town council.

However, the promoter should consult, for his or her knowledge, the elements of other municipal taxes related to the subsequent exercise of the activity, which are not addressed in this catalogue, such as the tax on economic activities or the tax on real estate, among others.

WORKS INTENDED FOR THE DEVELOPMENT OF AN ACTIVITY

In most cases, the start of the 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. In this case, the first thing the promoter should be aware of is that all acts of transformation, construction, building and use of the land and subsoil require, for their lawful exercise, **the granting of a municipal licence or the submission of a prior notification to the town council**, depending on the act.

MANAGEMENT OF THE PROCEDURE

Local administration.

DESCRIPTION

The following acts are subject to **municipal licence**, without prejudice to the authorisations that may be required in accordance with the applicable sectoral laws:

- Acts of building and use of land and subsoil which, in accordance with general building regulations, require a building works project.
- Operations on buildings declared to be of cultural interest or listed due to their unique cultural, historical, artistic, architectural or landscape characteristics or values.
- Demolitions, except those derived from resolutions of proceedings for the restoration of urban planning legality.
- Earth retaining walls, when their height is equal to or greater than one and a half metres.
- Large earthworks and levellings.
- Parcelling, segregation or other acts of division of land in any kind of land, when they do not form part of a reparcelling project.
- The first occupation of buildings.
- The establishment of any installation for residential use, whether provisional or permanent.
- The felling of trees or shrub vegetation on land incorporated into urban transformation processes and, in any case, when such felling derives from legislation for the protection of the public domain, except those authorised on rural land by the competent bodies in forestry matters.

All acts of occupation, construction, building and use of the land and subsoil not mentioned above are subject to the prior urban planning notification system.

DOCUMENTATION

The licence application will contain the following information and documents:

- Identification details of the natural or legal person who is the promoter and, if applicable, of the person representing him or her, as well as an address for notification purposes.
- Sufficient description of the characteristics of the act in question, detailing its basic aspects, its location and the building or property it affects, 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 project drawn up by a competent technician, in the form and with the content indicated in the applicable regulations.
- The works projects will be accompanied by the corresponding works management document, which will identify the technicians to whom they are entrusted.
- When a technical project is not required, the application will be accompanied by a descriptive and graphic report defining the general characteristics of the project and the building in which it is 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 are completely finished and comply with the licence granted.
- Environmental assessment document, if required by the use for which the works are intended.
- Copy of the environmental authorisation or report, as well as the remaining sectoral authorisations, concessions or reports when legally required.
- Where applicable, a certificate issued by the municipal conformity certification bodies.

Given that the purpose of the work is the development of an activity, this circumstance must be expressly stated and, together with the application for the licence, the related documents required must be submitted.

This information should be supplemented 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 to the town council 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 date of submission of the application with the complete documentation, including the certificate of conformity, at the town council register. This period may be reduced to 15 calendar days in certain cases ¹ .
COMPULSORY	Yes	In cases where it is mandatory depending on the act to be carried out.
ON-LINE PROCESSING	Yes	Via the municipal electronic offices.
REGULATIONS		<ul style="list-style-type: none"> • Law 2/2016, of 10 February, on Galician land. • Decree 143/2016, of 22 September, approving the Regulations of Law 2/2016, of 10 February, on Galician land. • Law 9/ 2021, of 25 February, on administrative simplification and support for the economic reactivation of Galicia. • Applicable municipal ordinances.

Prior notification for the execution of works

MANAGEMENT OF THE PROCEDURE	Local administration.
DESCRIPTION	<p>All acts of occupation, construction, building and use of the land and subsoil not subject to license are subject to the prior urban planning notification system. In particular, the following are subject to the prior notification system:</p> <ul style="list-style-type: none"> • The execution of minor works or installations. • The use of land for the development of commercial, industrial, professional, service or other similar activities. • The use of projections over buildings and installations of any kind. • The 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 the exploitation of quarries, even if it takes place on public land and is subject to administrative concession or authorisation. • The extraction of minerals, liquids and any other material, as well as dumping in the subsoil. • The installation of greenhouses. • The placing of posters and advertising panels visible from public view, as long as they are not in enclosed premises. • The enclosing and fencing of land.
DOCUMENTATION	<p>The notification must be accompanied by the following documentation:</p> <ul style="list-style-type: none"> • Identification details of the natural or legal person who is the promoter and, if applicable, of the person representing him or her, as well as an address for notifications. • Technical description of the characteristics of the act in question or, if applicable, a legally required technical project.

¹ / Articles 54.3 and 55.2 of Law 9/2021, of 25 February, on administrative simplification and support for the economic reactivation of Galicia.

- Express statement that the prior notification 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 the granting was requested. For these purposes, in the event that the reports have not been issued within the legally established period, this circumstance must be accredited.
- Authorisation or environmental assessment document, if required by the intended purpose of the works.
- Proof of payment of the applicable municipal taxes.
- Where applicable, a certificate issued by the municipal conformity certification bodies set out in these regulations.
- Document formalising the transfer, if applicable.
- Date of commencement and completion of the works.

Given that the purpose of the work is the development of an activity, this circumstance must be expressly stated and, together with the prior notification, the related documents required must be submitted.

This information should be supplemented by consulting the local regulations applicable in each case.

DEADLINES

In the case of prior urban planning notifications, the promoter, prior to the execution of the relevant act, must notify the town council of his or her intention to carry it out at least 15 working days prior to the date on which he or she intends to begin its execution.

Within the 15 working days following such notification, the town council, without prejudice to the verification of compliance with the requirements, may declare the documentation submitted to be complete or require the correction of any deficiencies it may contain, adopting in this case, in a reasoned manner, the provisional measures deemed appropriate, which must be notified to the interested party by any means that allows accreditation of their receipt.

In general, once the aforementioned period of 15 working days has elapsed, the presentation of the prior notification, complying with all the requirements, constitutes authorisation for the start of the use of the land and subsoil subject to this, without prejudice to the subsequent powers of verification, control and inspection by the respective town council.

When a town planning notification is presented together with a certificate of conformity, it will enable, with immediate effect from its presentation at the register of the town council, the performance of the act that constitutes its object, without prejudice to the subsequent powers of verification, control and inspection by the respective town council².

COMPULSORY

Yes

In cases where a licence is not required to carry out the works.

ON-LINE PROCESSING

Yes

Via the municipal electronic offices.

REGULATIONS

- Law 2/2016, of 10 February, on Galician land.
- Decree 143/2016, of 22 September, approving the Regulations of Law 2/2016, of 10 February, on Galician land.
- Law 9/ 2021, of 25 February, on administrative simplification and support for the economic reactivation of Galicia.
- Applicable municipal ordinances.

Before submitting the application for the licence or submitting the prior urban planning notification, the developer must take into account the following aspects:

- When the acts of building and use of the land and subsoil are carried out on land in the public domain, the promoter must have the prior authorisations or mandatory concessions granted by the owner of the public domain.
- A licence may not be granted or a prior urban planning notification may not be presented without the prior granting of the urban planning or sectoral authorisations of other public administrations, when applicable.

In this regard, it is necessary to reiterate that in the case that the training institution for employment is located on rural land of special protection in accordance with the provisions of Article 36.2 of Law 2/2016, of February 10, on the land of Galicia, and Article 51.2 and 63.3 of its Regulations, approved by Decree 143/2016, of September 22, on the rural land of special protection it will be necessary to obtain the authorization or favorable report from the body that has the corresponding sectorial competence prior to obtaining the municipal enabling title.

Likewise, since the purpose of the works is the development of an activity, a specific regime³ is established, which determines that the promoter **must expressly state this circumstance** and, together with the application for the building permit or with the prior notification, submit the following documentation:

- The identification details of the natural or legal person who is the owner of the activity or establishment and, if applicable, of the person representing them, as well as an address for receiving notifications.
- An explanatory report of the activity to be carried out, detailing its basic aspects, its location and the establishment where it is to be executed.
- Proof of payment of the applicable municipal taxes.
- A declaration by the owner of the activity, if applicable, signed by a competent technician, stating that all the requirements for the activity are met and that the establishment meets the safety, health and other conditions laid down in the urban development plan.
- The project and the technical documentation required according to the nature of the activity or installation, drawn up and signed by a competent technician.
- The environmental authorisation or declaration, if applicable.
- Any other sectoral authorisations and reports that may be required.
- Where applicable, the certificate of conformity issued by a municipal conformity certification body.

Thus, in cases in which these two circumstances are present (the performance of the activity and the execution of works for the exercise of such activity) the municipal powers of verification, control and inspection will be exercised, at first, in relation to the activity for which the work is intended, suspending any administrative actions related to this, while the interested party does not duly prove compliance with the legal requirements for the exercise of such activity.

Once the work has been completed, **prior notification will be submitted for the start of the activity or the opening of the establishment**, with no other requirements than the identification details of the owner and the reference of the prior notification or the urban planning permission that covered the work carried out and the final work certificate signed by competent technicians, as well as the acoustic certificate when applicable⁴.

3 / 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.

4 / Article 11 of Decree 106/2015, of 9 July, on noise pollution in Galicia.

Prior notification for the start of the activity after the execution of works

MANAGEMENT OF THE PROCEDURE		Local administration.
DESCRIPTION		When the activity requires the execution of works or installations, activities may not be started or developed until the works or installations have been fully completed and the corresponding prior notification has been submitted to the town council.
DOCUMENTATION		<ul style="list-style-type: none"> • Identification details of the owner. • Reference of the prior notification or planning permission that covered the work carried out. • Final works certificate signed by competent technician. • Acoustic certificate (where applicable). <p>This information should be supplemented by consulting the local regulations applicable in each case.</p>
COMPULSORY	Yes	The submission of a prior notification that complies with the requirements authorises from the moment of its submission 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 town council.
ON-LINE PROCESSING	Yes	Via the municipal electronic offices.
REGULATIONS		<ul style="list-style-type: none"> • Decree 144/2016, of 22 September, which approves the single regulation of integrated control 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 reactivation of Galicia. • Applicable municipal ordinances.

SUBMISSION OF PRIOR NOTIFICATION OF THE START OF THE ACTIVITY WITHOUT CARRYING OUT WORKS

In cases where it is not necessary to carry out works to start the activity, after carrying out the appropriate sectoral procedures depending on the type of activity in question, the promoter should be aware that, in general, the installation, implementation or exercise of any economic, business or professional activity **requires the presentation by the owner of the activity of a prior notification** to the town council where the activity is to be carried out or the establishment is to be opened.

Prior notification for the start of the activity without prior works

MANAGEMENT OF THE PROCEDURE		Local administration.
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DESCRIPTION	<p>The installation, implementation or exercise of any economic, business, professional, industrial or commercial activity, as well as the opening of establishments intended for this type of activity, requires the submission by the owner of the activity of a prior notification, with the following exceptions:</p>
DOCUMENTATION	<p>The notification must be accompanied by the following documentation:</p> <ul style="list-style-type: none"> • execution of activities and the opening of establishments subject to another system of administrative intervention by the applicable sectoral regulations. • execution of activities that are not related to a physical establishment. <p>The identification details of the natural person or legal entity owning the activity or establishment and, if applicable, of the person representing them, as well as an address for receiving notifications.</p> <p>An explanatory report of the activity to be carried out, detailing its basic aspects, its location and the establishment(s) where it is to be executed.</p> <p>Proof of payment of the applicable municipal taxes.</p> <p>A declaration by the owner of the activity or establishment, if applicable, signed by a competent technician, stating that all the requirements for the activity are met and that the establishment meets the safety, health and other conditions laid down in the urban development plan.</p> <p>The project and the technical documentation required according to the nature of the activity or installation. For these purposes, the project is understood to be the set of documents that define the actions to be carried out, with the content and detail that allows the administration to know their purpose and determine their compliance with the applicable urban planning and sectoral regulations, in accordance with the applicable regulations. The project and the technical documentation will be drafted and signed by a competent technician.</p> <p>The environmental authorisation or declaration, if applicable.</p> <p>Any other sectoral authorisations and reports that may be required.</p> <p>Where applicable, the certificate of conformity issued by the municipal conformity certification bodies set out in these regulations.</p> <p>If the development of the activity or the opening of the establishment requires works to be carried out, the above documentation must be submitted with the prior notification set out in the urban planning regulations or with the application for a building permit.</p> <p>This information should be supplemented by consulting the local regulations applicable in each case.</p>
COMPULSORY	<p>Yes</p> <p>In the case of the opening of establishments, a stamped copy of the prior notification must be displayed in a visible and easily accessible place.</p> <p>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.</p>
ON-LINE PROCESSING	<p>Yes</p> <p>Via the municipal electronic offices.</p>

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 expressly stated by the person interested in it, without prejudice to the powers of the town councils for the establishment and planning of subsequent verification and control actions.

Once a prior notification has been received, the town council will automatically verify:

- Its own competence.
- If it is a legally indicated means of intervention for the activity or establishment.
- If the prior notification contains the required data and documentation.

If the data or documentation submitted with the prior notification is incomplete or has any other amendable deficiency, the town council will grant the person who submitted it a period of 10 days to repair it. However, in the event that the deficiencies detected are not amendable or are not rectified within the period established, or when the town council 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 automatically.

This verification action will be optional for the town council in those cases in which the documentation provided includes a **certificate of conformity issued by a municipal conformity certification body**, without prejudice to the possibility of carrying out at any time, on its own initiative 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 by the applicable regulations.

Certificates issued by the municipal conformity certification bodies

RESPONSIBLE BODY	Municipal conformity certification bodies (Eccom.)
DESCRIPTION	<p>Entities subject to private law which, after being authorised by the Autonomous Region Administration, having full capacity to act and acting under their responsibility, are constituted for the purpose of carrying out, throughout the territory of the Autonomous Region of Galicia, certification, verification, inspection and control activities regarding the conformity of installations, establishments and activities with the applicable regulations in the municipal scope.</p> <p>The content of the certificates of conformity is not binding for the municipal technical services or for the municipal bodies with competence in the matter, and in no case will it replace the public powers of inspection, verification, control and sanction.</p>
COMPULSORY	<p>No</p> <p>Persons interested in submitting a prior notification or a licence application to the municipal Administration may contact the entity of their choice among those authorised to carry out municipal conformity certification activities in the territory of the Autonomous Region of Galicia, in order to request the certification of conformity 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 conformity certification service and the municipal conformity certification bodies will be subject to personal law.</p>
CONSULTATION	Register of Municipal Conformity Certification Bodies of the Autonomous Region of Galicia.
REGULATIONS	<ul style="list-style-type: none"> • Decree 144/2016, of 22 September, which approves the single regulation of integrated control 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 reactivation 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 town council, 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, if applicable, of those to be 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 was subject will 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.

This document was drawn up for purely informative purposes by the General Vice-Secretariat for Business Support of the First Vice-Presidency and Regional Ministry of Economy, Industry 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.

