



Green Key Eligibility, Category and Services

Dear Applicant,

This form is a mandatory **eligibility survey** for the Green Key certification process. Its purpose is to determine whether your establishment meets the basic requirements to apply for Green Key certification. By completing this survey, you will provide information that will allow Green Key to:

- Assess if your establishment is eligible for certification
- Identify the correct category and criteria that apply to your establishment
- Provide the initial information required for Green Key to evaluate your application

Please note that this survey is **not the application itself**, but a preliminary step to confirm whether your establishment can proceed with the process. Upon submission, Green Key will review your responses and inform you whether your establishment is eligible to continue with the certification process.

We kindly ask you to ensure that all information provided is accurate and complete, as this will directly impact the eligibility assessment and the subsequent steps in the certification process.

* Required

General Information

1. Name of the contact person: *

2. Contact email: *

3. Name of your establishment: *

4. Country *

5. Privacy policy : https://application.greenkey.global/media/3qjja0jr/green-key- data-processing- and-privacy-policy_application-tool_23.pdf *

☐ I have read and accept the privacy policy

Eligibility Assessment

6. Is your establishment located in one fixed, permanent location (i.e. it operates from a permanent physical site and is not mobile)? It may include multiple buildings within the same location. *

☐ Yes

☐ No

7. Is your establishment open to the general public (i.e. accessible to all guests, rather than restricted to a specific group, membership or clientele)? *

☐ Yes

☐ No

8. Is your establishment under major constructions/renovation work? This would mean a significant increase in built surface area, change of land use, or structural modifications requiring the closure of a significant part (more than 50%) or all of the establishment being closed down. *

☐ Yes

☐ No

9. Does your establishment operate on a temporary or one-off basis (e.g. pop-ups, events, short-term activities), rather than as a recurring seasonal or permanent business? *

☐ Yes

☐ No

10. Does your establishment operate on a seasonal basis (i.e. open only during certain periods of the year and closed during others)? *

☐ Yes

☐ No

11. Will your establishment be open and fully operational at the time of the audit? *

☐ Yes

☐ No

12. Does your establishment include any of the following activities or facilities that are outside the scope of Green Key certification?

- Indoor wine; alcohol or food production;
- Beach or marina facilities;
- Golf courses;
- Ski lifts or slopes;
- Forests,
- Hiking trails or other external recreational activities; and/or
- Staff accommodation

Note: these are excluded because they require specialised assessment or fall outside Green Key's certification scope. *

☐ Yes

☐ No

13. Do these excluded activities or facilities represent 50% or more of your establishment's total operations (i.e. they make up a significant share of your overall business activities)? *

☐ Yes

☐ No

14. Is your establishment located in an area where access for auditors may be logistically challenging (e.g. limited transport options, long travel times, difficult road conditions, or no nearby towns or infrastructure)? Please specify. *

15. Has your establishment been in operation for at least 6 months? *

☐ Yes

☐ No

Congratulation! Your establishment seems eligible for Green Key Certification

Please note that this has to be finally confirmed by Green Key.

You will now proceed to the Category Assessment, where you will review the definitions of the Green Key establishment categories to identify the main category that best matches your establishment.

Category Assessment

16. Is your main activity hotel/hostel services?

This can be verified if **at least 1** of the following conditions is met:

- Your establishment holds official registration as a hotel/hostel, with this function being officially registered as its main activity in accordance with national legislation; and/or
- Your establishment's main activity is the provision of hospitality and lodging services; and/or
- Your establishment's marketing and communication towards clients, and the responses in the pre-screening confirm that the main activity is that of hotel/hostel operations.

*

☐ Yes

☐ No

17. Does your establishment have more than 20 rooms or 40 beds? *

☐ Yes

☐ No

18. Is your main activity campsite / holiday park services?

This can be verified if **at least 1** of the following conditions is met:

- Your establishment holds official registration as a campsite/holiday park, with this function being officially registered as its main activity in accordance with national legislation; and/or
- Your establishment's main activity is the provision of campsite/holiday park services; and/or
- Your establishment's marketing and communication towards clients, and the responses in the pre-screening confirm that the main activity is that of campsite/holiday park operations; and/or
- Your establishment demonstrates through operational evidence (e.g. the number of guest rooms, cabins, camping pitches, or guest statistics per service category) that its primary activity falls under this category, even if its official registration states otherwise.

*

☐ Yes

☐ No

19. Is your main activity conference centre services?

This can be verified if **at least 1** of the following conditions is met:

- Your establishment holds official registration as a conference centre, with this function being officially registered as its main activity in accordance with national legislation; and/or
- Your establishment's main activity is the provision of services of a conference centre; and/or
- Your establishment's marketing and communication towards clients, and the responses in the pre-screening confirm that the main activity is that of conference centre operations.

*

☐ Yes

☐ No

20. Is your main activity restaurant or café?

This can be verified if **at least 1** of the following conditions is met:

- Your establishment holds official registration as a restaurant/café, with this function being officially registered as its main activity in accordance with national legislation; and/or
- Your establishment's main activity is the provision of restaurant/café services; and/or
- Your establishment's marketing and communication towards clients, and the responses in the pre-screening confirm that the main activity is that of restaurant/café operations.

*

☐ Yes

☐ No

21. Does your establishment have minimum 4 tables or 8 seats for guests? *

☐ Yes

☐ No

22. Is your main activity attractions?

This can be verified if **at least 1** of the following conditions is met:

- Your establishment holds official registration as a museum, visitor interpretation centre or theme park, with this function being officially registered as its main activity in accordance with national legislation;
- Your establishment's main activity is the provision of the services of a museum, visitor/interpretation centre or theme park; and/or
- Your establishment's marketing and communication towards clients, and the responses in the pre-screening confirm that the main activity is that of a museum, visitor/interpretation centre or theme park operations.

*

☐ Yes

☐ No

YOUR MAIN CATEGORY = HOTELS & HOSTELS (HH)

Your establishment seems to fall under the category 'Hotels & Hostels (HH)'. All the criteria in this category's catalogue apply to you.

YOUR MAIN CATEGORY = SMALL ACCOMMODATIONS (SA)

Your establishment seems to fall under the category 'Small Accommodations (SA)'. All the criteria in this category's catalogue apply to you.

YOUR MAIN CATEGORY = CAMPSITES & HOLIDAY PARKS (CHP)

Your establishment seems to fall under the category 'Campsites and Holiday Parks (CHP)'. All the criteria in this category's catalogue apply to you.

YOUR MAIN CATEGORY = CONFERENCE CENTRES (CC)

Your establishment seems to fall under the category 'Conference Centres (CC)'. All the criteria in this category's catalogue apply to you.

YOUR MAIN CATEGORY = RESTAURANTS/CAFES (R)

Your establishment seems to fall under the category 'Restaurant / Café (R)'. All the criteria in this category's catalogue apply to you.

YOUR MAIN CATEGORY = ATTRACTIONS (A)

Your establishment seems to fall under 'Attractions (A)'. All the criteria in this category's catalogue apply to you.

Mixed-use buildings or hotel-residence hybrids assessment

Now that you have confirmed your eligibility and identified your main category, please answer the following questions about mixed-use buildings or hotel-residence hybrids.

This will help Green Key determine whether such units are part of your establishment, how they are operated, and whether they can be included in the certification scope.

23. Is your establishment a mixed-use building or hotel-residence hybrid that offers independent accommodation units on a short-term and/or long-term basis under rental agreement (e.g. rooms or apartments)? *

☐ Yes

☐ No

24. Does your establishment have the ability to access the accommodation unit during the guest's stay (e.g. for cleaning, maintenance, or inspections)? For apartment-style units, access must be possible at least every 3 weeks. *

☐ Yes

☐ No

25. Are standard hospitality services provided throughout the entire guest stay (i.e. services such as reception, cleaning, or guest assistance remain available during the stay, regardless of rental duration)? *

☐ Yes

☐ No

The units are INCLUDED in the certification scope

This means that the units are covered by the certification: the applicable criteria must be met for these units and they are included within the certified scope of the establishment (as reflected on the certificate).

The units are EXCLUDED from the certification scope

This means that the units are not covered by the certification: the criteria do not apply to these units and they are not included within the certified scope of the establishment (they will not appear on the certificate).

Scope Assessment - Subcategories

You will now be asked a series of questions to assess the scope of certification in more detail, including across applicable subcategories.

26. Does your establishment offer at least one of the following services (additionally to your main activity service):

- Accommodation facilities;
- F&B facilities;
- Conference facilities (e.g. auditoriums, lecture halls and/or meeting/conference rooms); and/or
- Exhibition spaces?

*

☐ Yes

☐ No

27. Please provide details regarding this/these service(s) below: *

28. Are the services or facilities internally managed? *

- ☐ Yes (Internally managed = managed by the same entity as the applicant establishment; or operated under a contract, where the management of the applicant establishment retains control of the service)
- ☐ No (Externally managed = owned and / or operated by an entirely separate entity, with no contractual or managerial oversight by the establishment)
- ☐ My establishment offers both internally and externally managed services/facilities

These services or facilities fall within the certification scope

Because the service is internally managed, it is considered a sub-category of the certification and included alongside the main category. All applicable criteria for this additional category must be met.

These services or facilities fall outside the certification scope

Please note that you are still required to encourage their operators to align with Green Key sustainability standards. These services or facilities may apply for certification separately if they wish to be certified, provided they are eligible.

However, if any externally managed F&B service forms a core part of the establishments' offer, this service is subject to the applicable criteria defined in the Green Key criteria catalogue. For example, if breakfast is a core part of the accommodation offer, or lunch is a core part of the conference offer, the restaurant, where these services are offered, is subject to the applicable restaurant criteria (marked with R) in the criteria catalogue.

29. If the externally managed F&B service forms a core part of your establishment' offer, please provide details regarding this service below.

My establishment offers both internally and externally managed services

Internally managed: These services or facilities fall within the certification scope. Because the service is internally managed, it is considered a sub-category of the certification and included alongside the main category. All applicable criteria for this additional category must be met.

Externally managed: These services or facilities fall outside the certification scope. Please note that you are still required to encourage their operators to align with Green Key sustainability standards. These services or facilities may apply for certification separately if they wish to be certified, provided they are eligible.

However, if any externally managed F&B service forms a core part of the establishments' offer, it is subject to the applicable criteria defined in the Green Key criteria catalogue. For example, if breakfast is a core part of the accommodation offer, or lunch is a core part of the conference offer, the restaurant, where these services are offered, is subject to the applicable restaurant criteria (marked with R) in the criteria catalogue.

30. If the externally managed F&B service forms a core part of your establishment' offer, please provide details regarding this service below.

Scope Assessment - Additional Services

31. Does your establishment offer at least one of the following additional services:

- Spa/sauna/wellness area;
- Shops (e.g. souvenir, kiosks, hairdresser, tourist information, visitor/interpretation centres, etc.)
- Baby/kids club;
- Meetings & events;
- Laundry shop/laundromat;
- Gym facilities;
- Night clubs/concert halls;
- Indoor and outdoor premises with animals;
- Vehicles (e.g. airport shuttles);
- Indoor and outdoor sports facilities (e.g. bowling);
- Botanical garden/vegetable garden;
- Greenhouse; and/or
- Indoor and outdoor swimming pool?

Note: The above list is not exhaustive. Additional services and activities may be considered as a result of the pre-screening by Green Key. *

☐ Yes

☐ No

32. Please provide details regarding this/these service(s) below: *

33. Are the services or facilities internally managed? *

- ☐ Yes (Internally managed = managed by the same entity as the applicant establishment; or operated under a contract, where the management of the applicant establishment retains control of the service)
- ☐ No (Externally managed = owned and / or operated by an entirely separate entity, with no contractual or managerial oversight by the establishment)
- ☐ My establishment offers both internally and externally managed services/facilities

Green Key does NOT certify the service itself, i.e. it will not appear on the certificate

However, applicable criteria (e.g. water consumption, energy consumption, etc.) MUST still be met by the service.

These services or facilities fall outside the certification scope

Please note that you are still required to encourage their operators to align with Green Key sustainability standards. These services or facilities may apply for certification separately if they wish to be certified, provided they are eligible.

However, if any externally managed F&B service forms a core part of the establishments' offer, this service is subject to the applicable criteria defined in the Green Key criteria catalogue. For example, if breakfast is a core part of the accommodation offer, or lunch is a core part of the conference offer, the restaurant, where these services are offered, is subject to the applicable restaurant criteria (marked with R) in the criteria catalogue.

34. If the externally managed F&B service forms a core part of your establishment' offer, please provide details regarding this service below.

My establishment offers both internally and externally managed services

Internally managed: Green Key does NOT certify the service itself, i.e. it will not appear on the certificate. However, applicable criteria (e.g. water consumption, energy consumption, etc.) MUST still be met by the service.

Externally managed: These services or facilities fall outside the certification scope. Please note that you are still required to encourage their operators to align with Green Key sustainability standards. These services or facilities may apply for certification separately if they wish to be certified, provided they are eligible.

However, if any externally managed F&B service forms a core part of the establishments' offer, this service is subject to the applicable criteria defined in the Green Key criteria catalogue. For example, if breakfast is a core part of the accommodation offer, or lunch is a core part of the conference offer, the restaurant, where these services are offered, is subject to the applicable restaurant criteria (marked with R) in the criteria catalogue.

35. If the externally managed F&B service forms a core part of your establishment' offer, please provide details regarding this service below.

Your establishment does not appear to be eligible for Green Key Certification

Based on your responses, your establishment does not currently meet the eligibility criteria for Green Key certification.

If you believe this does not reflect your situation, you may review your answers or contact Green Key International or your National Operator for guidance.

Potential risks associated with the audit

36. I confirm that my establishment is not: *

- ☐ Located in an area affected by violence or conflict
- ☐ Located in an area significantly impacted by a disease
- ☐ Subject to any commercial embargo
- ☐ Involved in any known criminal legal proceedings
- ☐ Located in a context that would prevent Green Key from conducting business with it

37. Please finally confirm the following: *

- ☐ I confirm that the information provided in this survey is accurate and complete to the best of my knowledge. I understand that any inaccurate or incomplete information may result in an unsuccessful audit outcome and could lead to associated financial implications. I also agree to inform Green Key of any significant changes (e.g. renovations, operational changes) that may affect this information before or during the certification process.

This is the end of the survey

This form is an eligibility survey that helps determine whether your establishment can proceed with Green Key certification and which category and criteria apply. Your responses will be reviewed by Green Key as part of the final eligibility assessment.

If you are unsure about any of your answers or feel your situation is not fully reflected, please contact Green Key International or your National Operator: <https://www.greenkey.global/join-green-key>.

Thank you for filling out this form and for your interest in Green Key certification!

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