

INFORMATION NOTE ON THE CLASSIFICATION PROCEDURE FOR FURNISHED TOURIST ACCOMMODATION



SAINT-TROPEZ

Summary

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- 03 What is the classification of furnished tourist accommodation?
 - 04 How to get your furnished accommodation classified?
 - 06 Prices for the classification visit
 - 06 Course of the visit
 - 07 Non-compliant visit: procedures and consequences
 - 09 Our commitments
 - 09 Complaint procedures
 - 10 Contact us
-

WHAT IS THE CLASSIFICATION OF FURNISHED TOURIST ACCOMMODATION?



The ranking is an official benchmark of quality and reliability for customers. It enhances your establishment's image, strengthens its reputation, and can help attract more visitors.

It may also qualify for certain tax benefits or financial assistance. Awarded according to 133 criteria, the ranking is based on three main categories:

- Equipment and fittings,
- The services offered to customers,
- Accessibility and commitments to sustainable development.

Establishments are classified from 1 to 5 stars, depending on their level of comfort and service.

This classification is valid for a period of 5 years.

HOW TO GET YOUR FURNISHED ACCOMMODATION CLASSIFIED?

Here are the 5 steps to follow for a simple and effective procedure:

1. Find out about the procedure

We provide you with all the necessary documents:

- This information note
- The classification reference
- Cerfa form no. 11819*03
- The visit request form
- The furnished property description form

2. Create and return your file

After having read the documents, you complete the application file by:

- Defining the desired classification category.

To help you with this process, we provide you with a free reference guide that will help you determine the appropriate classification category.

- Completing all required forms.

You then return the entire file along with the order form, payment and a copy of the declaration to the town hall (with the registration number of your furnished accommodation) to the Tourist Accommodation Classification department.



3. Check-up visit

Once your complete file has been received, you will be offered an appointment for the follow-up visit within a maximum period of 3 months.

On the day of the visit, the property must be presented in a condition suitable for immediate rental. The presence of the owner or their representative is mandatory.

Prerequisites:

Minimum surface area of 9 m² if separate kitchen or 12 m² with kitchen area. Shower room and WC for exclusive use and inside the accommodation.



If these conditions are not met, the request will be automatically refused.

The ranking is based on:

- **Mandatory points not eligible for compensation**
- **Mandatory compensable points**
- **Points on the map**

4. Receipt of the visit report

Within one month of the visit, you will receive by email the visit certificate including:

- The control report
- The completed control grid
- Notice of classification decision
- The complaints procedure

5. Validation of the classification

In the absence of any dispute within 15 days of receipt, the classification is automatically validated and transmitted to the ADT Var.

PRICES FOR THE CLASSIFICATION VISIT

Accommodation of less than 50 m²: €140 including tax
Accommodation of 50 to 150 m²: €190 including tax
Accommodation of more than 150 m²: €240 including tax
Follow-up inspection (if necessary): €100 including tax

25% reduction per additional rental (applied to each additional furnished property to be classified for the same owner. Taking into account the largest surface area for the first furnished property to be classified)

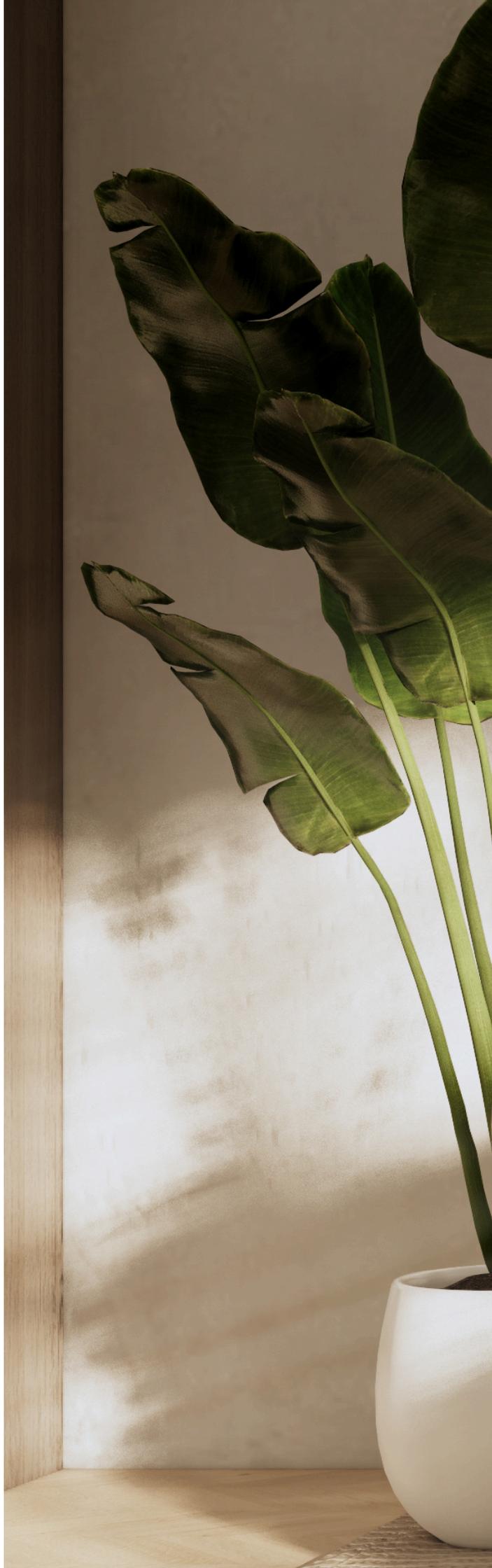
COURSE OF THE VISIT

The duration of the visit varies between 45 minutes and 2 hours depending on the size of the furnished accommodation.

The owner (or his agent) must be present.

The furnished accommodation must be in its rental configuration (clean, tidy, bedding ready, equipment in working order).

The technical representative and/or his/her deputy check(s) on site that the premises comply with the criteria of the official classification table and correspond to the requested category.



NON-COMPLIANT VISIT: PROCEDURES AND CONSEQUENCES

SAINT-TROPEZ



- **Incomplete visit due to non-compliance with prerequisites**

If the inspection visit cannot be completed due to non-compliance with the prerequisites, in particular a habitable surface area of less than 12 m², a fixed sum of €50 corresponding to the administration costs will be retained.

Any balance will be refunded to the owner by check or bank transfer.

- **Visit interrupted for failure to meet non-compensable criteria**

If the visit cannot be completed due to non-compliance with non-compensable criteria (insufficient cleanliness of the premises or equipment: toilets, floors, walls, ceilings, furniture, bedding, kitchen or kitchenette), the entire amount paid for the visit will be retained.

Any new visit will be subject to a flat rate charge of €50, as administration fees.

NON-COMPLIANT VISIT: PROCEDURES AND CONSEQUENCES



- **Cancellation by the owner or his agent**

In the event of cancellation of the visit by the owner or his agent, between D-2 and the same day, the entire amount paid will be retained.

A new appointment will need to be scheduled, and a €50 rescheduling fee will be charged. This fee must be paid before any further work is carried out.

- **Cancellation by the “Furnished Accommodation Classification” Service**

If the visit is postponed or cancelled by the “Fixed Tourist Accommodation Classification” Service, a new date will be agreed at no additional cost to the owner.

- **Refusal of classification after decision**

At the end of the 15-day complaint period following the sending of the classification decision, if the owner refuses the classification or expresses disagreement, a new visit may be scheduled.

This will be charged €50

OUR COMMITMENTS

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| 01 | Right of access and rectification | In accordance with the Data Protection Act, you have the right to access and rectify your personal data (CNIL declaration under no. 1486998VO). |
| 02 | Promotion | The Saint-Tropez Tourist Office is committed to highlighting classified furnished accommodation on its various communication media (publications, website) |

COMPLAINT PROCEDURES

In the event of disagreement over the classification, there is a period of 15 working days to contest by mail to our organization at the following address:

Saint-Tropez Tourisme
11 Quai de l'Epi, 83990 Saint-Tropez

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CONTACT US

Referent: Nathalie Nivola

Alternate: Cecilia Feres

+33(0)4 94 55 90 40

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Saint-Tropez Tourisme
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