

IMPORTANT REMINDER FOR RENEWAL OF HOTEL REGISTRATION

A LEGISLATIVE
REQUIREMENT UNDER THE
TOURIST TRAFFIC ACTS

IF YOU MISS THE
DEADLINE,
YOU CANNOT RENEW
YOUR REGISTRATION
AND MUST REAPPLY



1

If you miss the renewal deadline of **midnight on 15th November**, you will have to register as a new Hotel including payment. There is no facility for late renewals.

2

If you have to register as a new Hotel you will be required to provide, at a minimum:

- Copy of Planning Permission
- Copy of Fire Safety Certificate
- Copy of Certificate of Compliance (related to planning permission and building regulations)
- Evidence of HSE inspection for food safety compliance.

Sourcing the required expertise and documents may be a time consuming process.

3

You may be required to liaise with other statutory bodies as part of your new application to secure your:

- Liquor Licence
- Planning permission
- Building compliance

4

All current regulations must be met – any historical exemptions will not apply as this is a new Hotel Registration

5

Sales/ marketing cannot promote or sell as a 'Hotel' which is a legally prescribed term. Access to events e.g. Meitheal will not be available.

6

Registration may be required for Government Grant applications (e.g. EIS funding, Just Transition funding, etc)

7

Your business will be removed from the official Register of Hotels for the duration of your new application.

Obtaining a star rating may take up to 6 months.

NEXT STEPS

Renew and pay in full by midnight on 15th November to avoid being deregistered.

HELPFUL HINTS

Mark Your Calendar: Set a reminder each year to renew earlier (Trade Portal opens in mid-September).

Team Awareness: Ensure your management team is familiar with the process.

Payment Timing: Renewal is not complete until payment is received, so ensure completion of bank transfer before the deadline. Don't forget to allow time for bank clearance.

For more information, contact
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