

INDIVIDUAL SELF CATERING COTTAGES

Minimum Requirements and Classification System

January 2013



INDIVIDUAL SELF CATERING PROPERTIES (Cottages/Houses/Townhouses)

MINIMUM REQUIREMENTS AND CLASSIFICATION SYSTEM

Fáilte Ireland has recently revised the Self Catering Classification System and introduced new 'Approved' and '5 Star' classification levels. The new 'Approved' level replaces the previous 1 and 2 Star classification levels.

The revisions to the classifications will ensure a more consistent approach for the approval and marketing of individual self catering properties and will facilitate Fáilte Ireland in focussing on supporting the sector through marketing efforts and product development.

Fáilte Ireland has developed a robust system of classification to cater for the needs of today's consumer and the introduction of the 5 Star classification aligns Ireland with its main overseas competitors.

Properties which enter the scheme will be eligible to use the term 'Approved to Fáilte Ireland Standards' and will continue to be eligible to be listed on www.discoverireland.ie and www.ireland.com and to the beneficial marketing opportunities this site affords, particularly at regional level.

The following document is designed to provide you with all the information you need to know about the content and processes of the Self Catering Quality Scheme operated by Fáilte Ireland.

The new classification system is:

Approved = Good

3 Star = Very Good

4 Star = Excellent

5 Star = Exceptional

In this document, a number of symbols are used. Their meanings are:

- ✓ This symbol means that the service or facility listed is required.
- ✗ This symbol means that the service or facility is not required.
- This symbol means that the service or facilities marked in this way are ones which have already been dealt with through another requirement.

Criteria for classification are available to download on our website www.failteireland.ie

CATEGORISATION SCHEME:

Categorisation is available to you if your property is classified and approved to Fáilte Ireland standards and can be categorised based on the facilities and services offered. These include recognition of the extraordinary efforts made by operators to provide high standards and facilities for guests. Properties may achieve further recognition in up to four of the categories listed below plus any one or all three of the Family Friendly, Eco Friendly or Pet Friendly categories.

The additional categories are:

- Adventure Seekers Welcome
- Anglers Welcome
- Blaiseadh Gaeltachta – A Gaeltacht Experience
- Culture Lovers Welcome
- Farmstays Welcome
- Food Lovers Welcome
- Golfers Welcome
- Groups Welcome
- Irish Ancestry Seekers
- Walkers Welcome

- Family Friendly
- Eco Friendly
- Pet Friendly

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The Premises

	Approved	★★★	★★★★	★★★★★
The premises, which expression shall include the exterior and interior, outdoor areas, grounds, and car parks, should be well lighted, have proper directional signage, and shall be kept clean and well maintained throughout and in good decorative order to the satisfaction of an Officer of The Authority or The Contractor.	✓	✓	✓	✓
The cottage shall be of substantial and durable construction, structurally safe and in good repair throughout, and constructed or adapted, furnished and equipped for letting as a cottage.	✓	✓	✓	✓
Access for people with disabilities must be provided. (<i>New structural requirements – see note on exemption arrangements</i>).	✓	✓	✓	✓
The cottage shall contain effective means of natural lighting and ventilation.	✓	✓	✓	✓
The cottage shall have an electrical installation to provide general lighting in relation to the layout of each area, including its furniture, fittings and equipment, sufficient local lighting for eating, reading, writing and toilet purposes.	✓	✓	✓	✓
The cottage shall have a means of heating such as electrical, gas oil or solid fuel appliance (including open fire), capable of maintaining when required a room temperature of 20 degrees centigrade.	✓	✓	✓	✓
The cottage shall have a means of water heating such as electrical, gas, oil or solid fuel appliance (excluding boiler attached to open fire), capable of maintaining a sufficient supply of hot water for cleaning, washing, and bathing purposes.	✓	✓	✓	✓
The cottage shall have fully operational smoke detector(s), a fire blanket mounted in close proximity to the cooker, a fire extinguisher and a clear notice displaying emergency numbers.	✓	✓	✓	✓
There shall be made available for guests basic first aid equipment.	✓	✓	✓	✓
Under the Tourist Traffic Acts, 1939 to 1970, 'holiday cottage' shall include a holiday house, a holiday home and holiday villa. These terms are prescribed and cannot be used by individual self catering cottages.				
The cottage shall have a ground floor and separate ground floor entrance. The design and layout of the cottages may be detached, semi-detached or terraced. There shall be no over-building, under-building or structural development above or below the cottages. There shall be no corridors or internal connection between any of the cottages. New structural requirements – see note on exemption arrangements.	✓	✓	✓	✓
The cottage may contain only one separately lettable unit, i.e. a cottage cannot comprise or be part of a Duplex house. The property shall be identified by number/name and shall contain sleeping, dining and lounge accommodation, storage, toilet, bathing and cooking facilities.	✓	✓	✓	✓

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Arrival and Greeting

	Approved	★★★	★★★★	★★★★★
Roads to be suitably surfaced to allow vehicular access for arriving and departing guests.	✓	✓	✓	✓
Exterior lighting on all units.	✓	✓	✓	✓
Adequate car parking per cottage.	✓	✓	✓	✓
Clear visible directional signage on the approach to the property.	✓	✓	✓	✓
Pre-arrival guest information, in whatever media, be produced to a professional standard with extensive, clear information.	✓	✓	✓	✓
Directions to property including street maps available in hard copy and on the internet (sat nav).	✓	✓	✓	✓
A wide selection of tourist information for local area and further afield available.	✓	✓	✓	✓
Satisfaction check after first 24 hours.	✓	✓	✓	✓
Guests greeted on arrival.	✓	✓	✓	✓
Welcome pack provided on arrival. On a simple level it can be tea, coffee and milk but may also include some of the following: wine, fresh flowers, fresh fruit, bread, eggs, home-baking or preserves, starter meal or seasonal gifts e.g. Easter Eggs.	✗	✗	✓	✓
Comprehensive guest/tourist information provided which may include local interest books, ordnance survey maps, walking route information, restaurant guides, etc.	✗	✗	✓	✓
Information provided relating to local farmers' markets/organic food suppliers.	✗	✗	✓	✓
Email reservation and booking confirmation available.	✗	✗	✓	✓

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Lounge Area

Approved	★★★	★★★★	★★★★★
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The lounge area shall contain lounge room furniture of good quality and condition and be of sufficient size for the sleeping capacity of the cottage subject to the following:				
A floor to ceiling height of not less than 2.4 metres.	✓	✓	✓	✓
A minimum floor area of 14 sq. metres.	✓	✓	✓	✓
At least one window to provide natural light and ventilation, windows at first floor level or higher must have child proof lock.	✓	✓	✓	✓
Lounge seating equal to the sleeping capacity of the cottage. Occasional tables of suitable height and size.	✓	✓	✓	✓
Carpet and/or rugs unless floor surface is of special design or treatment.	✓	✓	✓	✓
Exceptional quality furniture/fittings/carpet/rugs with added luxury.	X	X	X	✓
Television minimum screen size 35cm/14in.	✓	•	•	•
Television with remote control; minimum screen size 51cm/20 inches or if flat screen 40cm/15 inches.	X	✓	✓	✓
Additional lighting for reading purposes.	✓	✓	✓	✓
Where a lounge has an open fire, a fireguard, poker, fuel container and ash disposal unit must be provided.	✓	✓	✓	✓
Radio to be provided either in lounge or dining area. (Through television set acceptable).	✓	✓	✓	•
DVD/Audio system with film/music options, MP3/iPod connector.	X	X	✓	✓
Plain walls to be decorated with framed pictures or prints.	✓	✓	✓	✓
Living rooms must have supplementary lighting in the form of wall, table or standard lamps.	X	✓	✓	✓
Excellent co-ordination of furniture and soft furnishings with additional features such as scatter cushions.	X	X	✓	✓
Well positioned, high quality lighting, giving excellent levels of illumination for various purposes. Exceptional lighting design required at 5 Star.	X	X	✓	✓
Well stocked small/medium library containing number of books of interest relating to local area.	X	X	X	✓

Note: 5 Star requires exceptional furniture, soft furnishings and floor surface with excellent attention to interior design detail evident throughout.

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Kitchen

Approved	★★★	★★★★	★★★★★
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The kitchen shall be adequate in size to service the sleeping capacity of the cottage and shall contain facilities, equipment and fittings of good quality and condition for the storage and cleaning of utensils used for these purposes. Such facilities and equipment shall include:				
Storage cupboards, bins and racks.	✓	✓	✓	✓
Fridge (i.e fridge with ice box).	✓	✓	•	•
Fridge freezer required (may be combination fridge and freezer or separate fridge and separate freezer).	✗	✗	✓	✓
Worktops.	✓	✓	✓	•
Granite/Marble/Solid Wood Worktops.	✗	✗	✗	✓
Cooking equipment including 4 ring hob, oven and microwave oven, pots, pans and kettle.	✓	✓	✓	✓
Excellent range of kitchen appliances and utensils.	✗	✗	✓	•
Exceptional range of kitchen appliances and utensils.	✗	✗	✗	✓
Sink unit complete with all plumbing for the supply of hot and cold water and for the disposal of waste.	✓	✓	✓	✓
Garbage disposal bin.	✓	✓	✓	✓
At least one external window to provide natural light and ventilation.	✓	✓	✓	✓
Folder with instruction manuals for use of cooker, clothes washing machine, dish washer and other appliances.	✓	✓	✓	✓
Clothes washing machine and dryer provided. Allowances can be made at 3 Star where laundry facilities are available within 500 metres.	✗	✓	✓	•
Vacuum cleaner.	✓	✓	✓	✓
Separate utility room with washing and drying machines. Coat drying/boot area where appropriate.	✗	✗	✗	✓
Kitchen equipment of very good standard to include dishwasher (dishwasher required for new builds only at 3 Star).	✗	✓	•	•
Kitchen equipment of excellent standard to include dishwasher.	✗	✗	✓	•
Kitchen equipment of exceptional standard to include dishwasher.	✗	✗	✗	✓

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Kitchen *continued*

Approved

★★★

★★★★★

★★★★★

The kitchen shall be adequate in size to service the sleeping capacity of the cottage and shall contain facilities, equipment and fittings of good quality and condition for the storage and cleaning of utensils used for these purposes. Such facilities and equipment shall include:

Well appointed kitchen to cater for the maximum sleeping capacity of the cottage.	✓	✓	✓	✓
Exceptional quality fine dining style crockery, cutlery and glassware.	X	X	X	✓
Guests should be able to dine together in comfort in one location.	X	✓	✓	✓
Highest quality stainless steel or silver plate cutlery.	X	X	✓	✓
Coordinated high quality glassware in a selection of sizes.	X	X	✓	✓
Wine storage unit	X	X	X	✓

Note: 5 Star requires exceptional quality fixtures, fittings and inventory, with excellent attention to interior design detail throughout.

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Dining Area

Approved	★★★	★★★★	★★★★★
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The dining area shall contain dining room furniture of good quality and condition, and be of sufficient size for the sleeping capacity of the cottage subject to the following:	Approved	★★★	★★★★	★★★★★
Minimum dining floor area of not less than 12 sq. metres.	✓	✓	✓	✓
A combined lounge/dining room is acceptable provided the floor area is not less than 22 sq. metres.	✓	✓	✓	✓
Where the combined area includes the lounge/dining room and kitchen a minimum floor area of 24 sq. metres is required.	✓	✓	✓	✓
A floor to ceiling height of not less than 2.4 metres.	✓	✓	✓	✓
At least one window to provide natural light and ventilation, windows at first floor level or higher must have child proof locks.	✓	✓	✓	✓
Dining table with seating equal to the sleeping capacity of the cottage.	✓	✓	✓	✓
Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of the cottage.	✓	•	•	•
Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 2 times the maximum sleeping capacity of the cottage.	✗	✓	✓	✓
Carpet and/or rugs unless floor has other suitable covering or is of special design or treatment.	✓	✓	✓	✓
Dining area equipped with excellent quality furnishings, cutlery and ware.	✗	✗	✓	•
Dining area equipped with exceptional quality furnishings, cutlery and ware.	✗	✗	✗	✓

Note: At 5 Star exceptional quality furnishings with excellent attention to interior design detail throughout required. Professionally fitted high quality carpeting, (e.g. high percentage wool content, with substantial underlay where fitted). Exceptional quality flooring design, exceptional quality rugs where used.

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Bedrooms

	Approved	★★★	★★★★	★★★★★
Sleeping accommodation must be provided for a minimum of two adult persons. Where there is more than one bedroom, bedrooms shall be separated from each other and from other compartments by walls or solid partitions. Floors, walls and ceilings throughout the cottages shall be properly constructed and suitably sound resistant.	✓	✓	✓	✓
Each bedroom shall have:				
A floor area for single bedrooms of not less than 8 sq. metres exclusive of private bathroom.	✓	✓	✓	•
A minimum floor area of 13 sq. metres master bedroom and a minimum floor area of 12 sq. metres for each bedroom thereafter.	✓	✓	•	•
A minimum floor area of 14 sq. metres master bedroom and a minimum floor area of 13 sq. metres for each bedroom thereafter.	•	•	✓	•
A minimum floor area of 16 sq. metres master bedroom and a minimum floor area of 14 sq. metres for each bedroom thereafter.	•	•	•	✓
A floor area for triple bedrooms of not less than 18 sq. metres exclusive of private bathroom.	✓	✓	✓	✓
A floor to ceiling height of not less than 2.4 metres.	✓	✓	✓	✓

NOTE: all minimum bedroom measurement requirements are exclusive of private bathroom.

Bunk beds permitted (may only be used by children).	✓	✓	✗	✗
Sleeping accommodation additional to that provided in the bedrooms may be provided in the living area by fold down bed and/or studio couch. No more than two persons may be accommodated in this way in a cottage. Adequate floor space must be available.	✓	✓	•	•
At least one window to provide adequate natural light and ventilation, windows at first floor level or higher must have child proof locks.	✓	✓	✓	✓
At least two electrical 13 amp outlets, suitable for the attachment of electrical equipment including heaters and cleaning equipment to be provided.	✓	✓	✓	✓
Furniture, fittings and equipment of good quality and condition for sleeping and toilet purposes and for the storage, including hanging, of wearing apparel.	✓	✓	✓	✓
Dressing room or walk in wardrobe or bedroom measuring 1.50 sq. metres larger than minimum requirements at 5 Star.	✗	✗	✗	✓

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Bedrooms *continued*

Approved	★★★	★★★★	★★★★★
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Such furniture, fittings and equipment shall include:	Approved	★★★	★★★★	★★★★★
Bed(s) complete with wipe clean headboards and sprung interior, foam or orthopaedic mattress(es). Minimum bed sizes – single (0.9m by 1.90m); double (1.35 by 1.90m). 1.20 by 1.90m beds will not be approved as doubles. Double beds must be accessible from both sides. Adequate bedding to include sheets, blankets, duvets, pillows, pillow cases and bedspreads to be provided.	✓	✓	✓	•
Bed(s) complete with wipe clean headboards and sprung interior, or orthopaedic mattress(es) or memory foam, minimum size for double bedroom is a king size bed (1.50 by 2.00m). Bedding to include exceptional quality bed linen (linen/cotton min. 300 thread count), blankets, duvets, co ordinated design finish.	✗	✗	✗	✓
Good quality breathable mattress and pillow protectors provided. Where a rubber cover is provided for children, it should be as an optional extra in addition to the normal mattress protector.	✓	✓	✓	✓
Wardrobe(s) comprising of free standing, built-in units, (open wardrobes permissible in lobby area of bedroom only) dressing-table with mirror, and drawer(s) or shelf space for clothes storage.	✓	✓	✓	✓
Full length mirror required in master bedroom/bathroom.	✗	✓	✓	•
Full length mirror required in each bedroom or bathroom.	✗	•	•	✓
Bedside chair(s) and or stools.	✓	✓	✓	✓
One comfortable easy chair with reading light, in one bedroom or on a landing/in an alcove area.	✗	✗	✓	•
Comfortable easy chair and extra storage space.	✗	✗	✗	✓
Carpet or bedside rugs unless the floor is of special design or treatment.	✓	✓	✓	✓
Window curtains or blackout blinds to ensure privacy and exclusion of light. Velux roof lights in bedrooms must have blackout blinds fitted.	✓	✓	✓	✓
Bedside lamp per person.	✓	✓	✓	✓
Wastepaper bin in each room.	✓	✓	✓	✓
Cots available (where children are catered for). Must be properly maintained and hygienically clean.	✓	✓	✓	✓
Bed linen (not nylon) change provided weekly.	✗	✓	✓	✓

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Bedrooms *continued*

	Approved	★★★	★★★★	★★★★★
Beds must be made up for guests' arrival.	X	✓	✓	✓
Optional housekeeping service available.	X	X	X	✓
Dedicated Concierge service available for all requirements. (Dine in service, shopping, limousine/taxi, daily activities). (8.00am to 8.00pm).	X	X	X	✓
A wash hand basin in one bedroom is required, for premises catering for more than three persons.	X	✓	•	•
Master bedroom en-suite or with adjacent bathroom plus one bathroom per two bedrooms thereafter (new build). <i>(Exemptions will apply to properties currently approved).</i>	X	X	✓	•
All bedrooms with en suite bathrooms, one to include bath and separate shower.	X	X	X	✓
Crisply laundered linen or duvets with appropriate tog rating and co-ordinated with bedroom decor and other soft furnishings.	X	X	✓	✓
Bathrobes and slippers required.	X	X	X	✓
Safe (one) for storage of guest valuables required.	X	X	X	✓

Note: at 5 Star exceptional fitted luxurious guestrooms with excellent attention to interior design detail throughout required.

En suite Bathrooms must have:				
A minimum floor area of 3.5 sq. metres where facilities include bath/shower and 3.0 sq. metres shower only.	✓	✓	✓	•
A minimum floor area of 3.8 sq. metres (standard en suite). A minimum 4.5 sq. metres for bath and separate shower.	X	X	X	✓
A bath or thermostatically controlled shower of good quality and in good condition which shall be fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste and shall have an effective system of direct or mechanical ventilation. Safety grab rail where shower over bath must be provided.	✓	✓	✓	✓
Good quality shower curtains or splash screens.	✓	✓	✓	✓
A toilet and wash-hand basin of good quality and in good condition which shall be fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste.	✓	✓	✓	✓

Note: at 5 Star exceptional attention to interior design detail with added luxuries required.

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Main Bathroom(s) and Toilet(s)

	Approved	★★★	★★★★	★★★★★
Where all bedrooms are not en-suite each cottage shall contain a main bathroom with a minimum floor area of 3.8 sq. metres and shall contain a bath with overhead shower fittings, wash-hand basin and toilet of good quality and in good condition complete with all plumbing for the supply of hot and cold water and the disposal of waste.	✓	✓	✓	•
A toilet and normal size wash-hand basin which shall be fixed complete with all plumbing for the continuous supply of hot and cold water and the disposal of waste.	✓	✓	✓	✓
All bathrooms shall have an effective system of direct or mechanical ventilation and shall be equipped with fittings of good quality and condition including: shelf, mirror, towel rails, clothes hooks, bath mat and a clean starter supply of toilet requisites, including towels, soap and toilet paper. The bathroom shall have a mirror fixed to the wall over the wash-hand basin and shall have a vanity light and electric shaver point within easy reach of a suitably lit mirror.	✓	✓	✓	✓
Each cottage must have a toilet and wash hand basin at entry (ground floor) level.	✓	✓	✓	✓
Bathrooms must have a suitable heater. (If electric this must be installed to safety requirements).	✓	✓	✓	✓
Soap dish to be provided in showers.	✓	✓	✓	✓
One hand and one bath towel to be available per person.	X	✓	✓	•
Face flannel, one hand towel, one bath towel and one bath sheet to be available per person.	X	X	X	✓
Pumped high pressure shower.	X	X	X	✓
Good quality bathroom flooring (not carpet).	✓	✓	✓	✓
Old toiletries or bars of soap should be removed.	✓	✓	✓	✓
Heated mirror and heated towel rail.	X	X	X	✓
Magnified shaving/cosmetic mirror.	X	X	X	✓
Complimentary added bathroom luxuries (e.g. cotton wool, cotton buds, tissues, toiletries).	X	X	X	✓
Midweek towel and linen change.	X	X	X	✓

Note: at 5 Star exceptional quality flooring and fittings with excellent attention to interior design detail along with added luxuries required.

Lighting, Ventilation, Heating and Fire Precautions

	Approved	★★★	★★★★	★★★★★
Each cottage shall contain effective means of natural lighting and ventilation.	✓	✓	✓	✓
Each cottage shall have an electrical installation to provide general lighting in relation to the layout of each area, including its furniture, fittings and equipment, sufficient local lighting for eating, reading, writing and toilet purposes.	✓	✓	✓	✓
Each cottage shall have a means of heating such as electrical, gas, oil or solid fuel appliance (including open fire), capable of maintaining when required, a room temperature of 20 degrees centigrade.	✓	✓	✓	✓
Each cottage shall have a means of water heating such as electrical, gas, oil or solid fuel appliance (excluding boiler attached to open fire), capable of maintaining a sufficient supply of hot water for cleaning washing and bathing purposes.	✓	✓	✓	✓
Each cottage shall have fully operational smoke detector(s), a fire blanket mounted in close proximity to the cooker, a fire extinguisher and a clear notice displaying emergency numbers. Carbon monoxide alarm required where fossil fuels are used.	✓	✓	✓	✓
Each cottage shall contain some form of emergency lighting available.	✓	✓	✓	✓
Emergency exit lighting system. (New Builds).	✓	✓	✓	✓
Security system.	✗	✗	✗	✓

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Energy Saving

	Approved	★★★	★★★★	★★★★★
Use of "A" graded domestic electrical appliances (when replacing).	✓	✓	✓	✓
Double glazed windows.	✓	✓	✓	✓
Loft and wall insulation – where possible.	✓	✓	✓	✓
Lagging jacket around immersion tank.	✓	✓	✓	✓
Draught excluders around external doors.	✓	✓	✓	✓

Waste Management

	Approved	★★★	★★★★	★★★★★
Facilitate waste separation by guests e.g. plastics, paper, card, etc.	✓	✓	✓	✓
Lidded, lined pedal bin in toilets and bathrooms.	✓	✓	✓	✓

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Operational

	Approved	★★★	★★★★	★★★★★
The cottage shall be used primarily for letting to and occupation by tourists or holiday makers with or without prior arrangement and shall be used and occupied for no other purpose during the period 1st April to 31st October annually.	✓	✓	✓	✓
The cottage shall not be let or leased to or occupied by any person, persons or body for more than two consecutive calendar months at any one time or for more than six months in any calendar year without prior consent of an Officer of The Authority.	✓	✓	✓	✓
A register of tenant/lessees for each cottage shall be maintained which shall contain the following particulars in relation to each tenant/lessee: Name, permanent address, country of residence, date of arrival, date of departure.	✓	✓	✓	✓
A high standard of cleanliness must be maintained throughout the premises and each cottage must be cleaned prior to each new letting.	✓	✓	✓	✓
The cottage shall be maintained in good decorative order and shall be properly prepared (including airing of beds and bedding).	✓	✓	✓	✓
All electrical and gas/oil fired equipment must be safely maintained and serviced regularly, with a service record available for inspection.	✓	✓	✓	✓
All premises must have adequate public liability insurance. If requested a copy of the current public liability insurance cover note must be forwarded to the contractor upon initial application and upon each renewal.	✓	✓	✓	✓
Provision shall be made for the collection, removal of garbage from each cottage and disposal in a suitable manner.	✓	✓	✓	✓
Provision shall be made by inclusion in rental agreements/leases made between the proprietor and tenant/lessees for the visitation of the cottage at reasonable times, by officers of The Authority and the staff of the appointed contractor under the Tourist Traffic Acts 1939-2003.	✓	✓	✓	✓
Facilities shall be provided for the storage of cleaning materials for the cottages and for the storage and airing of necessary stocks including bed linen and blankets.	✓	✓	✓	✓
Locally available supply of solid fuels where open fires are provided or if not locally available solid fuels supplied by proprietor.	✓	✓	✓	•
Solid fuels supplied where open fires are provided. (Starter pack at 4 Star and supplied at 5 Star).	✗	✗	✓	✓
Backyard/refuse area suitably screened and properly surfaced.	✓	✓	✓	✓

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Operational *continued*

	Approved	★★★	★★★★	★★★★★
Soft furnishings and carpets deep cleaned on a regular basis or as required.	✓	✓	✓	✓
Map/directions provided by the operator to be clear and easy to follow after booking.	✓	✓	✓	✓
There should be plenty of sockets strategically placed for all possible uses.	✓	✓	✓	✓
Written instructions provided for use of all equipment.	✓	✓	✓	✓
Written details provided to each customer of letting fee and Terms and Conditions and cancellation policy provided to the guest prior to payment. A receipt supplied upon receipt of payment.	✓	✓	✓	✓
Manager or proprietor or senior deputy on call during office hours (e.g. contactable using supplied mobile 'phone number).	✓	✓	✓	✓
High level of personal support for the guest, pre planning with guest before arrival to ascertain type of activities required.	✗	✗	✗	✓
Credit card processing facility.	✗	✗	✓	✓
A good standard of furnishings, fittings and decoration throughout.	✓	•	•	•
A very good standard of furnishings, fittings and decoration throughout.	•	✓	•	•
An excellent standard of furnishings, fittings and decoration throughout.	•	•	✓	•
Exceptional quality furnishings, fittings with excellent attention to interior design detail throughout.	✗	✗	✗	✓
High standard of maintenance in the garden where applicable. Tidy flowerbeds/pathways, hedges, etc.	✓	✓	✓	✓
A very high standard of maintenance in the garden (where applicable) with landscaping and layout affording adequate privacy to residents appropriate to the location and design of the property.	✗	✗	✓	✓
Suitable outdoor furniture.	✗	✗	✓	•
Exceptional suite of outdoor furniture.	✗	✗	✗	✓
Spare linen, towels available either in the property or on request.	✗	✗	✓	✓
Additional blankets or duvets available on request.	✗	✗	✓	✓

INDIVIDUAL SELF CATERING COTTAGES

Minimum Requirements and Classification System

January 2013

Operational *continued*

	Approved	★★★	★★★★	★★★★★
Hair dryer provided.	X	X	✓	•
Hair dryer provided in each bedroom.	X	X	X	✓
Chargeable cleaning service available daily – on request.	X	X	✓	✓
Private dining service available – on request.	X	X	X	✓
DVD and CD player to be provided with a selection of CDs and DVDs included.	X	X	✓	✓
Wi Fi Internet. MP3/iPod Connector.	X	X	X	✓
Hanging area for wet coats and boots to be provided.	X	X	✓	✓
Seating above occupancy level, supplementary pieces of occasional furniture required.	X	X	X	✓
Baby equipment included where required at no extra charge.	X	X	X	✓
All utilities included.	X	X	X	✓

INVENTORY

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.

ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES. (NB: at 5 Star exceptional quality and range of inventory required).

Table appointments, crockery, cutlery, glassware in sufficient quantity to cater for 1.5 times the maximum sleeping capacity of approved units and twice the maximum sleeping capacity of 3, 4 & 5 Star units to include:

- Knives (table & dessert)
- Forks (table & dessert)
- Spoons (dessert, soup and tea)
- Plates (large and small)
- Tea cup and saucer or mug
- Cereal/soup bowl
- Egg cups
- Water glasses and jug
- Cutlery box or divided drawer

Also to be available per property:

- Bread knife
- Carving knife & fork
- Sharp vegetable knife
- Tin opener
- Corkscrew/bottle opener & wine bottle re-sealer
- Ladle and wooden spoon
- 2 tablespoons
- Potato Peeler

- Kitchen Scissors
- Butter Dish, Sugar Bowl, Milk Jug
- Juice Extractor
- Condiment Set

Utensils

- Kettle
- Toaster
- Teapot
- Filter Coffee Pot/Coffee Maker
- Fridge Freezer
- Microwave Oven
- Saucepans and lids (Large, Medium, and Small)
- 1 large saucepan for six or more persons
- Frying Pan
- Oven roasting Tray
- Casserole dish and lid
- Bread Board
- Colour Coded Chopping boards (meat, fish, vegetable)
- Bread bin
- Tray
- 1 litre measuring jug

INVENTORY *continued*

AN INVENTORY OF EQUIPMENT MUST BE PROVIDED IN EACH UNIT.

ALL REQUIREMENTS MANDATORY AT ALL CATEGORIES. (NB: at 5 Star exceptional quality and range of inventory required).

Utensils *continued*

- Colander
- Biscuit/Cake tin
- Pie dish
- Whisk
- Grater
- Carving meat plate/tray
- Mixing bowl
- Spatula/Fish Slice
- Kitchen Tongs

Household

- Table Mats/Cloth
- Dish Cloths
- Oven gloves
- Tea towels
- Washing up brush
- Sink tidy
- Washing up basin

Cleaning/Utility

- Bin liners
- Vacuum cleaner/Carpet Sweeper
- Dustpan and brush
- Sweeping brush
- Mop, bucket and floor cloth
- Bin
- Dusters
- Spare energy saving light bulbs and fuses
- 1 dozen clothes pegs
- Clothes line
- Iron and ironing board
- Suitable cleaning materials

Bed

- 3 blankets and a bedspread or 1 continental quilt and cover
- 2 pillows per person
- 5 coat hangers per person (not wire)

Note: at 5 Star exceptional quality inventory required, with added extra items (e.g., food processor, electric juice maker, table linen and napkins).

LEGISLATIVE REQUIREMENTS

The premises shall comply with and be operated in accordance with all statutory requirements of local council/authorities and other authorities in relation to planning. Building Bye-Laws, food, food hygiene, water supply, sewage disposal, fire precautions and general fire safety, health and safety and in particular but without prejudice to the generality of the foregoing shall comply with:

- Local Government (Planning and Development) Acts, 1963-2000 (as may subsequently be amended or modified) and Regulations made thereunder including the Building Regulations 2000 Technical Guidance Document M (as may subsequently be amended or modified).
- Fire Services Act 1981 and any statutory modification or re-enactment thereof.
- Building Control Act, 1990 (as may subsequently be amended or modified) and regulations made thereunder.
- All applicable employment legislation including, but not limited to Part IV of the Industrial Relations Act 1946 and subsequent legislation relating to the payment of minimum wages to employees.

NOTE ON EXEMPTION ARRANGEMENTS

In these requirements, the following expressions shall have the following meanings:

New Structural Requirements

Means the new structural requirements contained in this criteria. For new structures, access for people with disabilities must be provided.

Year of Renewal

Means 1st January to 31st December in every year as the same may be adjusted from time to time by Fáilte Ireland.

Renewals

These requirements shall apply to applications for renewal except that the New Structural Requirements shall not apply to any application for renewal in respect of a premises which was approved under a set of requirements preceding these.

Failure to apply to renew – lapse of over 12 months

The New Structural Requirements shall not apply where a premises which has received its first approval under a set of requirements preceding these fails to apply to renew its approval for a given Year of Renewal but subsequently applies to renew within 12 months after the final date for submitting applications for the said given Year of Renewal.

Initial Approvals

These requirements shall apply to initial approval applications save that;

Where, within 24 months prior to the Commencement Date a person has either incurred not less than 15 per cent of the total cost of construction or refurbishment of a proposed cottage and/or;

the foundations of a premises have structural characteristics which would comply with the 2008 Requirements have been laid;

and

evidence of this has been provided in the form of a duly qualified auditor's certificate of expenditure or by such evidence as Fáilte Ireland or its authorised contractor may require; and the applicant has on a date thereafter (which date shall not be more than 24 months after the Commencement Date hereof) sought initial cottage approval for the said premises and the premises does not comply with the New Structural Requirements in these requirements but would comply with the corresponding provisions of the 2008 Requirements as regards these structural requirements; then, the corresponding provisions of the 2008 Requirements will apply as regards these structural requirements only.

For the avoidance of doubt, where the approval of a premises has been cancelled these requirements shall apply to any subsequent application for approval of the said premises.