

CATALOGUE

LOW VOLTAGE INSTALLATION COMPANIES

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LOW VOLTAGE INSTALLATION COMPANIES

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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 accompaniment 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.

LOW VOLTAGE ELECTRICAL FACILITIES. 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 **subject of this document** is the activity of **low voltage electrical facilities**, in the modality included in Royal Decree 842/2002, of 2 August, approving the Low Voltage Electrotechnical Regulation, and in the complementary technical instructions.

In this catalogue, an electrical facility is understood to be any **set of devices and associated circuits used for a particular purpose: production, conversion, transformation, transmission, distribution or use of electrical energy.**

This regulation will apply to facilities that distribute electrical energy, to those that generate electricity for their own consumption and to those that receive electricity, within the following nominal voltage limits:

- a) Alternating current: equal to or less than 1,000 volts.
- b) Direct current: equal to or less than 1,500 volts.

Those facilities and equipment for exclusive use in mines, traction material, vehicles, ships, aircraft, communication systems and military uses and other facilities and equipment that are subject to specific regulations are excluded from the application of this regulation.

LOW VOLTAGE INSTALLATION COMPANIES. CONCEPT

A low voltage installation company is a natural or legal person that carries out, maintains or repairs electrical facilities within the scope of the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions, having submitted the applicable statement of compliance of start of activity.

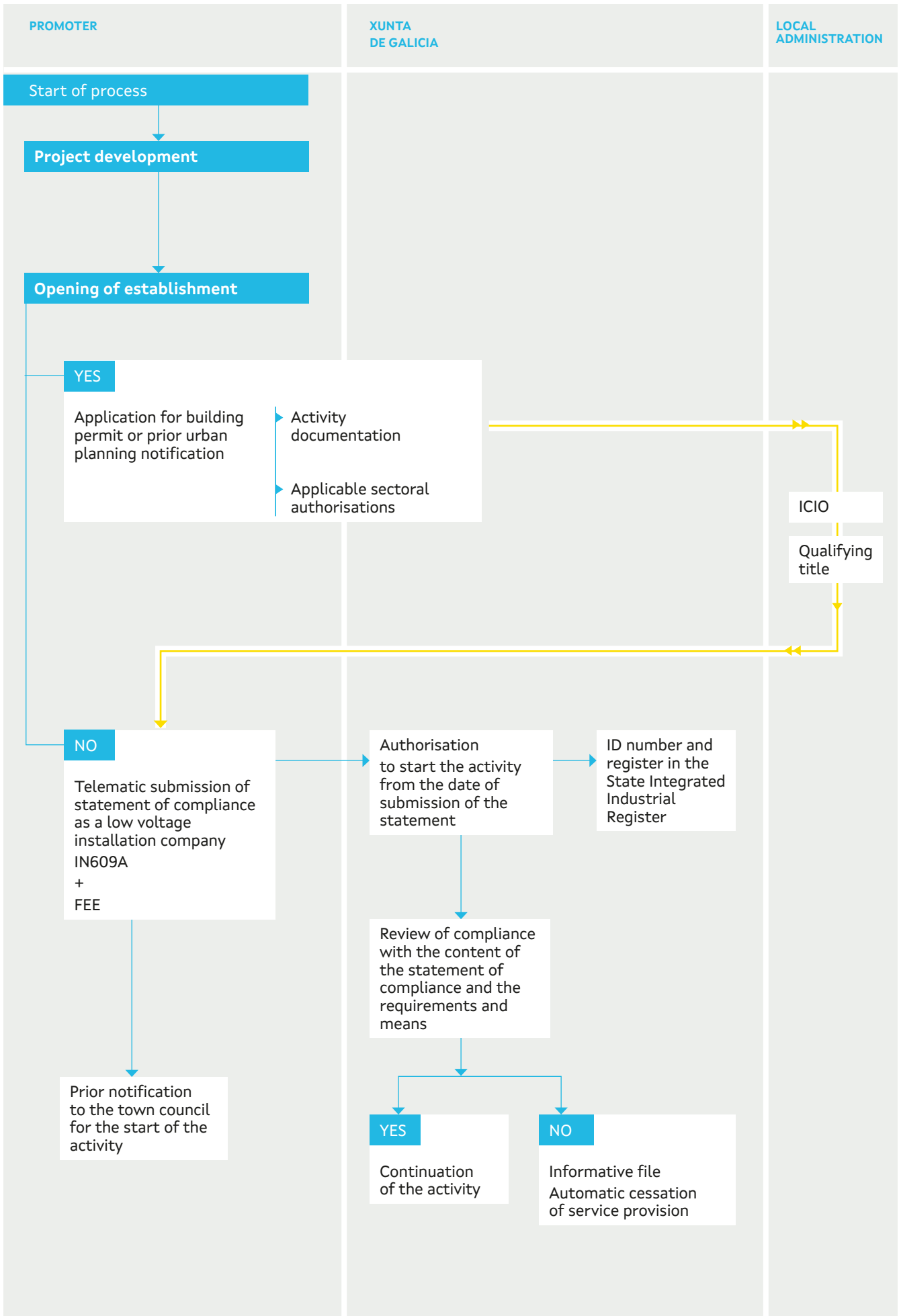
CLASSIFICATION OF LOW VOLTAGE INSTALLATION COMPANIES

Low voltage installation companies are classified into the following categories:

- Basic category (IBTB). The installation companies included in this category may carry out, maintain and repair low voltage electrical facilities in buildings, industries, infrastructures and, in general, all those included in the scope of the Low Voltage Electrotechnical Regulation that are not included in the specialist category (IBTE).
- Specialist category (IBTE). The installation companies included in this category may carry out, maintain and repair the facilities of the basic category and, in addition, those corresponding to:
 - ✓ Automation, thermal energy management and security systems for homes and buildings;
 - ✓ Distributed control systems;
 - ✓ Monitoring, control and data acquisition systems;
 - ✓ Process control;
 - ✓ Overhead or underground lines for energy distribution;
 - ✓ Premises at risk of fire or explosion;

- ✓ Operating theatres and surgery rooms;
- ✓ High voltage discharge lamps, illuminated signs and similar devices;
- ✓ Low voltage generating facilities with a power greater than or equal to 10 kW that fall within the scope of the Low Voltage Electrotechnical Regulation and its complementary technical instructions.

The specialist category for the first four types of facilities (automation, technical energy management and security systems for homes and buildings; distributed control systems; monitoring, control and data acquisition systems; and process control) is a single category.



2. FORMALITIES FOR THE START-UP OF A LOW VOLTAGE ELECTRICAL INSTALLATION COMPANY. SUMMARY OF THE PROCESS

This catalogue refers to the procedure for the qualification of companies in the activity of **low voltage electrical facilities** referred to in the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August.

It does not include the formalities relating to the establishment of the company or the registration as a self-employed person, which imply the endowment of legal personality and the capacity to contract. These formalities, 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.

It should be noted that, in accordance with the modifications to the Low Voltage Electrotechnical Regulation, it is not necessary to have a physical establishment to carry out the activity, as initially established in ITC-BT-03.

Annex 2 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.

The procedure for obtaining authorisation for the activity of low voltage electrical facilities involves a single formality:

1. Submission of a statement of compliance under the IN609A procedure.

Both natural and legal persons wishing to start their activity in Spain and establish themselves or start their activity under the freedom to provide services in Galicia are obliged to submit said statement. At the beginning of the statement, they must choose the modality under which they will operate: right of establishment (for companies that will habitually carry out their activity in Spanish territory) or freedom to provide services (companies authorised in another EU Member State and that will carry out their activity on an occasional basis in this State).

3. PRIOR REQUIREMENTS

As set out in article 22 of Royal Decree 842/2002, of 2 August, approving the Low Voltage Electrotechnical Regulation, low voltage electrical facilities will be carried out by low voltage installation companies, which will be those natural or legal persons that have submitted the statement of compliance of start of the activity. Without prejudice to the possible project and construction management by competent qualified technicians that, if applicable, the aforementioned installations may require.

In accordance with Law 21/1992, of 16 July, on Industry, the statement of compliance authorises the installation company for an indefinite period of time, from the moment it is submitted to the competent Administration, to carry out the activity throughout Spanish territory, without any additional requirements or conditions being imposed.

GENERIC REQUIREMENTS

Before starting their activities as low voltage installation companies, natural or legal persons wishing to set up in Spain must submit to the competent body of the autonomous region where they are established a statement of compliance in which the holder or legal representative of the company declares for which category and, if applicable, modality the activity is going to be carried out; that he/she meets the requirements set out in the ITC-BT-03; that he/she has the documentation accrediting this; that he/she undertakes to maintain them for the duration of the activity, and that he/she is responsible for the execution of the installations being carried out in accordance with the standards and requirements established in the Low Voltage Electrotechnical Regulation and in the corresponding complementary technical instructions.

Any fact that entails a modification of some of the data in the original statement, as well as the cessation of the activity, must be communicated within one month by the interested party to the competent body of the autonomous region where the statement of compliance was submitted.

Low voltage installation companies legally established to carry out this activity in any other Member State of the European Union that wish to carry out the activity under the freedom to provide services in Spanish territory must, prior to the start of the activity, submit a statement of compliance with the requirements detailed in the previous paragraph to the competent body of the autonomous region where they wish to start their activity.

In addition, if accreditation to operate as a **low voltage installation company is sought**, the following requirements must be met and the documentation accrediting this must be available, as set out in the Complementary Technical Instruction implementing article 22:

- To have the documentation that identifies the installation company, which in the case of a legal person must be legally established.
- To have the technical and human resources necessary to carry out its activity in safe conditions, which, as a minimum, shall be those determined in appendix I of the ITC-BT-03.
- To have taken out civil liability insurance or any other equivalent guarantee covering damage that may be caused in the provision of the service for a minimum amount of 600,000 euros per claim for the basic category and 900,000 euros per claim for the specialist category. These minimum amounts will be updated by order of the head of the Ministry of Industry, Trade and Tourism, whenever necessary to maintain the economic equivalence of the guarantee and after the report of the Government Delegate Commission for Economic Affairs has been issued.

LOW VOLTAGE INSTALLER

This profession is regulated, insofar as the competent administration establishes some condition that subjects the exercise of the profession or the provision of the service to the fulfilment of some requirement in relation to the qualification of the persons; requirements set out in section 4 of the ITC-BT-03.

The low voltage installer must carry out his/her activity in a qualified low voltage installation company and must comply with and be able to accredit to the competent administration, when so required by the latter in the exercise of its inspection, verification and control powers, one of the following requirements:

- To hold a university degree whose scope of competence, legal attributions or syllabus covers the subjects covered by the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions.
- To hold a vocational training qualification or a certificate of professional qualifications included in the National Catalogue of Professional Qualifications, whose scope of competence includes the subjects covered by the Low

Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions.

- To have recognised professional competence acquired through work experience, in accordance with the provisions of Royal Decree 1224/2009, of 17 July, on the recognition of professional competences acquired through work experience, in the areas covered by the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions.
- To have recognised professional qualification as a low voltage installer acquired in another Member State of the European Union, in accordance with the provisions of Royal Decree 581/2017, of 9 June, whereby Directive 2013/55/EU of the European Parliament and of the Council, of 20 November 2013, amending Directive 2005/36/EC on the recognition of professional qualifications and Regulation (EU) No 1024/2012 on administrative cooperation through the Internal Market Information System ("the IMI Regulation"), is incorporated into the Spanish legal system.
- To hold a certificate issued by an accredited body for the certification of persons, by ENAC or any other national accreditation body designated in accordance with Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93.

In accordance with Law 17/2009, of 23 November, on free access to service activities and the exercise thereof, personnel authorised by an autonomous region may carry out this activity within an installation company throughout Spanish territory without any additional requirements or conditions being imposed.

PHYSICAL ESTABLISHMENT TO CARRY OUT THE ACTIVITY

In the event that it is necessary to have a physical establishment or premises to carry out the activity of low voltage installer, the first step that the promoter should take is to check the urban planning regime that applies to the plot or building on which he/she intends to implement said activity. 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 2 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.

4. DESCRIPTION OF THE STATEMENT OF COMPLIANCE
PROCESS AND REGISTRATION IN THE REGISTER
OF LOW VOLTAGE INSTALLATION COMPANIES

This statement, which must comply with the model in Annex II of Decree 51/2011, of 17 March, which updates the regulations on industrial safety of the Autonomous Region of Galicia for its adaptation to Directive 2006/123/EC of the European Parliament and of the Council of 12 December 2006 on services in the internal market, must be submitted by electronic means to the competent regional ministry for industry. In this statement, the holder or legal representative of the company will have to declare that he/she meets the requirements set out in the regulation, that he/she has the documentation accrediting this; that he/she undertakes to maintain them for the duration of the activity, and that he/she is responsible for the execution of the installations being carried out in accordance with the standards and requirements established in the applicable regulation.

The competent regional ministry for industry will automatically assign an identification number to the company that submitted a statement of compliance.

Once this process has been completed, the company is authorised and can carry out the activity immediately, although it may be subject to the corresponding inspection work to check the veracity of the statement by delivering the documentation supporting the statement.

If a company with headquarters in Galicia wishes to register, it must submit a statement of compliance as an establishment.

By means of these statements, companies indicate that they comply with the requirements established in the applicable legislation and that they are responsible for ensuring that the implementation of the facilities will be carried out in accordance with the standards and requirements established in the applicable legislation.

If a company established in an EU Member State wishes to carry out this activity under the freedom to provide services, it must submit the statement of compliance under the freedom to provide services.

To do this, the Galician regional administration has a standardised procedure (ING09A), which is summarised in the following tables:

IN609A. Register of Low Voltage Installation Companies

RESPONSIBLE BODY		Territorial Office of the First Vice-Presidency and Regional Ministry of Economy, Enterprise and Innovation.
DESCRIPTION		Before starting their activity under the freedom to provide services, natural and legal persons must register in this register.
DOCUMENTATION		<ul style="list-style-type: none"> • Statement of compliance (according to the model in Annex II). The statement contains the following information: <ul style="list-style-type: none"> - Details of the declarant and the company. - Category of the company. - Fulfilment of the requirements set out in the regulations. - That the documentation accrediting this is in their possession. - That they undertake to maintain its compliance throughout the duration of the activity. - That the company is responsible for ensuring that the facilities are carried out in accordance with the standards and requirements established in the regulations. • Proof of payment of the corresponding fees. The process of payment of the fee starts from the form of the statement of compliance, which links to the payment platform of the Galician Tax Agency.
COMPULSORY	Yes	Procedure IN609A
DEADLINES		Open all year round.
RESOLUTION		Automatic.
ON-LINE PROCESSING	Yes	
ON-SITE	No	
REGULATIONS		<ul style="list-style-type: none"> • Decree 51/2011, of 17 March, updating the regulations on industrial safety in the Autonomous Region of Galicia to adapt them to Directive 2006/123/EC (article 4). • Resolution of 12 December 2011, of the Directorate General for Industry, Energy and Mines, informing on the exclusively telematic processing of various procedures.

FEE

RESPONSIBLE BODY		Galician Tax Agency.
DESCRIPTION		<p>This procedure is subject to the payment of the fee:</p> <ul style="list-style-type: none"> • Start of activity: code 32.07.22. • Modification or cessation of activity: code 32.07.23. <p>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-3.</p> <p>Current fees.</p>
DOCUMENTATION		Form 731 or self-assessment form.

COMPULSORY	Yes	
ON-LINE PROCESSING	Yes	<p>Virtual Tax Office.</p> <p>The procedure must be carried out through the electronic office at the time of submission of the statement of compliance. The payment of the fee is integrated in procedure IN609A.</p> <p>Payment can be made by debiting a bank card, by debiting a bank account or by payment in person at a collaborating financial institution using a payment letter with NRC (Complete Reference Number) that can be generated in the same procedure.</p>
ON-SITE	No	
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.

Once the IN609A form of the statement has been completed and the fees have been paid, the statement of compliance will be signed by electronic means and submitted to the administration. The company is immediately authorised to carry out the activity with the assignment of an identification number.

The company is automatically registered in the Industrial Register of Galicia, and its data will be communicated to the Integrated Industrial Register.

5. PROCEDURE FOR CHECKING THE STATEMENT OF COMPLIANCE

The administration may check at any time that the content of the statement of compliance required for the start of the activity is complied with.

The First Vice-Presidency and Regional Ministry of Economy, Industry and Innovation will be in charge of subsequent verification of the declarations made by the promoter. This verification is carried out by means of the inspection function. The verification will make reference to those aspects implicit in the application submitted with the aim of verifying what has been declared about the promoter and the entity.

Procedure for verifying compliance with the requirements

RESPONSIBLE BODY

Territorial Office of the First Vice-Presidency and Regional Ministry of Economy, Enterprise and Innovation (inspection function).

DESCRIPTION

Failure to comply with the requirements will result in the automatic cessation of the provision of services, unless an error amendment procedure can be initiated, without prejudice to the penalties that may derive from the seriousness of the actions carried out.

An information report will be made on the owner of the establishment.

DEADLINES

The person concerned will have fifteen calendar days from the date of notification to submit the corresponding evidence or proof.

EFFECTS

- Temporary disqualification and/or cessation of the activity.
- Removal from the Industrial Register of Galicia and notification to the Ministry of Industry, Tourism and Trade for updating the data in the Integrated Industrial Register.

REGULATIONS

Title V of Law 21/1992, of 16 July, on industry.

ANNEX 1. TRAINING REQUIREMENTS NECESSARY FOR
QUALIFICATION AS A LOW VOLTAGE INSTALLER

1. University degree

To hold a university degree whose scope of competence, legal attributions or syllabus covers the subjects covered by the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions.

2. Vocational training qualification

To hold a vocational training qualification whose scope of competence includes the subjects covered by the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions.

The Ministry of Industry, Trade and Tourism establishes that the following vocational training qualifications presume compliance with the requirements necessary to carry out the activity of "low voltage installer" in any of its two categories (basic and specialist) and modalities within the specialist category:

Qualifications derived from Organic Law 2/2006, of 3 May (LOE).

- *Technician in electrical and automatic installations.*
- *Higher technician in electrotechnical and automated systems.*

Qualifications derived from Organic Law 1/1990, of 3 October (LOXSE).

- *Technician in electrotechnical equipment and installations.*
- *Higher technician in electrotechnical installations.*

Qualifications derived from Law 14/1970, of 4 August (LXE).

- *Auxiliary electrical installation-maintenance technician (electricity and electronics area).*
- *Auxiliary electrical technician (electricity and electronics area).*
- *Technician specialising in electrical installations and lines (electricity and electronics area).*
- *Technician specialising in electrical machines (electricity and electronics area).*
- *Technician specialising in naval electricity (maritime-fishing area).*

Qualifications prior to LXE (industrial vocational training)

- *Industrial officer, specialising in installation-assembly (electricity area).*
- *Industrial technician (electrical area).*

Vocational training qualifications that are considered valid for accrediting compliance with the situation indicated in section 4.b) of ITC-BT-03 of REBT to carry out the activity of "low voltage installer", only for the basic category.

- *Technician in electromechanical maintenance. Qualification derived from Organic Law 2/2006, of 3 May (LOE).*

3. Certificate of professional qualifications or certificate of professional competence acquired through work experience.

Holding a certificate of professional qualifications included in the National Catalogue of Professional Qualifications, whose scope of competence includes the subjects covered by the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions, or having recognised professional competence acquired through work experience, in accordance with the provisions of Royal Decree 1224/2009, of 17 July, on the recognition of professional competences acquired through work experience, in the areas covered by the Low Voltage Electrotechnical Regulation, approved by Royal Decree 842/2002, of 2 August, and its complementary technical instructions.

Certificates of professional qualifications listed are considered valid to accredit compliance with the situation indicated in section 4.b) of ITC-BT-03 of the REBT to carry out the activity of "low voltage installer" in any of its two categories (basic and specialist) and modalities within the specialist category:

- ELEE0109 Assembly and maintenance of low voltage electrical installations.
- ELEE0310 Management and supervision of the assembly and maintenance of electrical installations around buildings.
- Certificate of professional qualifications for building electricians.
- Certificate of professional qualifications for industrial electricians.
- Certificate of professional qualifications for maintenance electricians.

The following certificate is also recognised to carry out the activity of "low voltage installer", in the basic category and only the modality within the specialist category of overhead or underground lines for energy distribution:

- ELEE0610 "Management and supervision of the assembly and maintenance of low voltage electrical networks and outdoor lighting".

4. Professional qualification of low voltage installer acquired in another European Union State.

To have recognised professional qualification as a low voltage installer acquired in another Member State of the European Union, in accordance with the provisions of Royal Decree 581/2017, of 9 June, whereby Directive 2013/55/EU of the European Parliament and of the Council, of 20 November 2013, amending Directive 2005/36/EC on the recognition of professional qualifications and Regulation (EU) No 1024/2012 on administrative cooperation through the Internal Market Information System ("the IMI Regulation"), is incorporated into the Spanish legal system.

5. Certificate issued by an accredited body for the certification of persons.

To hold a certificate issued by an accredited body for the certification of persons, by ENAC or any other national accreditation body designated in accordance with Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93, in accordance with the UNE-EN ISO/IEC 17024 standard.

ANNEX 2. MUNICIPAL PROCEDURES

The company does not need to obtain a municipal licence for its low voltage installation activities, as the company carries them out *in situ* on a plot of land, in a building or home owned by a developer or owner of an individual home, and is covered by the building permit of the developer or of the owner of the home in the case of a new facility.

However, a municipal activity licence must be applied for if the company needs to fit out premises as an office for administrative work, storage of materials or for the management of equipment, tools, utensils, etc., which will be used in its main activity.

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.

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. • In any case, the applicable local regulations must be consulted.
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.
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.

Application for a municipal licence to carry out works

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 re-parcelling 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 case¹.

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.

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

- Law 2/2016, of 10 February, on Galician land.
- Decree 143/2016, of 22 February, 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

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:

- 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.

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.

DOCUMENTATION

The notification must be accompanied by the following documentation:

- 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.
- 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 this 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 February, 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.

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.

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

MANAGEMENT OF THE PROCEDURE

Local administration.

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.

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.
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> <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.

DOCUMENTATION

The notification must be accompanied by 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(s) where it is to be executed.
- Proof of payment of the applicable municipal taxes.
- 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.
- 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.
- 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 the municipal conformity certification bodies set out in this regulations.

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.

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

COMPULSORY

Yes

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.

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.

ON-LINE PROCESSING

Yes

Via the municipal electronic offices.

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 verify on its own initiative:

- 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.

