



**Fáilte Ireland**

National Tourism Development Authority

**TOURIST TRAFFIC ACTS  
1939 – 2003**

**REGISTRATION AND RENEWAL OF  
REGISTRATION REGULATIONS FOR**

**I. HOLIDAY HOSTELS 2007**

**II. YOUTH HOSTELS 2007**

**TOURIST TRAFFIC ACTS 1939 - 2003**  
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**REGULATIONS FOR**

**(I) HOLIDAY HOSTELS 2007**

**(II) YOUTH HOSTELS 2007**

FÁILTE IRELAND in accordance with the powers conferred on it by the Tourist Traffic Acts 1939 to 2003 hereby with the consent of the Minister for Arts, Sport and Tourism revokes the (I) Holiday Hostels and (II) Youth Hostels Registration and Renewal of Registration Regulations 1996 and makes the following regulations:

**A. CITATION**

These Regulations may be cited as the (I) Holiday Hostels and (II) Youth Hostels Registration and Renewal of Registration Regulations, 2007.

“The 1996 Regulations” means the (I) Holiday Hostels and (II) Youth Hostels Registration and Renewal of Registration Regulations 1996.

**B. COMMENCEMENT**

These Regulations shall come into operation on the 1<sup>st</sup> day of June 2007 (“the Commencement Date”).

These Regulations shall apply to all premises for which initial (I) Holiday Hostels and (II) Youth Hostels registration or renewal of (I) Holiday Hostels and (II) Youth Hostels registration is sought from The Authority on or after the Commencement Date hereof save as set out below in Regulation 16 headed “Exemption Arrangements”.

**C. INTERPRETATION**

“The Authority” means the members of the Board of the National Tourism Development Authority (Fáilte Ireland) and its successors and assigns.

“The Contractor” means the contractor appointed by the Authority to carry out inspection and grading of (I) Holiday Hostels and (II) Youth Hostels.

Where a particular quality or standard is laid down in these Regulations in respect of physical or other aspects of a premises, and no objective quality or standard is specified, the quality or standard in question is one determined in the discretion of Fáilte Ireland.

## **1. THE PREMISES**

- 1.1 The general character, the type of accommodation and service provided, and the other qualifications requisite in respect of any premises in order that such premises may be eligible for registration in the Register of (I) Holiday Hostels or (II) Youth Hostels shall be as follows:
- a. For holiday hostel registration, the premises shall be under the direct management of a proprietor or manager of the hostel, which may be a private person, entity or limited company. It shall operate to the standards set for the time being by Fáilte Ireland.
  - b. For youth hostel registration, the premises shall be under the direct management and control of an organisation or association having as its primary object the provision and management of youth hostels, such organisation or association being of non-profit distributing character;
- 1.2 The premises shall be located on one site (detached annex accommodation is not acceptable) and be of substantial, durable construction, structurally safe and in good repair throughout.

*Note: this regulation 1.2 contains a new structural requirement. An exemption may be available in accordance with section 16 below.*

- 1.3 The premises shall be constructed or adapted, furnished and equipped for hostel purposes.
- 1.4 The premises shall contain such facilities as determined hereunder of entrances, dining areas, kitchen and service areas, common rooms, bathrooms and toilets, bedrooms, staff accommodation, storage areas, together with sufficient corridors and stairways to ensure proper circulation and access.
- 1.5 The premises shall be used primarily for the lodging or sleeping of guests presenting themselves with or without prior arrangement and for the provision and service to such guests, at reasonable hours.
- 1.6 The premises shall be maintained in good decorative order and shall be properly prepared (including airing of beds and bedding). A high standard of cleanliness must be maintained throughout the premises.
- 1.7 The premises shall contain effective means of natural lighting and ventilation.
- 1.8 Sufficient general internal and external lighting shall be provided in all areas and in addition a suitable intensity of local lighting for eating, reading, writing and toilet purposes.
- 1.9 The premises shall have in the public rooms and bedrooms a means of space heating capable of maintaining at all times a room temperature of 20°C.

- 1.10 The premises shall have a telephone installation connected with an external telephone system for use by guests where appropriate, or a reliable means of remote wireless long-distance communication capable, at a minimum, of contacting at all times the nearest twenty-four hour manned Garda station.
- 1.11 All electrical and gas/oil fired equipment must be safely maintained and serviced regularly. Smoke detectors and fire alarms shall be fitted in accordance with the guidance provided by the Department of the Environment.
- 1.12 The premises, which expression shall include the exterior and interior, outdoor areas, grounds and car park areas shall be kept clean and well maintained and in good decorative order to the satisfaction of Fáilte Ireland or its appointed agents. A lockable and secure storage shed for bicycles and other equipment should be provided.
- 1.13 Provision to be made to ensure the security of guests and guests' possessions i.e. controlled access to main entrance as a minimum via use of a key or other.

## **2. ENTRANCE & EXITS**

- 2.1 The entrance hall shall be of sufficient size to cater adequately for the volume of traffic using the premises and shall:
  - a. be suitably located, laid out and equipped for the proper reception and control of arriving and departing guests; a register of overnight guests must be available for inspection by staff of the Contractor or of the Authority;
  - b. afford easy access to public rooms; to toilets & shower rooms servicing them and the bedrooms/dormitories.

## **3. DINING AREA**

- 3.1 A dining area adequate in size for the resident capacity of the hostel shall be provided.
- 3.2 The dining area shall contain furniture, fittings and equipment of good quality and condition, adequate for the guest capacity of the premises, high chairs (or suitably adapted chairs) shall be available for children where appropriate.
- 3.3 Tables and seating shall be of adequate size to enable the diners to dine in comfort and be capable of easy and flexible arrangement and permit diners and staff to circulate easily in the dining area.
- 3.4 Cutlery, condiments, tablecloths, table mats, trays, service trolleys and other necessary table appointments shall be of good quality and in good condition.
- 3.5. Crockery shall be adequate to serve the maximum number of diners capable of being seated in the dining area, be in good condition, and of good quality.

- 3.6. The dining area shall have:
- a. a floor to ceiling height of not less than 2.4 metres;
  - b. at least one window to provide adequate natural light and ventilation, windows at first floor level or higher must have child proof locks.

#### **4. SELF-CATERING KITCHEN**

- 4.1 A self-catering kitchen, communal in design, should be provided, adequate in size in relation to guest capacity of the premises and shall contain facilities, equipment and fittings of good quality and condition and constructed of materials which are easily cleaned, for the storage, refrigeration, preparation, cooking and service of food, and for the storage and cleaning of utensils used for these purposes.

Generally, such facilities, equipment and fittings shall include:

- a. compartments, bins, racks, etc., for non-perishable food, vegetables, etc., and for the storage of utensils used in the preparation and service of food;
  - b. refrigerators or refrigerated units for meat, fish, dairy products and other perishable commodities;
  - c. food preparation tables or units with easy clean surfaces free from cracks or damage;
  - d. cooking equipment for boiling, roasting, grilling, etc., of food;
  - e. sink unit(s) complete with all plumbing for supply and disposal of hot and cold water;
  - f. properly constructed garbage disposal units suitably located. No garbage to be stored in kitchen, and garbage to be removed from premises at least twice weekly;
  - g. Fire extinguisher and/or fire blanket to be fitted.
- 4.2 The kitchen shall be located adjacent to or easily accessible from the dining room, so that food service or clearance does not have to traverse designated public areas.

#### **5. SERVICED KITCHEN (where provided)**

- 5.1 The kitchen area shall comply with the requirements of the Food Hygiene Regulations 1950-1989 And the EC (Hygiene of Foodstuffs) Regulations 2000 (as may be subsequently amended or modified).
- 5.2 The kitchen shall have direct access to the dining area. Service access to the dining area shall not be through a public area that is normally used by guests as a lounge area and/or a main passageway.

## **6. COMMON ROOM**

The premises shall contain at least one common room.

- 6.1 Seating space in the common room shall be provided in relation to the guest capacity of the premises as follows:
  - a. not less than 17 square metres of space for up to and including 20 persons, and
  - b. thereafter not less than 0.5 square metres for each additional guest.
- 6.2 Each room shall have:
  - a. a floor to ceiling height of not less than 2.4 metres, and
  - b. at least one window or roof light with a minimum glass area equivalent to one-tenth of the floor area and of which not less than one-half shall open or, alternatively, a mechanical system of ventilation.
- 6.3 Common room shall contain furniture, fittings and equipment of good quality and condition, and be capable of easy and flexible arrangements to cater for individuals and various groups. Generally such furniture, fittings and equipment shall include:
  - a. upholstered chairs, armchairs, sofas or settees;
  - b. occasional tables;
  - c. television set;
  - d. carpet and/or rugs unless floor surface is of special design or treatment.

## **7. SHOWER ROOM/TOILET/WHBs**

- 7.1 Each premises shall contain a minimum of one shower or bath for the first ten persons and thereafter, one shower or bath for every additional ten persons.
- 7.2 The premises shall contain two WCs for the first ten persons, thereafter one WC for every additional ten persons. Toilet facilities and showers should be designed so as to give complete privacy to the individual user.
- 7.3 There must be privacy between sexes for washing/showers and toilet facilities and wherever possible between members of the same sex.

*Note: this regulation 7.3 contains a new structural requirement. An exemption may be available in accordance with section 16 below.*

- 7.4 All changing/showering areas to have opaque window coverings for privacy.
- 7.5 Showers and toilets shall have an effective means of ventilation and shall be equipped with the usual accessories, e.g. mirror, towel rail, clothes hook, toilet seats, a soap tray or dispenser in shower area and a clean and ample supply of toilet requisites.
- 7.6 The premises shall contain one WHB for the first five persons and thereafter, one WHB for every additional five persons.

## **8. BEDROOMS/DORMITORIES**

- 8.1 Sleeping accommodation shall be provided in separate bedrooms, or dormitories, or combination of both.
  - a. All properties to have the capability of providing separate sex sleeping accommodation areas. If not available, guests should be informed at the time of booking.

*Note: this regulation 8.1a contains a new structural requirement. An exemption may be available in accordance with section 16 below.*

- b. it is not permitted for unaccompanied/unsupervised minors to share mixed dormitory facilities. A notice drawing the attention of guests to this stipulation should be prominently displayed in the sleeping area.
- 8.2 A minimum of 20 guests shall be accommodated on the premises.
- 8.3 Each bedroom/dormitory shall have:
  - a. a floor area of not less than 5 square metres in rooms accommodating no more than one person, 3.5 square metres per person in rooms accommodating no more than two people and 3 square metres per person in rooms accommodating more than two people;

- b. a floor to ceiling height of not less than 2.4 metres;
  - c. at least one window to provide adequate natural light and ventilation, windows at first floor level or higher must have child proof locks;
  - d. at least one electrical outlet suitable for the attachment of electrical equipment;
  - e. guests to have access to sufficient conveniently situated power sockets to allow for safe use of electrical equipment (e.g. hairdryers, mobile phone chargers etc.);
  - f. each bedroom/dormitory door must be identified by number, letter or name.
- 8.4 The layout of the bedrooms or dormitories shall allow freedom of movement and contain furniture, fittings and equipment of good quality and condition. Generally, such furniture, fittings and equipment shall include:
- a. bed(s) complete with interior sprung filled mattress(es) or suitable equivalent;
  - b. loose covers for mattresses and pillows so that they can be removed and washed regularly;
  - c. non flammable waste basket(s);
  - d. carpet or bedside rugs unless floors are of a special design or treatment which is acceptable, e.g. parquet;
  - e. window curtains or blinds to ensure privacy;
  - f. hanging space for clothes;
  - g. printed advice for means of summoning assistance day or night in the event of an emergency (e.g. staff/proprietor, doctor, dentist etc). Emergency call out (i.e. 999) to be detailed. This notice must be in all bedrooms/dormitories in addition to fire instruction notices and should be in foreign language versions (French and German at minimum) together with English and/or Irish as appropriate. All dormitories must have functioning smoke alarms fitted.

## **9. RESIDENT SUPERVISOR**

The premises shall be in the continuous charge of a resident supervisor or deputy, trained or experienced in hostel management and fully capable of operating the premises to the standards set out in these Regulations.



## **10. GENERAL**

- 10.1 Facilities shall be provided for the storage of cleaning materials, for each of the various units of the premises and for the storage and airing of necessary stocks of bed linen and blankets.
- 10.2 Suitable laundry facilities for resident guests to be provided unless easily accessible within 500 metres.
- 10.3 Suitable drying room or facilities for hanging wet clothing to be provided.
- 10.4 Premises shall contain effective means of natural light and ventilation.
- 10.5 There shall be made available for guests and employees basic first-aid equipment.

## **11. OPERATION**

- 11.1. The business shall be conducted in accordance with charges not exceeding those specified in the Scale of Charges which have been duly furnished to The Authority or its appointed agents in accordance with Section 26(2)E of the Tourist Traffic Act 1939. These charges must be prominently exhibited upon the premises in accordance with The Authority's requirements under Section 43 of the said Act.
- 11.2 Residents shall be subject to the rules and regulations (which must be prominently displayed) of the approved organisation or association or company which is registered as the proprietor of the premises.
- 11.3 A register of visitors shall be maintained which shall contain the following particulars in relation to each visitor:

Name, Permanent Address, Country of Residence,  
Date of Arrival, Date of Departure.

## **12. STATUTORY REQUIREMENTS**

- 12.1 The premises shall comply with and be operated in accordance with all statutory requirements of local and other authorities in relation to planning, Building Bye-Laws, food, food hygiene, water supply, sewage disposal, fire precautions and general safety and in particular but without prejudice to the generality of the foregoing shall comply with:
  - a. 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);
  - b. Fire Services Act 1981 and any statutory modification or re-enactment thereof;

- c. Building Control Act, 1990 (as may subsequently be amended or modified) and regulations made thereunder;
  - d. 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;
  - e. Safety, Health and Welfare at Work Act 1989.
- 12.2 Suitable access for persons with mobility difficulties, including wheelchair users must be provided to the entrance hall, reception, bedrooms and public areas, including bathroom and toilet facilities in accordance with the Building Regulations 2000 Technical Guidance Document M (as the same may subsequently be amended or modified)

*Note: this regulation 12.2 contains a new structural requirement. An exemption may be available in accordance with section 16 below.*

- 12.3 All premises must have adequate public liability insurance. A copy of the current public liability insurance cover note must be forwarded to the contractor upon initial application and upon each renewal.

### **13. APPLICATION FOR REGISTRATION**

- 13.1 Every application made by the proprietor under Section 26 of the Tourist Traffic Act 1939 for registration of any premises in the Register of Holiday Hostels or Youth Hostels shall be in writing in the Initial Registration Application Form supplied by Fáilte Ireland or its Contractor and shall, when filled in and completed by, or on behalf of the applicant, for such registration, be sent by post to, or left at the office of the appointed Contractor and shall be accompanied by the prescribed fee.

### **14. REGISTRATION**

- 14.1 Where The Authority is of the opinion that the said premises are eligible for registration in the Register of (I) Holiday Hostels and (II) Youth Hostels Registration there shall be paid:

For each bed entered on the initial application form the prescribed fee.

- 14.2 Where the opinion of The Authority that the said premises are eligible for registration in the Register of (I) Holiday Hostels or (II) Youth Hostels Registration on, or after, the FIRST DAY OF SEPTEMBER in any one year, the registration fee to be paid shall be calculated at one-third of the fee prescribed in 14.1 above.

### **15. RENEWAL OF REGISTRATION**

- 15.1 Every application made by the proprietor under section 29 of the Tourist Traffic Act 1939, for the renewal of registration of any premises in the Register of (I) Holiday Hostels or (II) Youth Hostels Registration shall be in writing in the Form in the Schedule hereto and shall, when filled in and completed by or on behalf of the applicant for the renewal of such registration, be sent by post to or left at the office of the appointed

contractor and shall be accompanied by the prescribed fee for each hostel entered on the Schedule of the Renewal Form.

- 15.2 For the avoidance of doubt, where the registration of a premises has been cancelled by the Authority under the provisions set out in the Tourist Traffic Acts, 1939 – 2003, these regulations shall apply to any subsequent application for the registration of the said premises.

## **16. EXEMPTION ARRANGEMENTS**

In this Regulation, the following expressions shall have the following meanings:

- a. "New Structural Requirements" means the new structural requirements contained in these Regulations which include but are not limited to regulations 1.2, 7.3, 8.1.a, 12.2;
- b. "Year of Registration" means 1 January to 31 December in every year as the same may be adjusted from time to time by the Authority.

### **16.1 Renewals of registration**

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

### **16.2 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 registration under a set of regulations preceding these fails to apply to renew its registration for a given Year of Registration but subsequently applies to renew within 12 months after the final date for submitting applications for the said given Year of Registration.

### **16.3 Initial registrations**

These regulations shall apply to initial registration applications save that:

- 16.3.1 Where, within 24 months prior to the Commencement Date a person has either:
- a. incurred not less than 15 per cent of the total cost of construction or refurbishment of a proposed holiday hostel or youth hostel and/or;
  - b. the foundations of a premises having structural characteristics which would comply with the 1996 Regulations 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;
  - c. the applicant has on a date thereafter (which date shall not be more than 24 months after the Commencement Date hereof) sought initial holiday

hostel or youth hostel registration for the said premises from the Authority and the premises does not comply with the New Structural Requirements in these regulations but would comply with the corresponding provisions of the 1996 Regulations as regards these structural requirements,

then, the corresponding provisions of the 1996 Regulations will apply as regards these structural requirements only.

- 16.3.2 For the avoidance of doubt, where the registration of a premises has been cancelled by the Authority under the provisions set out in the Tourist Traffic Acts, 1939 - 2003, these regulations shall apply to any subsequent application for registration of the said premises.