



LICENSING
PROCEDURES
**FOR TOURISM
INVESTMENT
PROJECTS**



LICENSING
PROCEDURE

HOTELS

1st
STAGE

SETTING UP/
ESTABLISHMENT
LICENSING
BUILDING

A | Procedure for the Decision for the Approval of Environmental Terms (AEPO)

Hotels of environmental category A (Law 4014/2011, Ministerial Decision 1958/13.01.2012) an environmental impact study (MPE) and the issuance of a decision for the approval of environmental terms (AEPO) are required. In this case, approval of the technical specifications involves the following procedure:

1.a. ISSUANCE OF THE DECISION FOR THE APPROVAL OF ENVIRONMENTAL TERMS (AEPO)

For projects of environmental subcategory A1, the AEPO is issued by the Ministry of the Environment and Energy, while for those belonging to environmental subcategory A2 it is issued by the competent Decentralised Administration.

At this stage, the competent body, the Regional Tourism Services (RTS) or for 4-star or 5-star hotels with a capacity of more than 300 beds, the Special Authority for Promoting and Licensing Tourism Investment Projects (EYPATE), **assesses the suitability of the hotel's field of land/land plot and the decision approving environmental terms (AEPO) serves as approval of suitability.**

Supporting documents to be presented by the investor for the approval of suitability of the Field of Land/ Land plot in the context of issuing the AEPO.

The investor submits:

- Application
- General topographic plan of the wider area
- Topographic diagram and photos of the land plot/field of land
- A Solemn Declaration in accordance with article 8 of L. 1599/1986 of the operator
- Technical report
- Certificates from the competent bodies (e.g. archaeological authority, competent water supply company, etc).

1. Copies of planning permission or building permit and corresponding plans, certified by the competent Building Authority
2. Certification from the competent Building Authority for the construction of the existing building or the building that is under construction in accordance with the general and specific planning regulations of the area, for the potential change of its original use to be changed to tourism use, and for the static adequacy of the building for its new use
3. If there is an arbitrary building or an arbitrary part of a building, the declaration of legalisation and copies of certified plans from the planning office are presented.

In case of conversion of an existing building or a building under construction into a hotel, the following supporting documents must be also produced:

B | Standard Environmental Commitments Procedure (PPD)

Hotels of environmental category B (Law 4014/2011, Ministerial Decision 1958/13.01.2012) do not require the issuance of an AEPO but are automatically subject to Standard Environmental Commitments (PPD).

1.b. APPROVAL AND BUILDING PERMIT

The entity submits an application along with a folder with supporting documentation to the Special Authority for Promoting and Licensing Tourism Investment Projects (EYPATE). The application is pre-approved by the competent **Urban Planning Office** provided in article 12 of L. 4002/2011 of EYPATE and then it is forwarded, through the platform of Technical Chamber of Greece (T.E.E) to the competent Building Authority for the pre-approval of the building permit. As long as it is pre-approved by the Building Authority, the appointed engineer issues the building permit.

Supporting documents to be presented by the investor for the commencement of the "Approval and Building Permit" procedure

- Application
- Photocopy of the document Approval of Suitability of the field of land/land plot
- Approval of the Architecture Council
- Other documents from other competent bodies
- Approved Environmental Impact Study (MPE)

2nd
STAGE

PROCEDURE FOR
COMMENCEMENT
OF OPERATION
(NOTIFICATION)

When the investment is ready to begin its operation, but prior to the commencement of its operation, the investor submits an online **notification** via the electronic system that supports the procedure (<https://www.notifybusiness.gov.gr>) to the competent tourism authority.

Every notification submitted receives a unique electronic number that is issued by the system. After the completion of the procedure, the interested party may begin the operation of the investment.



LICENSING
PROCEDURE

CONDO-HOTELS

According to the above procedure for licensing of hotels, an investor may establish a Condo-Hotel. Condo-Hotels are three (3) or four (4) or five (5) star hotel accommodations.

KEY FEATURES OF CONDO-HOTELS

1. These are located within approved city plans and within the limits of the settlements established prior to 1923 or with population of under than 2,000 residents.
2. In condo-hotels, the establishment of horizontal and vertical properties and the establishment or transfer of personal rights and in rem to third parties is permitted (in the form of rooms or apartments). The long-term lease is agreed for a duration of at least ten (10) years.
3. The percentage of spaces of the condo-hotels that can be sold or leased under long-term agreements, cannot exceed the 40% of the total buildable or built surface of the condo-hotel.
4. The establishment of condo-hotels with conversion of existing hotels located in the above areas, is permitted, inter alia, as long as they have been constructed lawfully or any arbitrary constructions there of have been legalized and as long as they have a valid Special Operation Permit, or they had one and they have ceased their operation.
5. These are governed by a co-ownership and operation regulation that is drafted by a notarial deed, by the owner of the property, after the approval of the regulation by the Minister of Tourism.
6. The vertical or horizontal properties of the condo-hotel intended to be sold or leased under a long-term agreement, are calculated in the capacity of condo-hotel, and may be used by the condo-hotel even after the transfer or the long-term lease to third parties, by the operator of the condo-hotel with agreed contractual terms.

1st
STAGE

SETTING UP/
ESTABLISHMENT
LICENSING
BUILDING

Given that condo-hotels are tourist accommodations included in the category of main hotel accommodations, and in particular, in the subcategory of the hotels as regards the procedure of their establishment, the same process as that for hotels applies, namely they are constructed according to the permitted uses and terms and building restrictions that are determined for the area according to the applicable general and specific planning and building regulations.

2nd
STAGE

OPERATION


Similarly, according to the same procedure, as in force, for the hotels, the same procedure of commencement of operation (notification) applies, during which additionally, for the condo-hotels, the notarial deed for the establishment of horizontal and vertical properties and the coownership and operation regulation are notified.





LICENSING
PROCEDURE

YOUTH
HOSTELS



Youth hostels constitute main hotel accommodations, which are located within approved city and urban planning zones.

KEY FEATURES OF YOUTH HOSTELS

1. Leasing contracts per bed are concluded with young people up to the age of 26, as well as with holders of a card issued by Hostelling International or recognized national associations of youth hostels.
2. Their establishment is permitted on an undivided land plot which may belong jointly to one or more owners and is located within the approved urban or city plan, in existing or new buildings in accordance with the buildings terms and restrictions and the permitted uses that are determined for the area from the applicable general and specific city planning regulations, as well as in old railway stations which are not being used, using the station facilities, in shells of railway wagons which are not used and are located on the railway lines (train tracks).
3. Apart from specific conditions regarding the operation of retail stores and health regulated stores, the building where the youth hostel is operating, should have an unalloyed use as youth hostel, allowing only the existence of one (1) room that will be used by the owner or the person that operates the business.
4. Youth hostels shall meet specific technical and operational standards, which are determined by a decision of the Minister of Tourism. For the operation of youth hostels a specific Regulation of Operation is issued.
5. The conversion of existing hotel accommodations – hotels or multi-storey buildings into youth hostel is permitted.

1st STAGE

SETTING UP/
ESTABLISHMENT
LICENSING
BUILDING

Especially, given that youth hostels constitute tourist accommodations included in the category of main hotel accommodations as regards their creation/establishment procedure, the same process as that of hotels is followed, namely they are constructed according to the permitted uses and terms and building restrictions that are determined for the area according to the applicable general and specific planning and building regulations.

2nd STAGE

OPERATION

Similarly, based on the same procedure, in force, for the main hotel accommodations, the procedure of commencement of operation is followed (notification).



LICENSING
PROCEDURE

**SPECIAL TOURISM
INFRASTRUCTURE
FACILITIES**

The competent body for licensing special tourism infrastructure facilities (L. 4276/2014, article 1 par. 3), is EYPATE of the Ministry of Tourism.

Additionally the same authority (EYPATE) is the competent body for facilities accompanying 4-star or 5-star hotels with a capacity of more than 300 beds or which consist part of complex tourism accommodations or small-scale mixed tourism accommodations.

A | Procedure for the Approval of Environmental Terms (AEPO)

With regards to special tourism infrastructure facilities of environmental category A (Law 4014/2011, Ministerial Decision 1958/13.01.2012), an Environmental Impact Study is required as well as the issuance of a Decision for the Approval of Environmental Terms (A.E.P.O.). In this case, with regard to the approval of the technical specifications, the following procedure is required:

1.a. ISSUANCE OF DECISION FOR THE APPROVAL OF ENVIRONMENTAL TERMS (AEPO)

With regards to environmental subcategory A1 projects, the A.E.P.O. is issued by the Ministry of Environment and Energy, while for those (projects) falling into environmental subcategory A2, such is issued by the relevant Decentralized Administration.

1st STAGE

SETTING UP/
ESTABLISHMENT
LICENSING
BUILDING

At this stage the competent Authority of the Ministry of Tourism (EYPATE) shall deliver an opinion regarding the suitability of the field of land or land plot for the special tourism infrastructure facilities and the AEPO serves as approval of suitability.

2nd STAGE

GRANTING OF
AN OPERATION
APPROVAL

B | P.P.D. Procedure

Tourism infrastructure facilities of environmental category B (Law 4014/2011, Ministerial Decision 1958/13.01.2012) do not require the issuance of an A.E.P.O. and are directly subjected to Standard Environmental Commitments (P.P.D.). In this case, the following procedure is required:

STANDARD ENVIRONMENTAL COMMITMENTS (P.P.D.)

During the Building Approval stage, along with the file of supporting documents submitted before EYPATE, a declaration for subjection to P.P.D. is submitted.

1.b. APPROVAL AND BUILDING PERMIT

Application of the company and attached folder of supporting documents is submitted before EYPATE. The application is preapproved by the competent Urban Planning Office provided in article 12 of L. 4002/2011 of EYPATE and subsequently it is forwarded via the platform of Technical Chamber of Greece (T.E.E.) to the competent Building Service for the preapproval of the building permit. Provided that it is preapproved by the Building Service (YDOM), the appointed engineer issues the building permit.

A folder is submitted before EYPATE along with an application and the supporting documents for the granting of operation approval.

Supporting documents to be provided by the investor in order to be granted an operation approval. The investor submits, depending on the specific tourism infrastructure, indicatively:

- Application and Solemn Declaration
- Copy of criminal record extract for general purposes
- Ownership title or lease Agreement, since it is a non-proprietary business
- Decision for the Approval of Environmental Terms (A.E.P.O.) (in case such is issued)
- Fire-safety certificate issued by the relevant Fire Department
- Certificate of good operation of the sewage system
- Regulation of operation of business
- Administrative Fees



LICENSING PROCEDURE
COMPLEX TOURISM ACCOMMODATIONS

A Complex Tourism Accommodation (S.T.K.) is a five-star hotel built on a total surface of equal to or larger than **150,000 sq.m. in combination:**

- (a) with furnished tourism residences (with a minimum surface area of 100 sq.m.).
- (b) with special tourism infrastructure facilities, which are a constituent element of complex tourism accommodations.

KEY FEATURES OF S.T.K.

1. The establishment of horizontal and vertical properties is permitted on the furnished tourism residences included in the complex tourism accommodations.
2. The percentage of furnished tourism residences that may be sold or leased on a long-term basis shall not exceed thirty percent (30%) of the total buildable surface of the S.T.K. The long-term lease is concluded for a time period of at least ten (10) years.
3. The hotels included in S.T.K. are ranked in the five-star hotels category.

1st STAGE
SETTING UP/
ESTABLISHMENT
LICENSING
BUILDING

1.a. ISSUANCE OF JOINT MINISTERIAL DECISION APPROVING THE ESTABLISHMENT OF S.T.K.

The interested party submits before the **Department of Approval of Tourist Suitability and Approval of Feasibility** of EYPATE, provided in article 12 of L. 4002/2011, an application accompanied by the following supporting documents:

- a. a drawing of general layout at a scale of 1:5000, on which the general layout of the buildings and facilities will be depicted,
- b. supporting documents regarding the suitability of the field of land for the establishment of a complex tourism accommodation and any additional documentation regarding the suitability of the field of land depending on the type of special tourism infrastructure of Ministerial Decision 177/1.2.2012 (GGB 319/B/14.2.2012), as amended by Ministerial Decision 9347/23.4.2014 (GGB 1013 B),
- c. opinion on Preliminary Determination of Environmental Requirement (PPPA), if available,
- d. folder with Environmental Impact Study along with accompanying documents and substantiation drawings.

The **Department of Approval of Tourist Suitability and Approval of Feasibility** of EYPATE checks that the suitability folder is complete and makes sure that the interested investor provides all required supporting documents. The **Environmental Impact Study folder** is then forwarded to the **competent environmental authority**, in order for the licensing procedure to be followed pursuant to the legislation in force (L. 4014/2011).

After forwarding the opinion regarding suitability, EYPATE provides for the issuance of the **Joint Decision of the Ministers of Tourism and Environment and Energy** approving the establishment of the particular S.T.K. and its technical and environmental characteristics are determined.

1.b. APPROVAL AND BUILDING PERMIT

Competent Service EYPATE – Urban Planning Office

An application of the company and a file of supporting documentation are submitted before EYPATE. The application is pre-approved by the competent Urban Planning Office provided in article 12 of L. 4002/2011 of EYPATE and subsequently it is forwarded via the platform of Technical Chamber of Greece (T.E.E.) to the competent Building Service for the preapproval of the building permit. Provided that it is preapproved by the Building Service (YDOM), the appointed engineer issues the building permit.

1.c. ESTABLISHMENT OF HORIZONTAL OR VERTICAL PROPERTIES AND ISSUANCE OF THE MINISTERIAL DECISION ON RULES OF CO-OWNERSHIP AND OPERATION OF COMPLEX TOURISM ACCOMMODATION

Competent Service: EYPATE – Department of Approval of Tourist Suitability and Approval of Feasibility

The investor submits a notarial deed establishing horizontal or vertical properties and the rules of co-ownership and operation of S.T.K. in accordance with the provisions of paragraph 3 of article **8 of L. 4002/2011** and of the M.D. 125 GGB 195/B/2012. The Co-Ownership and Operation Regulation of S.T.K. is approved by virtue of a decision of the Minister of Tourism.



LICENSING
PROCEDURE

**SMALL-SCALE
MIXED TOURISM
ACCOMMODATION**

**2nd
STAGE**

PROCEDURE FOR
COMMENCEMENT
OF OPERATION
(NOTIFICATION)

When the investment is ready to begin its activity, and before starting its operation, the investor submits a **notification** exclusively electronically via the website supporting the procedure (<https://www.notifybusiness.gov.gr>), before the competent tourism service.

Every notification submitted receives a unique electronic number, which is issued through the system. After completion of the process, the interested party is able to start the operation of the investment. The S.T.K. operation is notified only after the completion of the construction of the hotel accommodation, the special tourism infrastructure, as well as of at least one furnished tourism residence and the connection of the Complex Tourism Accommodation with the networks of Public Utilities Organizations.

As Small-Scale Mixed Tourism Accommodation (M.T.K.M.K.), are characterized as hotel accommodations that are erected on fields of land with a surface of fifty thousand (50,000) sq.m. or more but not more than one hundred fifty thousand (150,000) sq.m., along with furnished tourism residences (of a minimum surface of 40 sq.m.)

KEY FEATURES OF M.T.K.M.K.

1. The percentage of the furnished tourism residences that may be sold or leased under long-term lease agreements cannot exceed 10% of the total buildable area of the tourism accommodation
2. On the **M.T.K.M.K.** the establishment of horizontal and vertical properties is permitted.

INCORPORATION OF M.T.K.M.K.

As regards the stages of setting up, building and operation of M.T.K.M.K., the procedure regarding the setting up of Complex Tourism Accommodation applies.



LICENSING
PROCEDURE
OF AREAS
OF INTEGRATED
TOURISM
DEVELOPMENT
(P.O.T.A.)

As Areas of Integrated Tourism Development (P.O.T.A.) are characterized public or private surfaces of land outside approved city plan, outside the limits of settlements existing prior to 1923 and outside the limits of settlements with less than 2,000 residents, where a set of tourist facilities consisting of hotels of various functional forms, facilities of special tourist infrastructure as well as additional facilities for recreation, sports and generally services for the disposal of tourists' free time.

KEY FEATURES OF P.O.T.A.:

- The P.O.T.A. are developed by the same entity of incorporation and exploitation in one or more parts of the same Regional Unit.
- The area in which P.O.T.A. is developed, or in case it consists of several parts, the largest part of it must have a surface of at least 800 acres and shall be owned by the entity by at least 80%.
- The areas designated as P.O.T.A. may be urbanized, in whole or partially.
- In the event that the area of P.O.T.A. may not urbanized, under conditions, the following are permitted:
 - i) the establishment of divided properties on any approved non-entirely tourism facilities,
 - ii) the establishment of only vertical properties on the tourism facilities, as well as
 - iii) granting to third parties personal rights and rights in rem on such properties through contracts, executed between the entity of P.O.T.A. and such third parties.

PROCEDURE OF ESTABLISHMENT/LICENSING OF P.O.T.A.

The incorporation of P.O.T.A. requires the drafting and zoning of the relevant Special Urban Layout Plan, the initiation of which is carried out by the Ministry of Environment & Energy or by the respective Municipality or the respective Region or by the entity implementing the plan, project or program.

1st STAGE

CHARACTERIZATION
AND POSITIONING
OF P.O.T.A.
(ISSUANCE OF P.D.)

The characterization and positioning of a P.O.T.A. is effected following a petition of individuals or legal entities of the private or public sector by virtue of a presidential decree issued following the proposal of the Ministers of Environment and Energy and Culture and Tourism, after the issuance of the opinion of the relevant regional council, which must be provided within thirty (30) days from the receipt of the relevant file. After such deadline has expired, the aforementioned presidential decree is issued without the opinion of the regional council.

The petition of any interested parties is filed with EYPATE, along with the below **supporting documentation:**

- a) Details of the owner/owners of the land destined for the establishment of P.O.T.A., accompanied by a complete series of all title deeds,
- b) Presentation of the entity establishing and operating the P.O.T.A., with the presentation of a full series of legalizing documents and indication of the legal representative and a representative for communication – representative ad litem,
- c) General topographic diagram on a scale of 1:25,000 with coordinates,
- d) Topographic diagram of the area/areas in which it is proposed to incorporate a P.O.T.A. at a scale of 1:5,000 with coordinates,
- e) A cadastral diagram on a scale of 1:1,000 or 1:500, accompanied by the relevant cadastral tables and a report on the ownership status of the various parts and the method of acquisition of the parts that are not owned by the entity or by the applicant group of owners for the establishment of the P.O.T.A.,
- f) General layout plan on a scale of 1:2,000 - 1:5,000, depicting the location of the buildings and facilities, as well as the uncovered areas of the proposed program for the setting up of P.O.T.A.,



- g) Photographs of the entire field from different angles,
- h) Report of spatial characteristics of the wider area and of the proposed surface for the setting up of a P.O.T.A.,
- i) Presentation and substantiation of the proposed program to create P.O.T.A.,
- j) Strategic Study of Environmental Impact in accordance with the provisions of the Joint Ministerial Decision ΥΠΕΧΩΔΕ/ΕΥΠΕ/οικ. 107017/28.8.2006 (Joint Ministerial Decision),
- k) Financial report for the realization of the investment plan of P.O.T.A.

EYPATE checks the completeness of the file, ensures that the interested party completes the necessary supporting documents and **forwards it to the Ministry of Environment and Energy**, while also, acting as a planning authority, **submits an application to the Competent Authority, accompanied by the Strategic Environmental Impact Study file (S.M.P.E.)** (as long as there is no Strategic Environmental Assessment in the above plan where P.O.T.A. is included) in accordance with the provisions in ΥΠΕΧΩΔΕ/ΕΥΠΕ/οικ. 107017/28.8.2006 Joint Ministerial Decision, so that the process of drawing up and issuing S.M.P.E. advances.

Afterwards, **EYPATE and the Ministry of Environment and Energy examine the substantial completeness of the file and check the compatibility of the application with regard to spatial planning data.**

Finally, **following the above proposal of the Ministers of Environment and Energy and Culture and Tourism** and the respective opinion of the relevant Regional Council, the **above - mentioned PD is issued.**

2nd STAGE

URBANIZATION
OR NOT OF THE
P.O.T.A.

By virtue of the above PD, the following are determined and approved:

- The permitted uses of land and the maximum exploitation per use, as well as any additional restrictions aiming at the control of the intensity of each use,
- The general arrangement of the planned facilities, with an indication of the parts of the P.O.T.A. which **may be urbanized** and the maximum exploitation per use in the parts of P.O.T.A. **which are not be urbanized**,
- The special protection zones around the perimeter of the positioned P.O.T.A., in which special conditions and restrictions may be determined on land uses, urban construction rules and the general pursuit of activities and operations.



LICENSING
PROCEDURE
OF TOURIST
ACCOMMODATIONS
WITH THE
GLAMPING LABEL

Glamping is defined as the experience of luxurious accommodation in nature, in tourist accommodations in the countryside that are built in off-plan areas and include different types of accommodation in structures harmonized with the natural environment combining high aesthetics and upgraded services.

GLAMPING LABEL

The Glamping Label which was established by Law 4688/2020 (art. 36-41) as amended and currently in force, is a five-year certification label with a special logo and is provided by the Ministry of Tourism to legally licensed hotels and organized tourist camps (camping) of at least 3 stars category. When Glamping operates in conjunction with a hotel, it must be located in a separate place of the plot.

In order to be provided with the Glamping Label, the tourism enterprises must meet specific functional specifications (the relevant directive is still pending) plus the following quality criteria:

- The accommodation of the visitors should be in properly and quality equipped camping facilities of various types and sizes or semi-permanent structures of high aesthetics in shells of special architectural design that can be assembled and disassembled or transported such as indicatively domed structures, yurts, shacks. Permitted installations include underground networks of infrastructure and systems of water supply, drainage, electricity, as well as access and traffic works.
- The upper camping facilities should be in harmony with the natural environment with the least possible intervention in it.
- Environmentally friendly materials should be used throughout the facility.
- Thematic tourism activities of special forms of tourism must be promoted (law 4582/2018)

1st STAGE GLAMPING LABEL PROCEDURE

The tourist accommodation submits to the Ministry of Tourism a file with the following documents:

- a) Application, equivalent to solemn declaration
- b) Study accompanied by visual material, from which the architectural plan, the type, size and tourism facilities, the materials of the semi – permanent structures, the water and waste management systems, the compliance with urban planning regulations and the impact on the environment, the local community and the economy will derive,
- c) A fee of €100.00 (paravolo) and
- d) A control report from the competent certification body

2nd STAGE ΔΙΑΔΙΚΑΣΙΑ ΧΟΡΗΓΗΣΗΣ ΣΗΜΑΤΟΣ GLAMPING.

The application is examined by a special collective body that gives an opinion about the approval or the rejection of the application. If the application is approved, the Glamping Label is provided by decision of the competent body of the Ministry of Tourism. The tourism enterprises that have been certified with the Glamping Label must meet the quality criteria and the functional specifications for 5 years.

Until the issuance of the directive with the Glamping functional specifications, a temporary Glamping Label is provided with the above procedure by decision of the competent body of the Ministry of Tourism. When the relevant directive is issued, the tourist accommodations that have been certified with a temporary Glamping Label must be re-certified only in terms of the functional specifications.

