



Study on the compliance by Member States on the time needed to get licences and permits to take up and perform the specific activity of an enterprise as from beginning of 2014

ANNEXES TO THE MAIN REPORT

EUROPEAN COMMISSION

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1.0 Overview of countries

Table 1.1 Overview of Belgium

Belgium	
Hotel with a restaurant	
Number of licences	6
Total fees	€2,156.49
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Environmental Permit, Class 2 (BE/06) Fire certificate (BE/03)
Plumbing company	
Number of licences	2
Total fees	€0.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Certificate of entrepreneurial skills for the construction sector (BE/09) Registration with the Scientific & Technical Centre for the Construction sector (WTCB) (BE/13)
Wholesale or retail distributor	
Number of licences	4
Total fees	€105.83
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Environmental Permit (BE/06)
Manufacturer of steel products	
Number of licences	1
Total fees	€20.00
Time to obtain licence requiring the longest time	4 months
Time to obtain all licences	4 months
Licences requiring the longest time	Environmental Permit (BE/06)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€20.00
Time to obtain licence requiring the longest time	1 week
Time to obtain all licences	1 week
Licences requiring the longest time	Environmental Permit (BE/06)
Average across the five benchmark companies	
Average number of licences	2.8
Average of total fees	€460.46
Average time to obtain licence taking the longest time	56 days
Average time to obtain all licences	56 days

Table 1.2 Overview of Bulgaria

Bulgaria	
Hotel with a restaurant	
Number of licences	4
Total fees	€537.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Registration under the Food Act/for restaurants and other catering sites (BG/02)
Plumbing company	
Number of licences	3
Total fees	€260.00
Time to obtain licence requiring the longest time	2-4 weeks
Time to obtain all licences	2-4 weeks
Licences requiring the longest time	Certifying legal entities (companies) performing installation, service and maintenance of refrigeration and air facilities (BG/08) Certifying personnel (refrigeration technicians, technicians, recovering fluorinated greenhouse gases from air conditioning systems in motor vehicles) (BG/12)
Wholesale or retail distributor	
Number of licences	4
Total fees	€356.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Permit of use or certificate for commissioning of the site (BG/03) Registration of a commercial site of wholesalers and retailers with food in the territorial office of the Bulgarian Agency for Food Safety (BG/09)
Manufacturer of steel products	
Number of licences	1
Total fees	€350.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Permit of use or certificate for commissioning of the site (BG/03)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€350.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Permit of use or certificate for commissioning of the site (BG/03)
Average across the five benchmark companies	
Average Number of licences	2.6
Average of Total fees	€370.60
Average Time to obtain licence requiring the longest time	27/30 days
Average Time to obtain all licences	27/30 days

Table 1.3 Overview of the Czech Republic

Czech Republic	
Hotel with a restaurant	
Number of licences	5
Total fees	€308.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	1.5 months
Licences requiring the longest time	Trade Permit to sell alcohol & spirits (CZ/03)
Plumbing company	
Number of licences	2
Total fees	€265.00
Time to obtain licence requiring the longest time	5 days
Time to obtain all licences	2 weeks
Licences requiring the longest time	Trade notification of a free trade and extract from the register of trade licences (CZ/01) Registration and extract from the Commercial Register (CZ/04)
Wholesale or retail distributor	
Number of licences	5
Total fees	€305.00
Time to obtain licence requiring the longest time	30 days
Time to obtain all licences	40 days
Licences requiring the longest time	Trade permit to sell alcohol & spirits (CZ/03)
Manufacturer of steel products	
Number of licences	2
Total fees	€265.00
Time to obtain licence requiring the longest time	5 days
Time to obtain all licences	2 weeks
Licences requiring the longest time	Trade notification and extract from the register of trade licences (CZ/01) Registration and extract from the Commercial Register (CZ/04)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€265.00
Time to obtain licence requiring the longest time	5 days
Time to obtain all licences	2 weeks
Licences requiring the longest time	Trade notification and extract from the register of trade licences (CZ/01) Registration and extract from the Commercial Register (CZ/04)
Average across the five benchmark companies	
Average Number of licences	3.2
Average of Total fees	€281.60
Average Time to obtain licence requiring the longest time	12 days
Average Time to obtain all licences	25 days

Table 1.4 Overview of Denmark

Denmark	
Hotel with a restaurant	
Number of licences	2
Total fees	€147.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Registration as food product enterprise (DK/06)
Plumbing company	
Number of licences	3
Total fees	€1,139.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	2-2.5 months
Licences requiring the longest time	Authorisation (DK/03); Technical Manager (DK/04) Entry into the installers' register kept by the operators of electricity and gas networks (DE/08)
Wholesale or retail distributor	
Number of licences	2
Total fees	€85.00
Time to obtain licence requiring the longest time	1 week
Time to obtain all licences	1 week
Licences requiring the longest time	Registration Nutrition Base (DK/01)
Manufacturer of steel products	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Manufacturer of small IT devices	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Average across the five benchmark companies	
Average Number of licences	1.4
Average of Total fees	€274.20
Average Time to obtain licence requiring the longest time	16 days
Average Time to obtain all licences	22 days

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Table 1.5 Overview of Germany

Germany	
Hotel with a restaurant	
Number of licences	4
Total fees	€393.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Catering Permit (requested in the Federal States of Bremen and Bayern) or Notification of a Catering Trade (in the Federal State of Sachsen) (DE/03)
Plumbing company	
Number of licences	4
Total fees	€105.00
Time to obtain licence requiring the longest time	2 days
Time to obtain all licences	2 days
Licences requiring the longest time	Entry into the installers' register kept by the operators of electricity and gas networks (DE/08)
Wholesale or retail distributor	
Number of licences	4 (5)
Total fees	€58.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	All permits take 1 day.
Manufacturer of steel products	
Number of licences	2
Total fees	€207.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Entry into the Register of Craft Businesses (DE/06)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€34.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Trade notification: entry into the Commercial Trade Register kept by the Municipal Trade Office (DE/01)
Average across the five benchmark companies	
Average Number of licences	3 (3.2)
Average of Total fees	€159.40
Average Time to obtain licence requiring the longest time	4 days
Average Time to obtain all licences	4 days

Table 1.6 Overview of Estonia

Estonia	
Hotel with a restaurant	
Number of licences	3
Total fees	€80.97
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Approval of Veterinary & Food Board to handle foodstuffs (EE/01)
Plumbing company	
Number of licences	1
Total fees	€19.17
Time to obtain licence requiring the longest time	3 days
Time to obtain all licences	3 days
Licences requiring the longest time	Registration of a company engaged in trading in the Register of Economic Activities (EE/02)
Wholesale or retail distributor	
Number of licences	2
Total fees	€80.97
Time to obtain licence requiring the longest time	9 days
Time to obtain all licences	2 weeks
Licences requiring the longest time	Approval of Veterinary and Food Board to handle foodstuffs (EE/01)
Manufacturer of steel products	
Number of licences	1
Total fees	€19.17
Time to obtain licence requiring the longest time	2-3 days
Time to obtain all licences	3 days
Licences requiring the longest time	Registration of a company engaged in trading in the Register of Economic Activities (EE/02)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€19.17
Time to obtain licence requiring the longest time	2-3 days
Time to obtain all licences	2-3 days
Licences requiring the longest time	Registration of a company engaged in trading in the Register of Economic Activities (EE/02)
Average across the five benchmark companies	
Average Number of licences	1.6
Average of Total fees	€43.89
Average Time to obtain licence requiring the longest time	6 days
Average Time to obtain all licences	7 days

Table 1.7 Overview of Ireland

Ireland	
Hotel with a restaurant	
Number of licences	9
Total fees	€2,673.92
Time to obtain licence requiring the longest time	6 weeks
Time to obtain all licences	6 weeks
Licences requiring the longest time	Fáilte Ireland Certification/Registration (IE/02)
Plumbing company	
Number of licences	2
Total fees	€630.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Discharge to Waters Licence (IE/10)
Wholesale or retail distributor	
Number of licences	4
Total fees	€910.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Discharge to Sewers (IE/05) Registration Food Operator (IE/07) Discharge to Waters Licence (IE/10)
Manufacturer of steel products	
Number of licences	2
Total fees	€5,458.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Industrial Emissions licence (IE/08)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€380.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Discharge to Waters Licence (IE/10)
Average across the five benchmark companies	
Average Number of licences	3.6
Average of Total fees	€2,010.38
Average Time to obtain licence requiring the longest time	35 days
Average Time to obtain all licences	35 days

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Table 1.8 Overview of Greece

Greece	
Hotel with a restaurant	
Number of licences	2
Total fees	€450.00
Time to obtain licence requiring the longest time	50 days
Time to obtain all licences	50 days
Licences requiring the longest time	Special Operating Label (EL/02)
Plumbing company	
Number of licences	1
Total fees	€131.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Licence to practice the plumbing profession (EL/03)
Wholesale or retail distributor	
Number of licences	2
Total fees	€1,380.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1.5-2 months
Licences requiring the longest time	Full application for Licence for operation food/beverages(EL/04)
Manufacturer of steel products	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Manufacturer of small IT devices	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	N/A
Time to obtain all licences	N/A
Licences requiring the longest time	
Average across the five benchmark companies	
Average Number of licences	1
Average of Total fees	€392.20
Average Time to obtain licence requiring the longest time	22 days
Average Time to obtain all licences	28 days

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Table 1.9 Overview of Spain

Spain	
Hotel with a restaurant	
Number of licences	7
Total fees	€1236.12
Time to obtain licence requiring the longest time	2-3 months
Time to obtain all licences	+/- 3 months
Licences requiring the longest time	Municipal Licence related to the Activity (ES/20)
Plumbing company	
Number of licences	6
Total fees	€1,182.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	10-50 days
Licences requiring the longest time	Register of files containing personal data (ES/06)
Wholesale or retail distributor	
Number of licences	6 (8)
Total fees	€2,056.00
Time to obtain licence requiring the longest time	1-3 months
Time to obtain all licences	1-3 months
Licences requiring the longest time	Authorisation and Enrolment in the General Health Register of Food-related enterprises(ES/15)
Manufacturer of steel products	
Number of licences	5
Total fees	€1,182.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	4 months
Licences requiring the longest time	Integrated Environmental Permission (ES/19) Municipal Licence related to the Activity (ES/20)
Manufacturer of small IT devices	
Number of licences	6
Total fees	€1,182.00
Time to obtain licence requiring the longest time	2-3 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Integrated Environmental Permission (ES/19) Municipal Licence related to the Activity (ES/20)
Average across the five benchmark companies	
Average Number of licences	6
Average of Total fees	€1367.62
Average Time to obtain licence requiring the longest time	78 days
Average Time to obtain all licences	88 days

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Table 1.10 Overview of France

France	
Hotel with a restaurant	
Number of licences	6
Total fees	€950.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting animal products or products of animal origin (FR/06)
Plumbing company	
Number of licences	2
Total fees	€234.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Company Declaration, giving a legal status to the company (FR/01)
Wholesale or retail distributor	
Number of licences	6
Total fees	€950.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting animal products or products of animal origin (FR/06)
Manufacturer of steel products	
Number of licences	2
Total fees	€350.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Preliminary authorisation for installing commercial sign (FR/02)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€350.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Preliminary authorisation for installing commercial sign (FR/02)
Average across the five benchmark companies	
Average Number of licences	3.6
Average of Total fees	€566.80
Average Time to obtain licence requiring the longest time	48 days
Average Time to obtain all licences	48 days

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Table 1.11 Overview of Croatia

Croatia	
Hotel with a restaurant	
Number of licences	11
Total fees	€6,960.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	3 months
Licences requiring the longest time	Certificate of electrical and gas installations (HR/09) Certificate of elevators (HR/10) Certificate of hydrant works (HR/11) Certificate of lightning protection installations (HR/12) Certificate of pressure vessels (HR/13)
Plumbing company	
Number of licences	2
Total fees	€61.00
Time to obtain licence requiring the longest time	1 week
Time to obtain all licences	1 week
Licences requiring the longest time	General licence to operate a craft business (HR/15) Registration in a sector-specific register (HR/16)
Wholesale or retail distributor	
Number of licences	8
Total fees	€1,446.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Certificate of minimum technical requirements(HR/01)
Manufacturer of steel products	
Number of licences	3
Total fees	€96.00
Time to obtain licence requiring the longest time	6 weeks
Time to obtain all licences	6 weeks
Licences requiring the longest time	General licence to operate a business (HR/15)
Manufacturer of small IT devices	
Number of licences	3
Total fees	€135.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Decision on compliance with the minimum technical requirements (HR/01)
Average across the five benchmark companies	
Average Number of licences	5.4
Average of Total fees	€1,739.60
Average Time to obtain licence requiring the longest time	19 days
Average Time to obtain all licences	19 days

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Table 1.12 Overview of Italy

Italy	
Hotel with a restaurant	
Number of licences	6
Total fees	€1415.90
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	1-3 months
Licences requiring the longest time	Alcohol Licence (IT/05)
Plumbing company	
Number of licences	4
Total fees	€495.00
Time to obtain licence requiring the longest time	1 week
Time to obtain all licences	1 week
Licences requiring the longest time	Single Communication (IT/02)
Wholesale or retail distributor	
Number of licences	5
Total fees	€133.00
Time to obtain licence requiring the longest time	1-3 months
Time to obtain all licences	1-3 months
Licences requiring the longest time	Authorisation external sign (IT/07)
Manufacturer of steel products	
Number of licences	2
Total fees	€16.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Single Environmental Authorisation (IT/03)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€16.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Single Environmental Authorisation (IT/03)
Average across the five benchmark companies	
Average Number of licences	3.8
Average of Total fees	€415.18
Average Time to obtain licence requiring the longest time	31 days
Average Time to obtain all licences	37 days

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Table 1.13 Overview of Cyprus

Cyprus	
Hotel with a restaurant	
Number of licences	13
Total fees	€850.50
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Mandatory hotel classification (CY/02) Hotel Trade Name (CY/03) Sale of Alcoholic Beverages (CY/07)
Plumbing company	
Number of licences	3
Total fees	€700.00
Time to obtain licence requiring the longest time	4 weeks
Time to obtain all licences	4 weeks
Licences requiring the longest time	Certificate of factory registration (CY/14)
Wholesale or retail distributor	
Number of licences	6
Total fees	€908.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Licence for the sale of intoxicating liquors(CY/07)
Manufacturer of steel products	
Number of licences	3
Total fees	€1,200.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Certificate of factory registration (CY/14)
Manufacturer of small IT devices	
Number of licences	3
Total fees	€1,200.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Certificate of factory registration (CY14)
Average across the five benchmark companies	
Average Number of licences	5.6
Average of Total fees	€971.70
Average Time to obtain licence requiring the longest time	54 days
Average Time to obtain all licences	54 days

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Table 1.14 Overview of Latvia

Latvia	
Hotel with a restaurant	
Number of licences	7
Total fees	€419.74
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Licence for Retail Trade of Alcoholic Beverages (LV/03)
Plumbing company	
Number of licences	1
Total fees	€0.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Registration of cash registers, cash systems, specialised devices & equipment (LV/08)
Wholesale or retail distributor	
Number of licences	7
Total fees	€206.77
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Personal Data Processing Registration Certificate (LV/06)
Manufacturer of steel products	
Number of licences	3
Total fees	€362.83
Time to obtain licence requiring the longest time	2-3 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Category B Polluting Activity Permit (LV/10)
Manufacturer of small IT devices	
Number of licences	3
Total fees	€99.60
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Permit for Placing a Sign (LV/07)
Average across the five benchmark companies	
Average Number of licences	4.2
Average of Total fees	€217.79
Average Time to obtain licence requiring the longest time	33 days
Average Time to obtain all licences	33 days

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Table 1.15 Overview of Lithuania

Lithuania	
Hotel with a restaurant	
Number of licences	7
Total fees	€602.00
Time to obtain licence requiring the longest time	20 days – 1.5 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	45 days: Hotels, motels and camping classification certificate (LT/03) 20 days: Permit - hygiene passport (LT/05)
Plumbing company	
Number of licences	4
Total fees	€225.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Certificate of the special structures construction contractor (LT/11)
Wholesale or retail distributor	
Number of licences	10
Total fees	€1,677.50
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	2-3 months
Licences requiring the longest time	Permit for installation of outdoor advertising in municipal territory(LT/06), Certificate of Registration in the Phytosanitary Register (LT/14)
Manufacturer of steel products	
Number of licences	5
Total fees	€122.00
Time to obtain licence requiring the longest time	3-9 months
Time to obtain all licences	3-9 months
Licences requiring the longest time	Environmental Impact Assessment (LT/16)
Manufacturer of small IT devices	
Number of licences	5
Total fees	€35.00
Time to obtain licence requiring the longest time	10 days
Time to obtain all licences	10 days
Licences requiring the longest time	Register of Manufacturers and Importers (LT/17)
Average across the five benchmark companies	
Average Number of licences	4.2
Average of Total fees	€532.30
Average Time to obtain licence requiring the longest time	80 days
Average Time to obtain all licences	110 days

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Table 1.16 Overview of Luxembourg

Luxembourg	
Hotel with a restaurant	
Number of licences	3
Total fees	€24.00
Time to obtain licence requiring the longest time	2-3 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	2 months: Hotelier status (LU/07) 3 months: Operating permit for classified establishments (LU/06)
Plumbing company	
Number of licences	2
Total fees	€199.00
Time to obtain licence requiring the longest time	1.5-2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Heating-sanitary-refrigeration installer (LU/02)
Wholesale or retail distributor	
Number of licences	1
Total fees	€24.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Commercial authorisation (LU/03)
Manufacturer of steel products	
Number of licences	3
Total fees	€48.00
Time to obtain licence requiring the longest time	1.5-2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Industrial authorisation (LU/05)
Manufacturer of small IT devices	
Number of licences	3
Total fees	€48.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Industrial authorisation (LU/05)
Average across the five benchmark companies	
Average Number of licences	2.4
Average of Total fees	€69
Average Time to obtain licence requiring the longest time	30 days
Average Time to obtain all licences	30 days

Table 1.17 Overview of Hungary

Hungary	
Hotel with a restaurant	
Number of licences	2
Total fees	€110.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Operation Licence (HU/01) Comment of National Food Chain Safety Office on the Operation Licence (HU/02)
Plumbing company	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Wholesale or retail distributor	
Number of licences	3
Total fees	€160.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Excise Licence (HU/03) Operation Licence (HU/01) typically takes 21 days plus up to 15 days to have Comments from Food and Health authorities to the licence
Manufacturer of steel products	
Number of licences	3
Total fees	€5,027.00
Time to obtain licence requiring the longest time	6-9 months
Time to obtain all licences	6-9 months
Licences requiring the longest time	Integrated Pollution Prevention and Control (IPPC) licence (HU/04)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€567.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Plant Licence (HU/06)
Average across the five benchmark companies	
Average Number of licences	2
Average of Total fees	€1172.80
Average Time to obtain licence requiring the longest time	73 days
Average Time to obtain all licences	73 days

Table 1.18 Overview of Malta

Malta	
Hotel with a restaurant	
Number of licences	4
Total fees	€46.59
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	GBR Permit for waste management, emissions, effluent discharges and storage of material (MT/04)
Plumbing company	
Number of licences	3
Total fees	€81.65
Time to obtain licence requiring the longest time	1 week
Time to obtain all licences	1 week
Licences requiring the longest time	Sewer Discharge Permit (MT/03), Company Certification (MT/05)
Wholesale or retail distributor	
Number of licences	5
Total fees	€221.65
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2.5 weeks
Licences requiring the longest time	Trade Licence (MT/02)
Manufacturer of steel products	
Number of licences	4
Total fees	€151.65
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	GBR Permit for waste management, emissions, effluent discharges and storage of material (MT/04)
Manufacturer of small IT devices	
Number of licences	4
Total fees	€174.94
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	GBR Permit for waste management, emissions, effluent discharges and storage of material (MT/04)
Average across the five benchmark companies	
Average Number of licences	4
Average of Total fees	€135.30
Average Time to obtain licence requiring the longest time	11 days
Average Time to obtain all licences	13 days

Table 1.19 Overview of the Netherlands

Netherlands	
Hotel with a restaurant	
Number of licences	5
Total fees	€1,159.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Liquor licence (NL/03)
Plumbing company	
Number of licences	1
Total fees	€0.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Registration in the Commercial register of the Chamber of Commerce; Registration with the relevant trade association (NL/01)
Wholesale or retail distributor	
Number of licences	3
Total fees	€777.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Liquor Licence (NL/03) Liquor and Food Service Industry Law Licence (NL/06)
Manufacturer of steel products	
Number of licences	2
Total fees	€0.00
Time to obtain licence requiring the longest time	8 weeks
Time to obtain all licences	8 weeks
Licences requiring the longest time	Environmental Permit (NL/04)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€0.00
Time to obtain licence requiring the longest time	6 weeks
Time to obtain all licences	6 weeks
Licences requiring the longest time	Environmental Permit (NL/04)
Average across the five benchmark companies	
Average Number of licences	2.6
Average of Total fees	€387.20
Average Time to obtain licence requiring the longest time	56 days
Average Time to obtain all licences	56 days

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Table 1.20 Overview of Austria

Austria	
Hotel with a restaurant	
Number of licences	2
Total fees	€128.20
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Trade facilities approval (AT/02)
Plumbing company	
Number of licences	2
Total fees	€128.20
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Trade facilities approval (AT/02)
Wholesale or retail distributor	
Number of licences	2
Total fees	€128.20
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Trade facilities approval (AT/02)
Manufacturer of steel products	
Number of licences	2
Total fees	€128.20
Time to obtain licence requiring the longest time	2.5-3 months
Time to obtain all licences	2.5-3 months
Licences requiring the longest time	Trade facilities approval (AT/02)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€128.20
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Trade facilities approval (AT/02)
Average across the five benchmark companies	
Average Number of licences	2
Average of Total fees	€128.20
Average Time to obtain licence requiring the longest time	90 days
Average Time to obtain all licences	90 days

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Table 1.21 Overview of Poland

Poland	
Hotel with a restaurant	
Number of licences	7
Total fees	€1,446.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	3 months
Licences requiring the longest time	Licence for sale of alcoholic beverages (PL/10) Environmental decision (PL/08)
Plumbing company	
Number of licences	1
Total fees	€0.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Approval of the readiness of the facility/building for use (PL/02)
Wholesale or retail distributor	
Number of licences	5
Total fees	€946.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Environmental decision (PL/08) Approval of the readiness of the facility/building for use (PL/02) Licence for sale of alcoholic beverages(PL/10)
Manufacturer of steel products	
Number of licences	9
Total fees	€957.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2-4 months
Licences requiring the longest time	Permission for the treatment of waste (PL/04) Permission for the production of waste (PL/05) Permission for introducing gases and dusts into the air (PL/06) Environmental decision (PL/08)
Manufacturer of small IT devices	
Number of licences	5
Total fees	€581.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2-4 months
Licences requiring the longest time	Environmental decision (PL/08)
Average across the five benchmark companies	
Average Number of licences	5.4
Average of Total fees	€786
Average Time to obtain licence requiring the longest time	60 days
Average Time to obtain all licences	96 days

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Table 1.22 Overview of Portugal

Portugal	
Hotel with a restaurant	
Number of licences	5
Total fees	€981.09
Time to obtain licence requiring the longest time	2-3 weeks
Time to obtain all licences	2-3 weeks
Licences requiring the longest time	Zero licencing commerce and services (PT/04) Use of public space (PT/09)
Plumbing company	
Number of licences	1
Total fees	€189.00
Time to obtain licence requiring the longest time	1-1.5 months
Time to obtain all licences	2 months
Licences requiring the longest time	Acceding and continuing construction activities (PT/06)
Wholesale or retail distributor	
Number of licences	5
Total fees	€498.21
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Zero licencing: commerce and services(PT/04)Use of public space (PT/09)
Manufacturer of steel products	
Number of licences	1
Total fees	€142.38
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Responsible Industry System (PT/05)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€142.38
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Responsible Industry System (PT/05)
Average across the five benchmark companies	
Average Number of licences	2.6
Average of Total fees	€390.61
Average Time to obtain licence requiring the longest time	22 days
Average Time to obtain all licences	25 days

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Table 1.23 Overview of Romania

Romania	
Hotel with a restaurant	
Number of licences	10
Total fees	€125.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Classification certificate for a hotel and restaurant (RO/01)
Plumbing company	
Number of licences	4
Total fees	€352.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Environmental Permit (RO/12)
Wholesale or retail distributor	
Number of licences	10
Total fees	€180.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Sanitary-veterinary Permit (RO/02)
Manufacturer of steel products	
Number of licences	6
Total fees	€225.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Environmental Permit (RO/12)
Manufacturer of small IT devices	
Number of licences	6
Total fees	€225.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Environmental Permit (RO/12)
Average across the five benchmark companies	
Average Number of licences	7.2
Average of Total fees	€221.40
Average Time to obtain licence requiring the longest time	78 days
Average Time to obtain all licences	78 days

Table 1.24 Overview of Slovenia

Slovenia	
Hotel with a restaurant	
Number of licences	7
Total fees	€1,530.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Notification of accommodation activity (SI/10)
Plumbing company	
Number of licences	3
Total fees	€1,135.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	3-4 months
Licences requiring the longest time	Certificate on entry in the register of companies authorised for maintenance & installation of fixed cooling, air conditioning equipment & heat pumps (SI/06)
Wholesale or retail distributor	
Number of licences	4
Total fees	€0.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	1 month
Licences requiring the longest time	Registration of a food establishment: all foods of plant and animal origin – except dietary supplements (SI/07) Registration of a food establishment – dietary supplements (SI/08)
Manufacturer of steel products	
Number of licences	2
Total fees	€661.00
Time to obtain licence requiring the longest time	Several Months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Environmental Permit IPPC - Integrated Pollution Prevention and Control (SI/05)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€1,004.00
Time to obtain licence requiring the longest time	3-4 weeks
Time to obtain all licences	3-4 weeks
Licences requiring the longest time	Craft licence / Regulated craft profession (SI/03)
Average across the five benchmark companies	
Average Number of licences	3.6
Average of Total fees	€866
Average Time to obtain licence requiring the longest time	26 days (approx.)
Average Time to obtain all licences	60 days

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Table 1.25 Overview of Slovakia

Slovakia	
Hotel with a restaurant	
Number of licences	7
Total fees	€289.08
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	>1 month
Licences requiring the longest time	Decision to launch the operation (approval of operational regulations & sanitary rules) (SK/06)
Plumbing company	
Number of licences	2
Total fees	€180.58
Time to obtain licence requiring the longest time	3 days
Time to obtain all licences	1 week
Licences requiring the longest time	Trade notification of a vocational trade (SK/02)
Wholesale or retail distributor	
Number of licences	4
Total fees	€289.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	35 days
Licences requiring the longest time	Decision to launch the operation (approval of operational regulations and sanitary rules) (SK/06)
Manufacturer of steel products	
Number of licences	2
Total fees	€173.08
Time to obtain licence requiring the longest time	3 days
Time to obtain all licences	1 week
Licences requiring the longest time	Trade notification of a free trade and extract from the register of trade licences (SK/01)
Manufacturer of small IT devices	
Number of licences	2
Total fees	€173.08
Time to obtain licence requiring the longest time	3 days
Time to obtain all licences	5 days
Licences requiring the longest time	Trade notification of a free trade and extract from the register of trade licences (SK/01)
Average across the five benchmark companies	
Average Number of licences	3.4
Average of Total fees	€220.96
Average Time to obtain licence requiring the longest time	14 days
Average Time to obtain all licences	15 days (approx.)

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Table 1.26 Overview of Finland

Finland	
Hotel with a restaurant	
Number of licences	6
Total fees	€2,445.44
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Notification pursuant to the Health Protection Act (FI/02) Licence for using kitchen alcohol (FI/09)
Plumbing company	
Number of licences	4
Total fees	€1,718.00
Time to obtain licence requiring the longest time	20 days
Time to obtain all licences	3 weeks
Licences requiring the longest time	Notification of operations for a refrigeration company (FI/13); Electrical works authorisation (FI/14); Gas and oil heating equipment installation and oil tank inspection authorisation (FI/15)
Wholesale or retail distributor	
Number of licences	5
Total fees	€2,160.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	Wholesale licence for alcoholic beverages, spirits and alcoholic preparations (FI/11)
Manufacturer of steel products	
Number of licences	1
Total fees	€0.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	2 weeks
Licences requiring the longest time	Notification of chemicals concerning small-scale industrial processing and storage of hazardous chemicals (FI/12)
Manufacturer of small IT devices	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	N/A
Time to obtain all licences	N/A
Licences requiring the longest time	-
Average across the five benchmark companies	
Average Number of licences	3.2
Average of Total fees	€1264.69
Average Time to obtain licence requiring the longest time	31 days
Average Time to obtain all licences	31 days

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Table 1.27 Overview of Sweden

Sweden	
Hotel with a restaurant	
Number of licences	9
Total fees	€3,179.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2-4 months
Licences requiring the longest time	Flammable products permit (SE/12)
Plumbing company	
Number of licences	5
Total fees	€1,334.00
Time to obtain licence requiring the longest time	70 days
Time to obtain all licences	1.5 months
Licences requiring the longest time	Permit for flammable products (SE/12)
Wholesale or retail distributor	
Number of licences	8
Total fees	€649.00
Time to obtain licence requiring the longest time	3 months
Time to obtain all licences	3 months
Licences requiring the longest time	(Registration consignee & Approved warehouse keeper) SE/18 & SE/20
Manufacturer of steel products	
Number of licences	4
Total fees	€883.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	1.5 months
Licences requiring the longest time	Permit for flammable products (SE/12)
Manufacturer of small IT devices	
Number of licences	5
Total fees	€1,143.00
Time to obtain licence requiring the longest time	2.5 months
Time to obtain all licences	2.5 months
Licences requiring the longest time	Permit for flammable products (SE/12)
Average across the five benchmark companies	
Average Number of licences	6.2
Average of Total fees	€1437.60
Average Time to obtain licence requiring the longest time	68 days
Average Time to obtain all licences	75 days

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Table 1.28 Overview of United Kingdom

United Kingdom	
Hotel with a restaurant	
Number of licences	8
Total fees	€3,948.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Alcohol Licence, Premises England & Wales (UK/06)
Plumbing company	
Number of licences	3
Total fees	€1,487.00
Time to obtain licence requiring the longest time	2-2.5 months
Time to obtain all licences	3 months
Licences requiring the longest time	Self-certified Building Work Regulations (England & Wales) / Competent Persons Scheme (UK/09)
Wholesale or retail distributor	
Number of licences	4
Total fees	€1,203.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Goods Vehicle Operator Licencing (UK/12)
Manufacturer of steel products	
Number of licences	3
Total fees	€43.00
Time to obtain licence requiring the longest time	2-3 weeks
Time to obtain all licences	2-3 weeks
Licences requiring the longest time	Data Protection Registration (UK/01)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€43.00
Time to obtain licence requiring the longest time	2-3 weeks
Time to obtain all licences	2-3 weeks
Licences requiring the longest time	Data Protection Registration (UK/01)
Average across the five benchmark companies	
Average Number of licences	3.8
Average of Total fees	€1344.80
Average Time to obtain licence requiring the longest time	41 days
Average Time to obtain all licences	44 days

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Table 1.29 Overview of Iceland

Iceland	
Hotel with a restaurant	
Number of licences	3
Total fees	€2,343.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	1.5 months
Licences requiring the longest time	Operating Licence from the Police Commissionaire (IS/02)
Plumbing company	
Number of licences	3
Total fees	€1,030.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	1-4 months
Licences requiring the longest time	Operating Permit Public Health Authority (IS/04)
Wholesale or retail distributor	
Number of licences	1
Total fees	€845.00
Time to obtain licence requiring the longest time	1-2 weeks
Time to obtain all licences	1-2 weeks
Licences requiring the longest time	Registration – Private limited company (IS/01)
Manufacturer of steel products	
Number of licences	0
Total fees	€975.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	1.5 months
Licences requiring the longest time	Operating Permit Public Health Authority (IS/04)
Manufacturer of small IT devices	
Number of licences	0
Total fees	€975.00
Time to obtain licence requiring the longest time	45 days
Time to obtain all licences	1.5 months
Licences requiring the longest time	Operating Permit Public Health Authority (IS/04)
Average across the five benchmark companies	
Average Number of licences	1.4
Average of Total fees	€1233.60
Average Time to obtain licence requiring the longest time	39 days
Average Time to obtain all licences	54 days

Table 1.30 Overview of Liechtenstein

Liechtenstein	
Hotel with a restaurant	
Number of licences	3
Total fees	€710.00
Time to obtain licence requiring the longest time	3 weeks
Time to obtain all licences	3 weeks
Licences requiring the longest time	Trade Licence (LI/01)
Plumbing company	
Number of licences	2
Total fees	€250.00
Time to obtain licence requiring the longest time	2-3 weeks
Time to obtain all licences	3 weeks
Licences requiring the longest time	Trade Licence (LI/01)
Wholesale or retail distributor	
Number of licences	4
Total fees	€500.00
Time to obtain licence requiring the longest time	3 weeks
Time to obtain all licences	3-4 weeks
Licences requiring the longest time	Trade Licence (LI/01)
Manufacturer of steel products	
Number of licences	1
Total fees	€500.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	1 day
Licences requiring the longest time	Trade licence (LI/01)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€500.00
Time to obtain licence requiring the longest time	1 day
Time to obtain all licences	3 weeks
Licences requiring the longest time	Trade licence (LI/01)
Average across the five benchmark companies	
Average Number of licences	2.2
Average of Total fees	€492
Average Time to obtain licence requiring the longest time	13 days
Average Time to obtain all licences	18 days

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Table 1.31 Overview of Norway

Norway	
Hotel with a restaurant	
Number of licences	2
Total fees	€0.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Licence to serve food (NO/01) Liquor licence (NO/02)
Plumbing company	
Number of licences	3 (voluntary)
Total fees	€170.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Wholesale or retail distributor	
Number of licences	2
Total fees	€364.00
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	Liquor licence for selling alcoholic beverage (NO/06)
Manufacturer of steel products	
Number of licences	8
Total fees	€4,740.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	2 months
Licences requiring the longest time	Notification for activities that may cause pollution (NO/08)
Manufacturer of small IT devices	
Number of licences	0 [unless importing, selling or using laser products]
Total fees	€0.00
Time to obtain licence requiring the longest time	0 days [or 3 months if importing, selling or using laser products]
Time to obtain all licences	0 days [or 3 months if importing, selling or using laser products]
Licences requiring the longest time	Permission to import, sell and use laser products (NO/14)
Average across the five benchmark companies	
Average Number of licences	3
Average of Total fees	€1054.80
Average Time to obtain licence requiring the longest time	30 days
Average Time to obtain all licences	36 days

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Table 1.32 Overview of FYROM

FYROM	
Hotel with a restaurant	
Number of licences	7
Total fees	€29.50
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	1-1.5 months
Licences requiring the longest time	Hotel categorisation (MK/04) Approval of Environmental Impact Assessment (MK/06)
Plumbing company	
Number of licences	5
Total fees	€0.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Registration as electronic and electric equipment producer (MK/15)
Wholesale or retail distributor	
Number of licences	9
Total fees	€639.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1-2 months
Licences requiring the longest time	Approval of food operator and premises for production, processing and manipulation of products of animal origin (MK/11) Registration for premises/food operators in Food Agency (MK/05)
Manufacturer of steel products	
Number of licences	3
Total fees	N/A
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2 months
Licences requiring the longest time	B-Integrated Ecological Licence (IPPC) (MK/13)
Manufacturer of small IT devices	
Number of licences	5
Total fees	N/A
Time to obtain licence requiring the longest time	2 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	B-Integrated Ecological Licence (IPPC) (MK/13)
Average across the five benchmark companies	
Average Number of licences	5.8
Average of Total fees	€133.70
Average Time to obtain licence requiring the longest time	39 days
Average Time to obtain all licences	57 days

Table 1.33 Overview of Montenegro

Montenegro	
Hotel with a restaurant	
Number of licences	11
Total fees	€336.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	3 months (+ 2 months for voluntary permits)
Licences requiring the longest time	Permit for collecting, and transporting waste (ME/08) Permit/agreement to the producers waste management plan (ME/09) Permission for ski terrain operation (ME/10) Permit for import-export of goods (ME/15)
Plumbing company	
Number of licences	8
Total fees	€196.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	3 months
Licences requiring the longest time	Sanitary Permit (ME/06) Permit for collecting, and transporting waste (ME/08) Permit/agreement to the producers waste management plan (ME/09)
Wholesale or retail distributor	
Number of licences	13
Total fees	€925.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	3 months
Licences requiring the longest time	production and distribution of food of plant origin after primary production, combined food and other types of food (ME/05); Sanitary Permit (ME/06); Permit for collecting, and transporting waste (ME/08); Permit /agreement to the plan of managing the waste by the producers (ME/09); Permit for import-export of goods (ME/15)
Manufacturer of steel products	
Number of licences	10
Total fees	€520.00
Time to obtain licence requiring the longest time	134 days
Time to obtain all licences	4-6 months
Licences requiring the longest time	Decision Environmental Impact Assessment (ME/23) Integrated permit (pollution/environment) (ME/22)
Manufacturer of small IT devices	
Number of licences	10
Total fees	€520.00
Time to obtain licence requiring the longest time	134 days
Time to obtain all licences	4-6 months
Licences requiring the longest time	Decision Environmental Impact Assessment (ME/23) Integrated permit (pollution/environment) (ME/22)
Average across the five benchmark companies	
Average Number of licences	10.4
Average of Total fees	€499.40
Average Time to obtain licence requiring the	72 days

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longest time	
Average Time to obtain all licences	126 days (approx.)

Table 1.34 Overview of Albania

Albania	
Hotel with a restaurant	
Number of licences	1
Total fees	€0.80
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1 month
Licences requiring the longest time	Sub Category II.1.A.1 - Manufacturing, processing and wholesale distribution of food; Group III (AL/01)
Plumbing company	
Number of licences	1
Total fees	€250.00
Time to obtain licence requiring the longest time	15 days
Time to obtain all licences	15 days
Licences requiring the longest time	Integrated Environmental Permit (AL/03)
Wholesale or retail distributor	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Manufacturer of steel products	
Number of licences	1
Total fees	€250.00
Time to obtain licence requiring the longest time	15 days
Time to obtain all licences	15 days
Licences requiring the longest time	Integrated Environmental Permit (AL/03)
Manufacturer of small IT devices	
Number of licences	1
Total fees	€250.00
Time to obtain licence requiring the longest time	35 days
Time to obtain all licences	35 days
Licences requiring the longest time	Environmental Permit (AL/03)
Average across the five benchmark companies	
Average Number of licences	0.8
Average of Total fees	€150.16
Average Time to obtain licence requiring the longest time	19 days
Average Time to obtain all licences	19 days

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Table 1.35 Overview of Serbia

Serbia	
Hotel with a restaurant	
Number of licences	16
Total fees	Not known
Time to obtain licence requiring the longest time	n/a
Time to obtain all licences	+/- 1 month
Licences requiring the longest time	n/a
Plumbing company	
Number of licences	8
Total fees	-
Time to obtain licence requiring the longest time	15 days
Time to obtain all licences	Unknown
Licences requiring the longest time	Licence for complex installation work (RS/19)
Wholesale or retail distributor	
Number of licences	15
Total fees	€750.00
Time to obtain licence requiring the longest time	Unknown
Time to obtain all licences	Unknown
Licences requiring the longest time	Unknown
Manufacturer of steel products	
Number of licences	11
Total fees	N/A
Time to obtain licence requiring the longest time	N/A
Time to obtain all licences	N/A
Licences requiring the longest time	N/A
Manufacturer of small IT devices	
Number of licences	10
Total fees	N/A
Time to obtain licence requiring the longest time	N/A
Time to obtain all licences	N/A
Licences requiring the longest time	N/A
Average across the five benchmark companies	
Average Number of licences	12
Average of Total fees	€150 (with known costs)
Average Time to obtain licence requiring the longest time	3 days (with known times)
Average Time to obtain all licences	Unknown

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Table 1.36 Overview of Turkey

Turkey	
Hotel with a restaurant	
Number of licences	4
Total fees	€2,032.00
Time to obtain licence requiring the longest time	1 month
Time to obtain all licences	1.5 months
Licences requiring the longest time	Tourism Investment Licence (TR/03)
Plumbing company	
Number of licences	3
Total fees	€587.00
Time to obtain licence requiring the longest time	3 weeks
Time to obtain all licences	4-5 weeks
Licences requiring the longest time	Independent Consulting Engineering Office Certificate (TR/05)
Wholesale or retail distributor	
Number of licences	2
Total fees	€138.00
Time to obtain licence requiring the longest time	2 weeks
Time to obtain all licences	17 days
Licences requiring the longest time	Business Licence and Work Permit (TR/02)
Manufacturer of steel products	
Number of licences	4
Total fees	€776.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	2 months
Licences requiring the longest time	Environmental Impact Assessment Report (TR/06)
Manufacturer of small IT devices	
Number of licences	3
Total fees	€431.00
Time to obtain licence requiring the longest time	3 weeks
Time to obtain all licences	1-1.5 months
Licences requiring the longest time	Capacity Report (TR/07)
Average across the five benchmark companies	
Average Number of licences	3.2
Average of Total fees	€792.80
Average Time to obtain licence requiring the longest time	26 days
Average Time to obtain all licences	40 days

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Table 1.37 Overview of Israel

Israel	
Hotel with a restaurant	
Number of licences	10
Total fees	€1,475.00
Time to obtain licence requiring the longest time	21 days
Time to obtain all licences	1-3 months
Licences requiring the longest time	Sanitation licence (IL/07) Hotel manager "Certificate of good character" (IL/08) Licence of approval from ministry of health (IL/09) Police Approval (IL/10)
Plumbing company	
Number of licences	0
Total fees	€0.00
Time to obtain licence requiring the longest time	0
Time to obtain all licences	0
Licences requiring the longest time	-
Wholesale or retail distributor	
Number of licences	5
Total fees	€178.00
Time to obtain licence requiring the longest time	Several Months
Time to obtain all licences	1-3 months
Licences requiring the longest time	Licence from the Ministry of Health (IL/03)
Manufacturer of steel products	
Number of licences	9
Total fees	€1,021.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Licence of the Israeli Standards Institute (IL/12)
Manufacturer of small IT devices	
Number of licences	9
Total fees	€1,021.00
Time to obtain licence requiring the longest time	1.5 months
Time to obtain all licences	2-3 months
Licences requiring the longest time	Licence of the Israeli Standards Institute (IL/12)
Average across the five benchmark companies	
Average Number of licences	6.6
Average of Total fees	€739
Average Time to obtain licence requiring the longest time	22 days (approx.)
Average Time to obtain all licences	72 days

2.0 List of licences

The table below presents the full list of licences identified during the course of the national research, together with the name of the relevant licencing authority. Each licence has been allocated a code to enable their identification in the main body of the report and in the annexes.

Table 2.1List of licences

Code	Name of licence	Name of licencing authority
Belgium (BE)		
BE/01	Vergunning logiesverstrekkende bedrijven [EN: Licence accommodation establishments]	Vlaanderen: Departement Internationaal Vlaanderen (dienst Toeristische Vergunningen) Wallonië : Commissariat Général au Tourisme Brussel : Commission Communautaire Française (Toeristische dienst) [EN: Flanders: Tourism Permits section, Flanders International Department] [EN: Wallonia: Tourist Board of Wallonia] [EN: Brussels: Tourism Department of the Commission for the French Community]
BE/02	Bewijs van de ondernemingsvaardigheden voor het beroep van restauranthouder [EN: Certificate of competence for the profession of restaurant owner]	U moet uw beroepsbekwaamheid bewijzen ofwel via bepaalde specifieke diploma's/getuigschriften ofwel via praktijkervaring. Dit dient u te bewijzen aan een erkend ondernemingsloket. EN: You need to prove your sectoral professional skills either by specific diplomas/certificates or through practical experience. You need to prove this to a recognized company docket.
BE/03	Attest betreffende brandveiligheid [EN: Fire safety certificate]	Dit attest moet aangevraagd worden aan de burgemeester van de stad of gemeente waar het hotel met een restaurant gelegen is. EN: Mayor of the city or municipality
BE/04	Vergunning sterke drank [EN: Liquor licence]	Bij de gemeente (doorgaans het loket economie). EN: Municipality (usually department of economy)
BE/05	Toelating voor de operatoren actief in de voedselketen [EN: Permit for operators active in the food chain]	Federaal Agentschap voor de Veiligheid van de Voedselketen (FAVV), dienst Eetwareninspectie EN: Federal Agency for Safety of the Food Chain (FAVV), Food Inspection department

BE/06	Milieuvergunning [EN: Environmental permit]	De aanvraag van de milieuvergunning gebeurt ofwel bij de gemeente (klasse 2 en 3) ofwel bij de provincie (klasse 1). EN: Municipality (class 2 and 3) or Province (class 1)
BE/07	SABAM [EN: SABAM (copyright fees)]	SABAM EN: SABAM
BE/08	Verplichtingen bij het in dienst nemen van personeel [EN: Obligations when hiring personnel]	Rijksdienst voor Sociale Zekerheid, Rijksdienst voor Kinderbijslag voor Werknemers, Rijksdienst voor Jaarlijkse Vakantie, het bevoegd ontvangkantoor van de belastingen, een verzekeringskantoor, Externe dienst voor Preventie en Bescherming en Dimona. EN: National Social Security Office, Administration of Child Benefits, National Office for Annual Holidays, the competent tax collector's office, an insurance company, External Service for Prevention and Protection and Dimona
BE/09	Bewijs van de ondernemingsvaardigheden voor de bouwsector [EN: Certificate of entrepreneurial skills for the construction sector]	U moet uw beroepsbekwaamheid bewijzen ofwel via bepaalde specifieke diploma's/getuigschriften ofwel via praktijkervaring. Dit dient u te bewijzen aan een erkend ondernemingsloket. EN: You need to prove your sectoral professional skills either by specific diplomas/certificates or through practical experience. You need to prove this to a recognized company docket.
BE/10	Vergunning beenhouwer-spekslager [EN: Pork butcher permit]	Bij de F.O.D. Economie, K.M.O., Middenstand & Energie EN: FPS Economy department, SMEs, Self-Employed and Energy
BE/11	Vergunning douane en accijnzen [EN: Customs & excises permit]	In het accijnskantoor in de bevoegde gemeente EN: Excise office of the municipality
BE/12	Vergunning ethylalcohol en alcoholhoudende dranken [EN: Ethyl alcohol and alcoholic beverages permit]	Aan de Gewestelijke directie van het gebied van de gebruikplaats, de vestigingsplaats of het verdeelpunt van de aanvrager. EN: Regional directorate of the area of the location, the registered office or the point of distribution of the applicant.
BE/13	Aansluiting bij het Wetenschappelijk en Technisch Centrum voor het Bouwbedrijf (WTCB) [EN: Registration with the Scientific and	Wetenschappelijk en Technisch Centrum voor het Bouwbedrijf (WTCB) EN: Scientific and Technical Centre for the Construction sector

	Technical Centre for the Construction sector]	
Bulgaria (BG)		
BG/01	Категоризация на туристически обект [EN: Categorisation of a tourist site]	Министър на икономиката и енергетиката или кмет на общината – в зависимост от категорията на туристическия обект [EN: Minister of Economy and Energy or Mayor depending on the type of category of the tourist site]
BG/02	Регистрация по Закона за храните /за ресторанти и други заведения за обществено хранене [EN: Registration under the Food Act /for restaurants and other catering sites]	Българска агенция за безопасност на храните [EN: Bulgarian Agency for Food Safety]
BG/03	Разрешение за ползване или удостоверение за въвеждане в експлоатация [EN: Permit of use or certificate for commissioning of the site]	Дирекцията за национален строителен контрол или кмет на съответната община в зависимост от вида на обекта [EN: Directorate for National Construction Supervision or Mayor depending on the type of the site]
BG/04	Осигуряване на здравословни и безопасни условия на труд [EN: Safety at work requirements]	Изпълнителна агенция Главна инспекция по труда [EN: Executive Agency Chief Labour Inspectorate]
BG/05	Предварителни и периодични прегледи на персонала [EN: Medical examination of staff (preliminary and periodical)]	Министерство на здравеопазването [EN: Ministry of Health.]
BG/06	Професионална квалификация [EN: Professional qualification]	Министърът на икономиката и енергетиката установява изискванията за квалификацията на персонала в зависимост от категорията на хотела [EN: Requirements for various categories of staff depending on the category of the hotel are set out by the Minister of Economy and Energy]
BG/07	Трудов стаж [EN: Length of services (for managers only)]	Изискуемият трудов стаж за управителите / администраторите на хотели се установява от Министъра на икономиката и енергетиката [EN: The required length of service for hotel managers / administrators is specified by the Minister of Economy and Energy.]
BG/08	Сертифициране на юридически лица (компани), извършващи инсталиране, сервиз или поддръжка на хладилни и климатични инсталации [EN: Certifying legal entities (companies) performing installation, service and maintenance of refrigeration and air facilities]	Българска браншова камара по машиностроене [EN: Bulgarian Branch Chamber "Machine Building"]

BG/09	Регистрация на обекти за търговия на едро и дребно с храни [EN: Registration of a commercial site of wholesalers and retailers with food]	Българска агенция за безопасност на храните [EN: Bulgarian Agency for Food Safety]
BG/10	Разрешение за търговия с тютюневи изделия [EN: Permit for trade with tobacco products]	Агенция Митници [EN: National Customs Agency]
BG/11	Разрешение за ползване на общински терен за търговия на открито [EN: Permission for use of municipal plots for carrying out commercial activity on the open air]	Кмет на съответната община / местни власти [EN: Mayor of respective municipality/ Local authorities]
BG/12	Сертифициране на персонал (хладилни техници, техници, извличащи флуорирани парникови газове от климатични инсталации в МПС) [EN: Certifying Personnel (refrigeration technicians, technicians, recovering fluorinated greenhouse gases from air conditioning systems in motor vehicles)]	Българска браншова камара по машиностроене [EN: Bulgarian Branch Chamber "Machine Building"]
BG/13	Регистрация на транспортно средство за превоз на суровини и храни [EN: Registration of a transport means of carriage of raw materials and foods]	Българска агенция за безопасност на храните [EN: Bulgarian Agency for Food Safety]
BG/14	За издаване на здравен сертификат за износ на суровини и храни от неживотински произход [EN: Export health certificate for export of raw materials and foods of non-animal origin]	Българска агенция за безопасност на храните [EN: Bulgarian Agency for Food Safety]
Czech Republic (CZ)		
CZ/01	Ohlášení volné živnosti do Živnostenského rejstříku [EN: Trade notification of a free trade and extract from the register of trade licences]	Živnostenský rejstřík [EN: Trade Licencing Authority]
CZ/02	Ohlášení řemeslné živnosti do Živnostenského rejstříku [EN: Trade notification of a vocational trade]	Živnostenský rejstřík [EN: Trade Licencing Authority]
CZ/03	Koncese na prodej alkoholu a lihu [EN: Trade permit to sell alcohol and spirits]	Ministerstvo průmyslu a obchodu [EN: Ministry of Industry and Trade] Živnostenský rejstřík [EN: Trade Licencing Authority]

CZ/04	Zápis do Obchodního rejstříku [EN: Registration and extract from the Commercial Register]	Rejstříkový soud [EN: The Commercial Register]
CZ/05	Výpis z Rejstříku evidence trestů [EN: Criminal Record]	Trestní rejstřík [EN: Criminal Record]
CZ/06	Schválení provozního řádu ubytovacího zařízení Krajskou hygienickou stanicí [EN: Regional Public Health Office's approval of the rules of operation of a lodging facility]	Krajská hygienická stanice [EN: Regional Public Health Office]
CZ/07	Registrace o ochraně osobních údajů při provozování e-shopu [EN: Personal data protection registration if running an e-shop]	Úřad na ochranu osobních údajů [EN: Personal Data Protection Office]
CZ/08	Oznámení o provozování stravovací služby [EN: Notification of operating food and drink services]	Krajská hygienická stanice [EN: Regional Public Health]
CZ/09	Koncese na příjem rozhlasového a televizního vysílání [EN: Permit to receive radio and television broadcasts]	Živnostenský úřad [EN: Trade Licencing Office]
CZ/10	Licence k užití hudebních děl (autorská práva při hudební produkci) [EN: Permit to use works of music (copyrights for production of music)]	OSA – ochranný svaz autorský pro práva k dílům hudebním, z.s. [EN: OSA - Protective Association of Copyright for rights to musical works]
CZ/11	Kolaudační rozhodnutí [EN: Occupancy permit]	Stavební úřad [EN: Building Office]
Denmark (DK)		
DK/01	Næringsbasen [EN: The Nutrition Base (Register of food businesses)]	Erhvervsstyrelsen [EN: The Business Regulating Authority]
DK/02	Alkohol bevilling [EN: Alcohol licence]	Politiet og Kommunen [EN: Police and Municipality]
DK/03	Autorisation [EN: Authorisation]	Sikkerhedsstyrelsen [EN: Danish Safety Technology Authority]
DK/04	Teknisk ansvarlig	Sikkerhedsstyrelsen

	[EN: Technical manager]	[EN: Danish Safety Technology Authority]
DK/05	Kvalitetsstyringsystem [EN: Quality Management System]	Sikkerhedsstyrelsen [EN: A supervisory body recognised by Danish Safety Technology Authority]
DK/06	Registrering som fødevarer virksomhed [EN: Registration as food product enterprise]	Fødevarestyrelsen [EN: Danish Veterinary and Food Administration]
Germany (DE)		
DE/01	Gewerbeanmeldung [EN: Trade notification: Entry into the Commercial Trade Register kept by the Municipal Trade Office]	Gewerbeamt/Ordnungsamt [EN: Municipal Trade Office]
DE/02	Registrierung der Beschäftigten bei der zuständigen Berufsgenossenschaft [EN: Registration of employees with Statutory Accident Insurance]	Berufsgenossenschaft Nahrungsmittel und Gastgewerbe (BGN) [EN: Employer's liability insurance association for foodstuffs and the catering trade] Berufsgenossenschaft Bauwirtschaft (BG BAU) [EN: Employer's liability insurance association for the construction industry] Berufsgenossenschaft Handel und Warendistribution (BGHW) [EN: Employer's liability insurance association for trade and goods distribution] Berufsgenossenschaft Holz und Metall [EN: Employer's liability insurance association for wood and metal] Berufsgenossenschaft Energie Textil Elektro Medienerzeugnisse (BG ETEM) [EN: Employer's liability insurance association for energy, textiles, electronics and media products]
DE/03	Gaststättenerlaubnis (Bremen, Bayern) bzw. Anzeige eines Gaststättenbetriebs (Sachsen) [EN: Catering Permit (requested in the Federal States of Bremen and Bayern) or Notification of a Catering Trade (in the Federal State of Sachsen)]	Bürger- und Ordnungsamt [EN: Municipal Office for Citizens and Public Order]
DE/04	Erstbelehrung nach § 43 des Infektionsschutzgesetzes [EN: Initial instruction according to § 43 of the	Gesundheitsamt [EN: Local Health Office]

	Infection Protection Act]	
DE/05	Registrierung gemäß Art 6 II Verordnung EG Nr. 852/204 des Europäischen Parlaments und des Rates über Lebensmittelhygiene [EN: Registration according to Art. 6 II Regulation (EC) No 852/204 of the European Parliament and of the Council on the hygiene of foodstuffs]	Komunales Lebensmittelüberwachungsamt [EN: Municipal Food Supervisory Office]
DE/06	Eintragung in die Handwerksrolle [EN: Entry into the Register of Craft Businesses]	Handwerkskammer [EN: Craft Chamber]
DE/07	Bescheinigung gemäß § 9 I 1 Nr. 2 Craft Code (Handwerksordnung) [EN: Certificate according to § 9 I 1 No. 2 of the Craft Code (Handwerksordnung)]	Handwerkskammer [EN: Craft Chamber]
DE/08	Eintragung in das Installateurverzeichnis der Strom- und Gasnetzbetreiber [EN: Entry into the installers' register kept by the operators of electricity and gas networks]	Stromnetzbetreiber / Gasnetzbetreiber [EN: Operators of the electricity and gas networks]
Estonia (EE)		
EE/01	Toidu käitlemise tunnustamine [EN: Approval by the Veterinary and Food Board to handle foodstuffs]	Veterinaar ja Toiduamet [EN: Veterinary and Food Board]
EE/02	Registreering majandustegevuse registris. [EN: Registration in the Register of Economic Activities]	Majandustegevuse register [EN: Register of Economic Activities]
EE/03	Alkoholi märgede majandustegevuse registris [EN: Alcohol registration in the Register of Economic Activities]	Majandustegevuse register [EN: Register of Economic Activities]
Ireland (IE)		
IE/01	Membership of Registered Gas Installers of Ireland	Registered Gas Installers of Ireland (RGII)
IE/02	Fáilte Ireland Certification/Registration	Fáilte Ireland, National Tourism Authority
IE/03	Liquor licence	District or Circuit Courts and the Revenue Commissioners
IE/04	Special Exemption Orders	District Court and the Revenue Commissioners
IE/05	Discharge to sewers/Food Service Establishments/Trade effluent (unofficially known as Fats, Oil and Grease licence)	Irish Water and local authorities

IE/06	Street Furniture Licence	Local Authority
IE/07	Registration as Food Operator Business	Regulatory organisations/competent authorities will vary depending on the nature of the food product handled or processed; in the case of food retailers it most likely will be the Health Service Executive (HSE)
IE/08	Industrial Emissions Licensing (IEL)	Environmental Protection Agency (EPA)
IE/09	Waste electrical and electronic equipment (WEEE)	WEEE Register Society/Compliance schemes/Local authorities
IE/10	Discharge to waters licence	Local authority
IE/11	Television licence	An Post, National Postal Authority
IE/12	Registration with the Data Protection Commissioner as Data Controller	Data Protection Commissioner
IE/13	Public performance of copyrighted music	Registered licencing bodies under the Copyright and Related Rights Act 2000 are empowered to collect royalties arising from the public performance of copyright musical works
Greece (EL)		
EL/01	Πιστοποιητικό πυροπροστάσιας [EN: Fire safety certificate]	Πυροσβεστική υπηρεσία [EN: Fireservice]
EL/02	Ειδικό Σήματος Λειτουργίας σε Τουριστικά Καταλύματα [EN: SpecialOperatingLabel]	Εθνικός Οργανισμός Τουρισμού [EN: GreekNationalTourismOrganisation]
EL/03	Άδεια εξάσκησης επαγγέλματος υδραυλικού [EN: Licence to practice the plumbing profession]	Περιφερειακές αρχές [EN: Regional authorities]
EL/04	Άδεια λειτουργίας επιχειρήσεων τροφίμων και ποτών [EN: Licence for operation of food and beverages business]	Δημοτικές αρχές [EN: Municipal authorities]
EL/05	Άδεια εγκατάστασης και λειτουργίας [EN: Licence of establishment and operation]	Περιφερειακές αρχές ή υπουργείο [EN: Regional authorities or Ministry]
Spain (ES)		
ES/01	Declaración censal de empresarios, profesionales y retenedores [EN: Enrolment in the Tax register of business persons, professionals and withholders]	Agencia Estatal de Administración Tributaria [EN: State Agency of Tax Administration]

ES/02	Impuesto sobre Actividades Económicas [EN: Enrolment in the Tax on Economic Activities]	Agencia Estatal de Administración Tributaria [EN: State Agency of Tax Administration]
ES/03	Alta en el Régimen de la Seguridad Social de los Socios Trabajadores y/o administradores [EN: Enrolment in Regime of the Social Security of working partners and/or administrators]	Tesorería General de la Seguridad Social [EN: General Treasury Entity of the Social Security]
ES/04	Adquisición y legalización del libro de visitas [EN: Acquisition and legalisation of the Visits Book]	Inspección de Trabajo y Seguridad Social del Ministerio de Empleo e Inmigración [EN: Inspection of Labour and Social Security of the Ministry of Employment and Immigration]
ES/05	Registro de signos distintivos en la Oficina Española de Patentes y Marcas [EN: Registry of Distinctive Signs in the Spanish Office of Patents and Trade Marks]	Oficina Española de Patentes y Marcas [EN: Spanish Patent and Trademark Office]
ES/06	Registro de ficheros de carácter personal [EN: Register of files containing personal data]	Agencia Española de protección de datos [EN: Spanish Agency of Data Protection]
ES/07	Inscripción en el Registro de Establecimientos, Locales e Instalaciones destinados a espectáculos públicos y actividades recreativas [EN: Enrolment in the Registry of Establishments devoted to public spectacles and recreational activities]	Consejería de Turismo Comercio y Deporte, Administración Autonómica de Andalucía [EN: Ministry of Tourism and Sports, Administration of the Regional Government of Andalusia]
ES/08	Inscription in the Tourism Register [EN: Hotel Establishments: Enrolment in the Registry of Tourism]	Consejería de Turismo Comercio y Deporte, Administración Autonómica de Andalucía [EN: Ministry of Tourism and Sports, Administration of the Regional Government of Andalusia]
ES/09	Autorización de actividad Turística y clasificación [EN: Authorisation of Tourism activity and classification]	Consejería de Turismo Comercio, Administración de las Comunidades Autónomas [EN: Ministry of Tourism of the Regional Government of each Autonomous Community]
ES/10	Carnet de manipulador de alimentos [EN: Food Handler Card]	La Agencia Española de Consumo, Seguridad Alimentaria y Nutrición (AECOSAN) [EN: Spanish Agency for Consumer Affairs, Food Security and Nutrition (AECOSAN)]
ES/11	Hojas de Reclamaciones específicas de los establecimientos turísticos [EN: Complaints Forms specific for Tourism]	Administraciones de las Comunidades Autónomas [EN: Regional Government of each]

	Establishments]	Autonomous Community]
ES/12	Declaración responsable de habilitación como empresa actuante en un reglamento de seguridad industrial [EN: Responsible declaration to be entitled as an enterprise acting according to the Regulation of Industrial Security]	Departamento de Desarrollo Económico y Competitividad [EN: Ministry for Economic Development and Competitiveness of the Basque Government]
ES/13	Acreditación de Instalador de Fontanería [EN: Accreditation as Plumbing Installer]	Administraciones de las Comunidades Autónomas [EN: Regional Government of each Autonomous Community]
ES/14	Authorisation (or previous communication of start of the activity) and Enrolment in the General Health Register of Food-related enterprises in Andalucía	Administraciones de las Comunidades Autónomas [EN: Regional Government of each Autonomous Community]
ES/15	Autorización e inscripción en el Registro General Sanitario de empresas alimentarias y alimentos [EN: Authorisation and Enrolment in the General Health Register of Food-related enterprises]	Administraciones de las Comunidades Autónomas [EN: Regional Government of each Autonomous Community]
ES/16	Inscripción en el Registro de Industrias Agroalimentarias [EN: Enrolment in the Register of AgroFood Industries]	Administraciones de las Comunidades Autónomas [EN: Regional Government of each Autonomous Community]
ES/17	Registro de Comerciantes y Actividades Comerciales de Andalucía: Inscripción [EN: Enrolment in the Register of Trading Activities]	Dirección general de comercio de la junta de Andalucía [EN: General Directorate of Commerce of the Autonomous Government of Andalusia]
ES/18	Inscripción en el Registro de Establecimientos Industriales [EN: Enrolment in the Register of Industrial Establishments]	Administración Autonómica de Andalucía [EN: Provincial Delegations of Economy, Innovation and Science of the Andalusian Government]
ES/19	Autorización ambiental integrada [EN: Integrated Environmental Permission]	Administración de las Comunidades Autónomas [EN: Regional Governments]
ES/20	Licencia municipal de actividad [EN: Municipal Licence related to the Activity - wholesale or retail distributor and plumbing] Licencia municipal de actividad clasificada [EN: Classified Municipal Licence related to the Activity - for other sectors]	Ayuntamiento [EN: Municipality]

ES/21	Comunicación de apertura del centro de trabajo [EN: Communication of the Opening of the Establishment]	Dirección Provincial del Ministerio de Empleo y Seguridad Social [EN: Provincial Directorate of the Employment and Social Security Ministry]
France (FR)		
FR/01	Déclaration d'entreprise [EN: Company Declaration]	Centres de formalité des entreprises (CFE) [EN: Centres for business formalities] Chamber of trade and crafts for the plumbing company Chamber of commerce and industry for the other companies
FR/02	Autorisation préalable d'installation d'enseigne commerciale [EN: Preliminary authorisation for installing commercial sign]	Mairie, Prefecture [EN: City Hall, Prefecture]
FR/03	Permis d'exploitation [EN: Operating permit]	Ministère de l'Economie, de l'Industrie et du Numérique [EN : Training organisations approved by the Ministry of Economy]
FR/04	Licence restaurant [EN: Restaurant licence]	Mairie [EN: City Hall]
FR/05	Licence débit de boisson à emporter [EN: Beverage take-away licence]	Mairie [EN: City Hall]
FR/06	Déclaration concernant les établissements préparant, transformant, manipulant, exposant, mettant en vente, entreposant ou transportant des denrées animales ou d'origine animale [EN: Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting animal products or products of animal origin]	Direction départementale de la protection des populations (DDPP), direction départementale de la cohésion sociale et de la protection des populations (DDCSPP) [EN: Departmental direction for the protection of populations, or Departmental direction for social cohesion and the protection of populations]
FR/07	Autorisation d'ouverture pour un établissement recevant du public [EN: Authorisation for opening a facility to the public]	Mairie [EN : City Hall]
FR/08	Attestation de qualification professionnelle [EN: Certificate of professional qualification]	Chambres des métiers et de l'artisanat [EN: Chambers of trade and crafts]
Croatia (HR)		

HR/01	Rješenje o zadovoljavanju minimalnih tehničkih uvjeta [EN: Certificate of compliance with minimum technical requirements]	[EN: Government body for the relevant sector]
HR/02	Uvjerenje o kaznenom postupku [EN: Clean criminal record assurance]	Opći kazneni sud [EN: General Criminal Court]
HR/03	Rješenje o ispunjavanju uvjeta za obavljanje djelatnosti trgovine [EN: Decision on meeting the requirements for trade]	Gradski ured nadležan za gospodarstvo prema mjestu gdje se nalazi prodajni object [EN: City office responsible for the economy, where the sales facility is located]
HR/04	Potvrda o ispunjavanju općih sanitarnih I zdravstvenih I uvjeta sukladnih propisima o hrani [EN: Certificate of compliance with general sanitary & health conditions and conditions related to food]	Gradski ured nadležan za gospodarstvo prema mjestu gdje se nalazi prodajni object [EN: City office responsible for the economy, where the sales facility is located]
HR/05	Registracija za obavljanje ugostiteljske djelatnosti [EN: Registration for hospitality services]	Trgovački sud, nadležni ured u županiji [EN: Commercial court]
HR/06	Kategorizacija hotela [EN: Categorisation of hotel]	Ministarstvo turizma [EN: Ministry of Tourism]
HR/07	Rješenje Ministarstva turizma [EN: Decision of Ministry of Tourism]	Ministarstvo turizma [EN: Ministry of Tourism]
HR/08	Upis u registar Ministarstva zdravlja [EN: Registration in the Ministry of Health]	Ministarstvo zdravlja [EN: Ministry of Health]
HR/09	Atest električnih I plinskih instalacija [EN: Certificate of electrical and gas installations]	[EN: Authorised companies]
HR/10	Atest dizala [EN: Certificate of elevators]	[EN: Authorised companies]
HR/11	Atest hidrantske mreže [EN: Certificate of hydrant network]	[EN: Authorised companies]
HR/12	Atest gromobranske mreže [EN: Certificate of lightning protection installations]	[EN: Authorised companies]
HR/13	Atest posuda pod tlakom	[EN: Authorised companies]

	[EN: Certificate of pressure vessels]	
HR/14	Upis u registar onečišćavanja okoliša [EN: Registration in environmental pollution register]	Agencija za zaštitu okoliša [EN: Croatian environment agency]
HR/15	Obrtnica [EN: General licence to operate crafts business]	Hrvatske obrtničke komore [EN: Croatian Chamber of Trades and Crafts]
HR/16	Upis u registar obrtnika [EN: Registration in a sector-specific register]	Hrvatske obrtničke komore [EN: Croatian Chamber of Trades and Crafts]
HR/17	Hazard Analysis and Critical Control Points (HACCP) Certificate	[EN: Authorised companies]
HR/18	Atest vode [EN: Approval of water]	Zavod za javno zdravstvo [EN: Institute for Public Health]
HR/19	Atest struje [EN: Approval of electrical installations]	Zavod za javno zdravstvo [EN: Institute for Public Health]
HR/20	Prva pomoć [EN: First aid]	Ministarstvo gospodarstva [EN: Ministry of Economy]
HR/21	Zastita na radu [EN: Workplace safety]	Državni inspektorat [EN: State Inspectorate]
Italy (IT)		
IT/01	Segnalazione Certificata di Inizio Attività (SCIA) [EN: Business Startup Certified Notification]	Sportello Unico per le Attività Produttive (SUAP) [EN: One- stop- shop for Business]
IT/02	Comunicazione Unica [EN: Single Communication]	Camera di Commercio [EN: Chambre of Commerce]
IT/03	Autorizzazione Ambientale Unica (AUA) [EN: Single Environmental Authorisation]	Sportello Unico per le Attività Produttive (SUAP) [EN: One- stop- shop for Business]
IT/04	Documento Valutazione dei Rischi (DVR) [EN: Risks Evaluation Document]	Ministero del Lavoro [EN: Ministry of Labour]
IT/05	Licenza Fiscale per la Vendita o Somministrazione di Prodotti Alcolici [EN: Fiscal licence for sale or administration of alcoholic products]	Agenzia delle Dogane [EN: Customs Agency]

IT/06	Autorizzazione esplicita [EN: Express Authorisation]	Sportello Unico per le Attività Produttive (SUAP) [EN: One-stop-shop for Business]
IT/07	Autorizzazione Installazione Insegne [EN: Installation of signs Authorisation]	Ufficio comunale preposto (es. Ufficio Tributi) in alcuni casi anche ANAS o Provincia [EN: Relevant municipal office (e.g. Tax Office), in some cases also National Highway Agency or the Province}
IT/08	Canone RAI [EN: TV tax]	RAI — Radiotelevisione italiana S.p.A. [EN: Italian public broadcasting company]
IT/09	Notifica Sanitaria [EN: Sanitary Notification]	Sportello Unico per le Attività Produttive (Comune di riferimento) [EN: One-stop-shop for Business (municipal authority)] Checks and controls by the Azienda Sanitaria Locale [EN: Local Sanitary Agency]
IT/10	Dichiarazione di classificazione alberghiera [EN: Hotel Classification Declaration]	Sportello Unico per le Attività Produttive (Comune di riferimento) [EN: One-stop-shop for Business (municipal authority)]
IT/11	Impatto acustico [EN: Noise impact]	Sportello Unico per le Attività Produttive (Comune di riferimento) [EN: One-stop-shop for Business (municipal authority)]
IT/12	Riconoscimento titoli esteri [EN: Recognition of foreign qualifications]	Ministero Dello Sviluppo Economico [EN: Ministry of Economic Development]
IT/13	Iscrizione Registro dei Gas Fluorurati [EN: Registration in Fluoride Gas Register]	Ministero dell'Ambiente [EN: Ministry of Environment] Managed by the regional Chambers of Commerce
Cyprus (CY)		
CY/01	Άδεια λειτουργίας ξενοδοχείου [EN: Licence to operate a hotel]	Κυπριακός Οργανισμός Τουρισμού [EN: Cyprus Tourism Organisation (CTO)]
CY/02	Κατάταξητάξηςξενοδοχείου [EN: Mandatory hotel classification]	Κυπριακός Οργανισμός Τουρισμού [EN: Cyprus Tourism Organisation (CTO)]
CY/03	Όνομαξενοδοχείου	Κυπριακός Οργανισμός Τουρισμού

	[EN: Hotel trade name]	[EN: Cyprus Tourism Organisation (CTO)]
CY/04	Άδεια επαγγέλματος [EN: Trade licence]	Τοπική αρχή [EN: Local municipality or Local community council]
CY/05	Δημοσιότητα [EN: Publicity]	Κυπριακός Οργανισμός Τουρισμού [EN: Cyprus Tourism Organisation (CTO)]
CY/06	Άδεια επαγγελματικού υποστατικού [EN: Licence for operation of professional premises]	Τοπική αρχή [EN: Local municipality or Local community council]
CY/07	Πώληση οινοπνευματοδών ποτών [EN: Sale of alcoholic beverages]	Επαρχιακή Διοίκηση [EN: District Administration Office or Local municipality]
CY/08	Πιστοποιητικό Υγείας [EN: Health certificate]	Τοπική αρχή [EN: Local municipality or Local community council]
CY/09	Λειτουργία δημόσιας κολυμβητικής δεξαμενής [EN: Operating public swimming pool]	Δημοτικές αρχές, Γραφείο Επάρχου [EN: Municipalities or District Administrative Office]
CY/10	Πιστοποιητικό για χρήση κυλίνδρου αερίου [EN: Gas cylinder certificate]	Επαρχιακή Διοίκηση [EN: District Administration]
CY/11	Πώληση προϊόντων καπνού-Sale of tobacco products	Επαρχιακή Διοίκηση-District administration Or Τοπικό Δημαρχείο-Local municipality
CY/12	Διορισμός διευθυντή [EN: Appointment of named hotel manager]	Κυπριακός Οργανισμός Τουρισμού [EN: Cyprus Tourism Organisation (CTO)]
CY/13	Πιστοποιητικό ποινικού μητρώου [EN: Criminal offence record (for the manager)]	Αστυνομικές αρχές [EN: Police administration]
CY/14	Πιστοποιητικό εγγραφής εργοστασίου [EN: Certificate of factory registration]	Τμήμα Επιθεώρησης Εργασίας [EN: Department of Labour Inspection]
CY/15	Ιατρικό πιστοποιητικό [EN: Medical certificate]	Υπουργείο Υγείας [EN: Ministry of Health]
CY/16	Άδεια χρήσης μεγαφώνων [EN: Permit to use loudspeakers]	Επαρχιακή διοίκηση [EN: District Office]

CY/17	Πιστοποιητικό καταλληλότητας ηλεκτρομηχανολογικών εγκαταστάσεων - [EN: Certificate of electromechanical appropriateness]	Kυπριακός Οργανισμός Τουρισμού [EN: Cyprus Tourism Organisation (CTO)]
Latvia (LV)		
LV/01	Viesnīcas atbilstības sertifikāts [EN: Certificate of Conformity (voluntary)]	SIA "Viesnīcu un restorānu centrs" [EN: The Hotel and Restaurant Centre]
LV/02	Pārtikas uzņēmuma reģistrācija [EN: Registration of food enterprise]	Pārtikas un veterinārais dienests [EN: Food and Veterinary Service]
LV/03	Speciāla atļauja (licence) alkoholisko dzērienu mazumtirdzniecībai [EN: Licence for Retail Trade of Alcoholic Beverages]	Valsts ieņēmumu dienests [EN: State Revenue Service]
LV/04	Licence mūzikas publiskam izpildījumam [EN: Licence for Playing Music in Public]	Autortiesību un komunikācijas konsultāciju aģentūra / Latvijas Autoru apvienība [EN: Copyright and Communication Consulting Agency/Latvian Authors Association]
LV/05	Licence/ licences līgums fonogrammu izmantošanai publiskā izpildījumā [EN: Licence/ Licence Agreement for Public Performance of Phonograms]	Latvijas Izpildītāju un producentu apvienība [EN: Association of Performers and Phonogram Producers]
LV/06	Personas datu apstrādes reģistrācijas apliecība [EN: Personal Data Processing Registration Certificate]	Datu valsts inspekcija [EN: Data State inspectorate]
LV/07	Izkārtnes pase [EN: Permit for Placing Sign]	Pašvaldība [EN: Local municipality]
LV/08	Kases aparāta, kases sistēmas, specializētas ierīces vai iekārtas reģistrācija [EN: Registration of cash registers, cash systems, specialised devices and equipment]	Valsts ieņēmumu dienests [EN: State Revenue Service]
LV/09	Speciāla atļauja (licence) alkoholisko dzērienu mazumtirdzniecībai vai vairumtirdzniecībai [EN: Licence for Wholesale Trade of Alcoholic Beverages]	Valsts ieņēmumu dienests [EN: State Revenue Service]
LV/10	B kategorijas piesārņojošās darbības atļauja [EN: Category B Polluting Activity Permit]	Valsts vides dienesta Reģionālā vides pārvalde [EN: Regional Environmental Board of the State Environmental Service]

LV/11	Elektrisko un elektronisko iekārtu ražotāju reģistrs [EN: Registration in the Register of Electrical and Electronic Equipment Producers]	Latvijas Elektrotehnikas un elektronikas rūpniecības asociācija [EN: Latvian Electrical Engineering and Electronics Industry Association]
Lithuania (LT)		
LT/01	Maisto tvarkymo subjekto patvirtinimo pažymėjimas [EN: Approval Certificate of Food Business Operator]	Teritorinės valstybinės maisto ir veterinarijos tarnybos [EN: Territorial State Food and Veterinary Services]
LT/02	Licenciija verstis mažmenine prekyba alkoholio produktais [EN: Licence to Engage in Retail Trade in Alcoholic Beverages]	Atsakingi skyriai Savivaldybėse [EN: Responsible Departments of Municipalities]
LT/03	Apgyvadinimo paslaugų ir apgyvendinimo įmonių klasifikavimo pažymėjimas [EN: Hotels, motels and camping classification certificate]	Valstybinis turizmo departamentas prie Ūkio ministerijos [EN: State department of tourism]
LT/04	Asmens duomenų valdymo registras [EN: State Register of Personal Data Controllers]	Valstybės duomenų apsaugos inspekcija [EN: State Data Protection Inspectorate]
LT/05	Leidimas – higienos pasas [EN: Permit - hygiene passport]	Teritorinis visuomenės sveikatos centras [EN: Territorial Public Health Centre]
LT/06	Leidimas įrengti išorinę reklamą savivaldybės teritorijoje [EN: Permit for installation of outdoor advertising in municipal territory]	Savivaldybių administracijos [EN: Responsible Departments of Municipalities]
LT/07	Sveikatos žinių atestavimo pažymėjimas (privalomasis higienos įgūdžių mokymas) [EN: Certificate of health knowledge assessment (compulsory hygiene skills training)]	Lietuvos Respublikos sveikatos apsaugos ministerija [EN: Ministry of Health of the Republic of Lithuania]
LT/08	Sveikatos žinių atestavimo pažymėjimas (privalomasis pirmosios pagalbos mokymas) [EN: Certificate of health knowledge assessment (compulsory first-aid training)]	Lietuvos Respublikos sveikatos apsaugos ministerija [EN: Ministry of Health of the Republic of Lithuania]
LT/09	Priešgaisrinės saugos pažymėjimas [EN: Fire Safety Certificate]	Regulating institution: Priešgaisrinės apsaugos ir gelbėjimo departamentas prie Vidaus reikalų ministerijos [EN: Fire and Rescue Department under the Ministry of the Interior] [Issuing authority: Authorised companies]

LT/10	Privalomo sveikatos patikrinimo medicininė pažyma [EN: Health Certificate]	Regulatory authority: Lietuvos Respublikos sveikatos apsaugos ministerija [EN: Ministry of Health of the Republic of Lithuania] Controlling authority: Lietuvos Respublikos valstybinė darbo inspekcija [EN: State Labor Inspectorate] Issuing authority: Asmens sveikatos priežiūros įstaiga (licencijuotoje asmens sveikatos priežiūros veiklai) [EN: Health Care Facility (licenced for health care activities)]
LT/11	Ypatingo statinio statybos rangovo atestatas [EN: Certificate of the special structures construction contractor]	Statybos produkcijos sertifikavimo centras [EN: Certification Centre of Building Products]
LT/12	Statinio specialiųjų statybos darbų vadovo atestatas [EN: Certificate of the head of special construction operations of a construction]	Statybos produkcijos sertifikavimo centras [EN: Certification Centre of Building Products]
LT/13	Teisės pripažinimo pažyma [EN: Right Recognition Certificate]	Statybos produkcijos sertifikavimo centras [EN: Certification Centre of Building Products]
LT/14	Fitosanitarinis pažymėjimas [EN: Certificate of Registration in the Phytosanitary Register]	Valstybinė augalininkystės tarnyba prie žemės ūkio ministerijos [EN: State Plant Production Service under the Ministry of Agriculture]
LT/15	Licencija verstis didmenine prekyba alkoholiniais gėrimais [EN: A licence to engage in whole trade in alcoholic beverages]	Narkotikų, tabako ir alkoholio kontrolės departamentas [EN: Drug, Tobacco and Alcohol Control Department]
LT/16	Poveikio aplinkai vertinimas [EN: Environmental Impact Assessment (EIA)]	Aplinkos apsaugos agentūra [EN: Environmental Protection Agency]
LT/17	Gamintojų ir importuotojų registras [EN: Register of Manufacturers and Importers]	Regioninis Aplinkos Apsaugos Departamentas [EN: Territorial Environmental Protection Department]
Luxembourg (LU)		
LU/01	Établissement d'hébergement [EN: Accommodation Establishment]	Ministère de l'Economie [EN: Ministry of the Economy]

LU/02	Installateur chauffage-sanitaire-frigoriste [EN: Heating-sanitary-refrigeration installer]	Ministère de l'Economie [EN: Ministry of the Economy]
LU/03	Activités et services commerciaux [EN: Commercial Authorisation]	Ministère de l'Economie [EN: Ministry of the Economy]
LU/04	Autorisation en industrie [EN: Industrial Authorisation]	Ministère de l'Economie [EN: Ministry of the Economy]
LU/05	Autorisation en industrie [EN: Industrial Authorisation]	Ministère de l'Economie [EN: Ministry of the Economy]
LU/06	Autorisation d'exploitation pour établissements classés (commodo/incommodo) [EN: Operating Permit for Classified Establishments]	Administration de l'environnement. [EN: Environment Administration]
LU/07	Statut hôtelier [EN: Hotelier Status]	Ministère des Classes moyennes et du Tourisme [EN: Ministry of the Middle Classes and Tourism]
LU/08	Notification de prestation de services occasionnelle et temporaire au Luxembourg (activité artisanale ou industrielle) [EN: Declaration Concerning the Occasional and Temporary Provision of Services]	Ministère des Classes moyennes et du Tourisme [EN: Ministry of the Middle Classes and Tourism]
LU/09	Contrôleur agréé [EN: Certified controller]	La Chambre des Métiers [EN: Chamber of Trades]
Hungary (HU)		
HU/01	Működési engedély [EN: Operation Licence]	Járási hivatal [EN: Local Authority]
HU/02	Comment by Nébih (National Food Chain Safety Office) to the Operation licence provided by local authorities	Nemzeti Élelmiszerlánc-biztonsági Hivatal [EN: National Food Chain Safety Office and its regional offices located in regional government offices]
HU/03	Jövedéki engedély [EN: Excise licence]	Nemzeti Adó és Vámhivatal (NAV) [EN: National Tax and Customs Administration]
HU/04	Egységes környezethasználati engedély (IPPC) [EN: Integrated Pollution Prevention and Control]	Országos Környezetvédelmi, Természetvédelmi és Vízügyi Főfelügyelőség

	(IPPC) licence]	[EN: National Inspectorate For Environment, Nature and Water]
HU/05	Kibocsátási engedély [EN: Emissions Licence for CO2 emission]	Országos Környezetvédelmi, Természetvédelmi és Vízügyi Főfelügyelőség [EN: National Inspectorate For Environment, Nature and Water]
HU/06	Telepengedély [EN: Plant Licence (industrial activities)]	Járási hivatal [EN: Local Authority]
Malta (MT)		
MT/01	Hotel Licence	Malta Tourism Authority
MT/02	Notification of Trade commencement with the Department of Commerce	Commerce Department
MT/03	Sewer Discharge Permit	Water Services Cooperation
MT/04	GBR Permit for wate management, emissions, effluent discharges and storage of material	Malta Environment Planning Authority (MEPA)
MT/05	Company Certification	Malta Environment Planning Authority (MEPA)
MT/06	Data Protection Registration	Information and Data Protection Commission
MT/07	VAT (Value Added Tax) Registration	VAT Department
MT/08	Registration of Equipment	Malta Environment Planning Authority (MEPA)
Netherlands (NL)		
NL/01	Inschrijven bij Kamer van Koophandel [EN Register in Commercial code of the Chambers of Commerce]	Kamers van Koophandel [EN: Chambers of Commerce)
NL/02	Melding Wet Mileubeheer (type B bedrijven) [EN: Notification environment (type B companies)]	Local government
NL/03	Slijterijvergunning [EN: Liquor licence]	Local government
NL/04	Omgevingsvergunning [EN: Environmental Permit]	Local government
NL/05	Exploitatievergunning Horecabedrijf [EN: Exploitation licence Hotel Café or restaurant (food service industry)]	Local government

NL/06	Drank- en horecawet vergunning [EN: liquor and food service industry law licence]	Local government
NL/07	Gebuiksvergunning [EN: Licence for building-use, based on Bouwbesluit 2012 (1 maart) - Building Decree 2012 (March 1)]	Local government
NL/08	Hotel classification [EN: Hotel classification]	Bedrijfschap Horeca en Catering [EN: Hotel and Catering Industry (trade association for the hospitality and catering industry in the Netherlands)]
NL/09	Verklaring Sociale hygiëne [EN: Declaration social hygiene]	Stichting Vakbekwaamheid Horeca [EN: Hospitality Skills Foundation]
Austria (AT)		
AT/01	Gewerbeberechtigung [EN: Trade licence]	Bezirkshauptmannschaft, Magistrat [EN: District administration authority or municipal authority]
AT/02	Betriebsanlagengenehmigung [EN: Trade facilities approval]	Bezirkshauptmannschaft, Magistrat [EN: District administration authority or municipal authority]
Poland (PL)		
PL/01	Rejestracja firmy w rejestrze prowadzonym przez Głównego Inspektora Ochrony Środowiska [EN: Registration in the Registry carried by the Chief Inspectorate of Environmental Protection]	Chief Inspectorate of Environmental Protection [EN: Chief Inspectorate of Environmental Protection (government body)]
PL/02	Uzyskanie pozwolenia na użytkowanie obiektu [EN: Approval of the readiness of the facility/building for use]	Powiatowy Inspektorat Nadzoru Budowlanego [EN: District Inspector of Buildings]
PL/03	Zgłoszenie firmy, jako producenta wprowadzającego na rynek wyroby w opakowaniach [EN: Notification of the company as a producer of the packaged products]	Marszałek Województwa [EN: Marshall Office) regional authority]
PL/04	Zezwolenie na przetwarzanie odpadów [EN: Permission for the treatment of waste]	Marszałek Województwa / Starosta [EN: Marshall Office (regional authority) / Local Authority]
PL/05	Pozwolenie na wytwarzanie odpadów	Marszałek Województwa / Starosta [EN: Marshall Office (regional authority) /

	[EN: Permission for the production of waste]	Local Authority]
PL/06	Pozwolenie na wprowadzanie gazów i pyłów do powietrza [EN: Permission for introducing of the gases and dusts into the air (in case if the mechanical ventilation is required in the production facility)]	Marszałek Województwa / Starosta [EN: Marshall Office (regional authority) / Local Authority]
PL/07	Zgłoszenie instalacji niewymagającej uzyskania pozwolenia na wprowadzanie gazów i pyłów do powietrza [EN: Notification of the installation from the category of the installations emitting gases/dusts but not requiring permission for introducing of the gases and dusts into the air (in case if the mechanical ventilation is not required in the production facility)]	Marszałek Województwa / Starosta [EN: Marshall Office (regional authority) / Local Authority]
PL/08	Decyzja o środowiskowych uwarunkowaniach [EN: Environmental decision]	Starosta [EN: Municipal authority]
PL/09	Wpis i zatwierdzenie zakładu przez Inspekcję sanitarną SANEPID [EN: Approval of the facility by the relevant sanitary district inspector (Sanepid) and registration in the relevant Sanepid register]	Sanepid [EN: Sanitary District Inspector]
PL/10	Zezwolenie na sprzedaż napojów alkoholowych [EN: Licence for sale of alcoholic beverages]	Starosta [EN: Municipal authority]
PL/11	Wprowadzenie zasad systemu jakości HACCP [EN: Introduction of the rules of the HACCP system]	[EN: external contractor]
PL/12	Licencja Stowarzyszenia Autorów ZAIKS [EN: ZAIKS licence]	Związek Autorów i Kompozytorów Scenicznych (ZAIKS) [EN: Society of Authors and Composers]
PL/13	Uzyskanie kategorii obiektu hotelowego [EN: Classification of the hotel facility]	Marszałek Województwa [EN: Marshall Office (regional authority)]
Portugal (T)		
PT/01	Registo de novos trabalhadores [EN: Registration of new workers]	Segurança Social [EN: Social Security]
PT/02	Registo da cessação, suspensão e alteração da modalidade de contrato de trabalho [EN: Registration of cessation, suspension or alteration of the type of work contract]	Segurança Social [EN: Social Security]

PT/03	Registo do horário de trabalho [EN: Registry of working hours table]	Autoridade para as Condições de Trabalho [EN: Authority for Work Conditions]
PT/04	“Licenciamento zero”: comércio e serviços [EN: “Zero licencing”: commerce and services]	Câmaras Municipais [EN: Municipalities]
PT/05	SIR – Sistema da Indústria Responsável [EN: Responsible Industry System]	Direcção Geral das Actividades Económicas (Directorate-General of Economic Activities), through: o Regional delegation of the Ministry of Economy or the managing organisation of the industrial estate where the plant is located (in case of plants types 1 and 2. o The city council or the managing organisation of the industrial estate where the plant is located (in case of plants type 3)
PT/06	Acesso e permanência na actividade de construção [EN: Acceding and continuing construction activities]	Instituto da Construção e do Imobiliário (INCI) [EN: Building and Real Estate Institute]
PT/07	Autorização de utilização para fins turísticos [EN: Tourist use licence]	Turismo de Portugal (TP) [EN: Tourism Portugal] Câmaras Municipais [EN: Municipalities]
PT/08	Horário de funcionamento [EN: Opening hours]	Câmaras Municipais [EN: Municipalities]
PT/09	Ocupação do espaço público [EN: Use of public space]	Câmaras Municipais [EN: Municipalities]
PT/10	Registo de Prestadores de Serviços UE [EN: Registration of service providers from the EU - except Portugal; for Portuguese companies see PT/06]	Instituto da Construção e do Imobiliário (INCI) [EN: Building and Real Estate Institute]
PT/11	Licenciamento para a execução pública de fonogramas e/ou vídeos musicais [EN: Licence to play copyrighted music and/or video images in public places]	Associação para a Gestão e Distribuição de Direitos (AUDIOGEST) [EN: Association for the Management and Distribution of Rights] GDACooperativa de Gestão dos Direitos dos Artistas Intérpretes ou Executantes (EN: Co-operative representing Portuguese music artists)

		Pass Música [EN: collaborative brand of AUDIOGEST & GDA that manages their licencing rights] Sociedade Portuguesa de Autores (SPA [EN: Portuguese Society of Authors]
PT/12	Notificação de sistemas de video vigilância – [EN: Notification of video surveillance systems]	Comissão Nacional de Protecção de Dados [EN: National commission for data protection]
PT/13	Aprovação de project de especialidade para instalações AVAC [EN: Approval of engineering drawings for HVAC systems]	Câmaras Municipais [EN: Municipalities]
Romania (RO)		
RO/01	Certificat de clasificare pentru hotel și restaurant [EN: Classification certificate for a hotel and restaurant]	Autoritatea Nationala pentru Turism [EN: National Authority for Tourism]
RO/02	Autorizație sanitar-veterinara [EN: Veterinary sanitary authorisation]	Autoritatii Nationale Sanitare Veterinare si pentru Siguranta Alimentelor [EN: National Sanitary Veterinary Authorization]
RO/03	Autorizație comercializare produse supuse accizelor [EN: Licence for commercialisation of products under excises regime]	Ministerul Finanțelor Publice [EN: Ministry of Finance (for raw alcohol and refined ethyl alcohol)] [EN: General directorates of public finances and state financial control at county level or in Bucharest City (for alcoholic beverages, tobacco products and coffee)]
RO/04	Autorizație neexclusivă a utilizării operelor muzicale în scop ambiental [EN: Non-exclusive licence to use musical works for ambient purposes]	Uniunea Compozitorilor si Muzicologilor din Romania – Asociatia pentru Drepturi de Autor (UCMR-ADA) [EN: Romanian Musical Performing and Mechanical Rights Society]
RO/05	Autorizație de funcționare restaurant (eventual și cu terasă) [EN: Functioning authorisation (Operating Permit catering)]	Municipii [EN: Municipalities]
RO/06	Aviz program de funcționare / Aviz program de funcționare restaurant [EN: Approval for opening hours / restaurant opening hours]	Municipii [EN: Municipalities]

RO/07	Autorizație de construcție firmă luminoasă / neluminoasă [EN: Construction authorisation for lit/unlit sign]	Municipiu [EN: Municipalities]
RO/08	Autorizație de securitate la incendiu (PSI) [EN: Fire Safety Authorisation]	Inspectoratul General pentru Situații de Urgență (IGSU) [EN: Inspectorate General for Emergencies]
RO/09	Autorizație construire rampă acces persoane cu dizabilități [EN: Construction permit for disabled people access ramp]	Municipiu [EN: Municipalities]
RO/10	Autorizație pentru prelucrarea datelor cu caracter personal [EN: Authorisation for the processing of personal data]	Autoritatea Națională de Supraveghere a Prelucrării Datelor cu Caracter Personal [EN: National Supervisory Authority for Personal Data Processing]
RO/11	Autorizarea persoanei juridice de către ISCIR [EN: Authorising the legal entity by ISCIR]	Inspecția de Stat pentru Controlul Cazanelor, Recipientelor sub Presiune și Instalațiilor de Ridicat (ISCIR) [EN: State Inspection for the Control of Boilers, Pressure Vessels and Hoisting Equipment]
RO/12	Autorizație de mediu [EN: Environmental Permit]	Agencia Națională pentru Protecția Mediului [EN: National Environmental Protection Agency]
RO/13	Autorizarea personalului de specialitate [EN: Licencing specialised personnel]	State Inspection for the Control of Boilers, Pressure Vessels and Hoisting Equipment (ISCIR)
RO/14	Autorizație de transport [EN: Licence for transport]	Ministerul Transporturilor [EN: Ministry of Transport and Infrastructure, Directorate for Road Transport]
RO/15	Autorizație de gospodărire a apelor [EN: Water management Licence]	Administrația Națională „Apele Române” [EN: “Romanian Waters” National Administration]
Slovenia (SI)		
SI/01	Obrtno dovoljenje za dejavnosti, potencialno nevarne za javno zdravje, varnost in okolje – z reguliranimi poklici [EN: Craft Licence for activities potentially harmful to public health and safety and the environment – with regulated professions]	Obrtno-podjetniška zbornica Slovenije [EN: Chamber of Craft and Small Business of Slovenia (CCS)]

SI/02	Obrtno dovoljenje [EN: Craft licence – only for small companies involved in regulated activity in the field of metal manufacturing (iron and steel casting, etc.)]	Obrtno-podjetniška zbornica Slovenije [EN: Chamber of Craft and Small Business of Slovenia (CCS)]
SI/03	Obrtno dovoljenje za regulirane obrtne dejavnosti z reguliranimi obrtnimi poklici [EN: Craft licence for regulated craft activities with regulated craft professions]	Obrtno-podjetniška zbornica Slovenije [EN: Chamber of Craft and Small Business of Slovenia (CCS)]
SI/04	Dovoljenje za opravljanje dejavnosti [EN: Activity permit – only for large and medium-sized companies (craft licence does not apply)]	Urad za kemikalije, Ministrstvo za zdravje [EN: Chemicals Office, Ministry of Health]
SI/05	Okoljevarstveno dovoljenje IPPC - celovito preprečevanje in nadzorovanje onesnaževanja [EN: Environmental Permit IPPC - Integrated Pollution Prevention and Control]	Agencija Republike Slovenije za okolje, Ministrstvo za kmetijstvo in okolje [EN: Slovenian Environmental Agency – ARSO, Ministry of Agriculture and the Environment]
SI/06	Potrdilo o vpisu v evidenco pooblaščenih podjetij za vzdrževanje in namestitve nepremične opreme za hlajenje in klimatizacijo in toplotnih črpalk [EN: Certificate on entry in the register of companies authorised for the maintenance and installation of fixed cooling and air conditioning equipment and heat pumps]	Agencija RS za okolje – MKO [EN: Slovenian Environmental Agency, Ministry of Agriculture and the Environment]
SI/07	Registracija živilskega obrata (vsa živila rastlinskega in živalskega izvora, razen prehranskih dopolnil) [EN: Registration of a food establishment: all foods of plant and animal origin – except dietary supplements]	Ministrstvo za kmetijstvo in okolje, Uprava Republike Slovenije za varnost hrane, veterinarstvo in varnost rastlin [EN: Ministry of Agriculture and the Environment, Administration of the RS for Safe Food, Veterinary and Plant Protection – UVHVVR]
SI/08	Registracija živilskega obrata – prehranska dopolnila [EN: Registration of a food establishment – dietary supplements]	Ministrstvo za zdravje, Zdravstveni inšpektorat Republike Slovenije [EN: Ministry of Health, Health Inspectorate of the Republic of Slovenia – ZIRS]
SI/09	Certifikat HACCP [EN: HACCP Certificate]	Authorised commercial providers. Inspection and control carried out by Market Inspectorate (at Ministry of Economic Development and Technology - MEDT).
SI/10	Registracija nastanitvene dejavnosti [EN: Notification of accommodation activity]	Only an authorisation
SI/11	Prijava obratovalnega časa	Pristojni občinski organ

	[EN: Working hours notification]	[EN: Competent municipal body]
SI/12	Registracija FCM – registracija podjetja, ki proizvajajo, predelujejo in prva dajejo v promet materiale in izdelke, namenjene za stik z živili [EN: FCM registration – registration of companies that produce, process and first place on the market products intended to come in contact with foods]	Ministrstvo za zdravje [EN: Ministry of Health] Zdravstveni inšpektorat Republike Slovenije [EN: Health Inspectorate of RS]
SI/13	Dovoljenje za javno prireditev v hotelu in prijava javne prireditve [EN: Permit for a public event in the hotel and registration of a public event]	Območna upravna enota (regional Administrative Unit) issues an approval Local police department responds
SI/14	Kategorizacija nastanitvenih obratov [EN: Classification of accommodation facilities]	In case of assessment by an authorised evaluator, the classification (provider's report) is issued by this provider.
SI/15	Certifikat za odgovornega projektanta/vodjo del [EN: Certificate for responsible designer/manager of works]	Inženirska zbornica Slovenije [EN: Slovenian Chamber of Engineers (IZS)]
Slovakia (SK)		
SK/01	Ohlášení volné živnosti do Živnostenského rejstříku [EN: Trade notification of a free trade and extract from the register of trade licences]	Živnostenský rejstřík [EN: Trade Licencing Authority]
SK/02	Ohlášení řemeslné živnosti do Živnostenského rejstříku [EN: Trade notification of a vocational trade]	Živnostenský rejstřík [EN: Trade Licencing Authority]
SK/03	Zápis do Obchodního rejstříku [EN: Registration and extract from the Commercial Register]	Rejstříkový soud [EN: Commercial Register]
SK/04	Výpis z Rejstříku evidence trestů [EN: Criminal Record]	Trestní rejstřík [EN: Criminal Record]
SK/05	Povolení na prodej spotřebitelského balení lihu [EN: Permit to sell alcohol]	Celní úřad [EN: Customs Office]
SK/06	Rozhodnutí o zahájení provozu (schválení provozního řádu a sanitárních pravidel) [EN: Decision to launch the operation (approval of operational regulations and sanitary rules)]	Regionální úřad veřejného zdravotnictva [EN: Regional Public Health Authority]
SK/07	Registrace provozovny	Živnostenský úřad

	[EN: Registration of premises]	[EN: Trade Licencing Office]
SK/08	Registrace provozování stravovací služby [EN: Registration of food and drink services]	Živnostenský úřad [EN: Trade Licencing Office]
SK/09	Oznámení k dani za ubytování podle zákona o místních daních [EN: Notification of the tax for accommodation under the law on local taxes]	Městský úřad – ekonomické odd. [EN: City Hall - economic department]
Finland (FI)		
FI/01	Ilmoitus elintarvikehuoneistosta [EN: Notification for food premises]	Kunnan ympäristöterveydenhuolto [EN: Food control authority of the municipality]
FI/02	Terveystuojelulain mukainen ilmoitus [EN: Notification pursuant to the Health Protection Act]	Kunnan ympäristöterveydenhuolto [EN: Municipal health protection authority]
FI/03	Ilmoitus ravitsemisliikkeestä [EN: Notification for catering premises]	Poliisille ja pelastusviranomaiselle [EN: Police and rescue authorities]
FI/04	Anniskelulupa [EN: Licence to serve alcoholic beverages]	Aluehallintovirastot ja Valvira [EN: Regional state administrative agencies] Valvira [EN: National supervisory authority for welfare and health]
FI/05	Tupakan vähittäismyyntilupa [EN: Retail trade licence for tobacco products]	Kunnan ympäristöterveydenhuolto ja Valvira [EN: Environmental Health Care unit of the municipality] Valvira [EN: National supervisory authority for welfare and health]
FI/06	Nikotiinikorvaustuotteiden myyntilupa [EN: Retail trade licence for nicotine products]	Kunnan ympäristöterveydenhuolto ja Fimea [EN: Environmental Health Care unit of the municipality] Fimea [EN: Finnish Medicines Agency]
FI/07	Tekijänoikeuskorvaus musiikin tai videoiden soittamisesta [EN: Licence for the copyright compensation of	TEOSTO [EN: copyright organisation for composers, lyricists, arrangers and music publishers]

	playing music or videos]	
FI/08	Anniskeluajan jatkolupa [EN: Extension permit for sale of alcoholic beverages]	Aluehallintovirastot ja Valvira [EN: Regional state administrative agencies] Valvira [EN: National supervisory authority for welfare and health]
FI/09	Keittiöalkoholin käyttöluva [EN: Licence for using kitchen alcohol]	Valvira [EN: National supervisory authority for welfare and health]
FI/10	Alkoholin vähittäismyyntilupa [EN: Retail trade licence for alcoholic beverages]	Aluehallintovirastot ja Valvira [EN: Regional state administrative agencies] Valvira [EN: National supervisory authority for welfare and health]
FI/11	Alkoholin tukkumyyntilupa [EN: Wholesale licence for alcoholic beverages, spirits and alcoholic preparations]	Valvira [EN: National supervisory authority for welfare and health]
FI/12	Vaarallisten kemikaalien vähäistä teollista käsittelyä koskeva ilmoitus [EN: A notification of chemicals concerning small-scale industrial processing and storage of hazardous chemicals]	Pelastusviranomaiselle [EN: Local rescue authorities]
FI/13	Kylmälaiteliikkeen toimintailmoitus [EN: Notification of operations for a refrigeration company]	Turvallisuus- ja kemikaalivirasto (Tukes) [EN: Finnish Safety and Chemicals Agency]
FI/14	Rekisteröinti sähköurakointiliikkeeksi [EN: Electrical works authorisation]	Turvallisuus- ja kemikaalivirasto (Tukes) [EN: Finnish Safety and Chemicals Agency]
FI/15	Rekisteröinti kaasu-, öljylämmityslaitteistojen asennus- ja öljysäiliöiden tarkastusliikkeeksi [EN: Gas and oil heating equipment installation and oil tank inspection authorisation]	Turvallisuus- ja kemikaalivirasto (Tukes) [EN: Finnish Safety and Chemicals Agency]
Sweden (SE)		
SE/01	Tillstånd till att bedriva hotell- och pensionatörrelse [EN: Permit to operate a hotel or a bed and breakfast]	Polisen [EN: Police]

SE/02	<p>Registera livsmedelsanläggning</p> <p>[EN: Registration and control of food establishment and its premises]</p>	<p>Miljökontoret (kommunen), Livsmedelsverket, Länsstyrelsen</p> <p>[EN: The environment agency (municipality), National Food Agency, County Administrative Board]</p>
SE/03	<p>Serveringstillstånd</p> <p>[EN: Permit to sell and serve alcohol]</p>	<p>Kommunen</p> <p>[EN: Municipality]</p>
SE/04	<p>Tillstånd enligt ordningslagen och lokala föreskrifter (markupplåtelse)</p> <p>[EN: Permit to use public premises for outdoor seating (land lease)]</p>	<p>Polisen</p> <p>[EN: Police]</p>
SE/05	<p>Tillstånd enligt ordningslagen och lokala föreskrifter (danstillstånd)</p> <p>[EN: Permit according to public ordinance and local regulations (dance permit)]</p>	<p>Polisen</p> <p>[EN: Police]</p>
SE/06	<p>Anordnade av automatspel</p> <p>[EN: Slot machine permit]</p>	<p>Lotteriinspektionen</p> <p>[EN: Swedish Gambling Authority]</p> <p>Svenska Spel</p> <p>[EN: Swedish Games]</p>
SE/07	<p>Tillstånd för förströelsespel</p> <p>[EN: Amusement game permit]</p>	<p>Lotteriinspektionen</p> <p>[EN: Swedish Gambling Authority]</p>
SE/08	<p>Tv-avgift</p> <p>[EN: Television licence]</p>	<p>Radiotjänst</p> <p>[EN: Swedish TV Licencing Body]</p>
SE/09	<p>Lov för skylt/ljusanordning</p> <p>[EN: Building licence to add or adapt a sign]</p>	<p>Kommunen</p> <p>[EN: Municipality]</p>
SE/10	<p>Brandskyddsredogörelse</p> <p>[EN: Fire-protection statement]</p>	<p>Kommunen</p> <p>[EN: Municipality]</p>
SE/11	<p>Anmälan av anläggning av köldmedier</p> <p>[EN: Registration of refrigerants (more than 10 kg)]</p>	<p>Kommunen</p> <p>[EN: Municipality]</p>
SE/12	<p>Tillstånd för brandfarliga varor</p> <p>[EN: Permit for flammable products]</p>	<p>Kommunen</p> <p>[EN: Municipality]</p>
SE/13	<p>Personalliggare</p> <p>[EN: Staff Register]</p>	<p>Skatteverket</p> <p>[EN: Swedish Tax Agency]</p>

SE/14	Musiklicens [EN: Music licence]	Svenska Tonsättares Internationella Musikbyrå (STIM) [EN: Swedish Performing Rights Society] Svenska artisters och musikers intresseorganisation (SAMI) [EN: Swedish Artist's and Musicians' Interest Organisation]
SE/15	Bolagsregistrering [EN: Enterprise registration]	Bolagsverket [EN: Swedish Companies Registration Office]
SE/16	F-gas certifikat [EN: F-gas certificate]	Polisen [EN: Police]
SE/17	Tillstånd för yrkesmässig trafik [EN: Permit to operate commercial traffic]	Transportstyrelsen [EN: Swedish Transport Agency]
SE/18	Registera varumottagare – Register consignee	Skatteverket [EN: Swedish Tax Agency]
SE/19	Tillstånd för särskilt farliga kemiska produkter [EN: Permit for hazardous chemicals]	Länsstyrelsen [EN: County Administrative Board]
SE/20	Godkänd upplagshavare [EN: Approved warehouse keeper]	Skatteverket [EN: Swedish Tax Agency]
SE/21	Godkänt skatteupplag [EN: Approved warehouse]	Skatteverket [EN: Swedish Tax Agency]
United Kingdom (UK)		
UK/01	Data Protection Registration	Information Commissioner's Office
UK/02	TV Licence	TV Licensing
UK/03	Music Licence (PRS)	PRS for Music Limited
UK/04	Music Licence (PPL)	Phonographic Performance Ltd (PPL)
UK/05	Alcohol Licence (Personal E&W)	Local Councils Scotland - Local Authority Licensing Board Northern Ireland - Local Courts
UK/06	Alcohol Licence (Premises England and Wales)	Local Councils Scotland - Local Authority Licensing Board

Study on the compliance by Member States on the time needed to get licences and permits to take up and perform the specific activity of an enterprise as from beginning of 2014

		Northern Ireland - Local Courts
UK/07	Food Premises (England)	Local Council
UK/08	Hotel Rating (England)	Quality in Tourism
UK/09	Self-certified Building Work Regulations (E&W) / Competent Persons Scheme	Approved self-certification companies
UK/10	Registration in the Gas Safe Register	Gas Safe Register
UK/11	ATP Certification	"Designated Station" approved by the Vehicle and Operator Services Agency (VOSA)
UK/12	Goods Vehicle Operator Licensing	Vehicle & Operator Services Agency (VOSA)/ Driver & Vehicle Standards Agency (DVSA)
UK/13	IED Permit (Environmental Permitting Regulations)	Environment Agency
UK/14	EUETS Permit (Greenhouse Gas Emissions Trading Scheme Regulations 2012)	Environment Agency
Iceland (IS)		
IS/01	Skráning einkahlutafélags [EN: Registration – Private Limited Company]	Ríkisskattstjóri (RSK) [EN: Directorate of Internal Revenue]
IS/02	Rekstrarleyfi [EN: Operating Licence – Registration Police Commissioner]	Sýslumaður [EN: District Magistrate, outside Reykjavík] Lögreglan á höfuðborgarsvæðinu [EN: Licencing authority of Reykjavík Police Commissioner]
IS/03	Starfsleyfi [EN: Operating Licence – Public Health Authority]	Heilbrigðiseftirlit [EN: Board of Public Health]
IS/04	Starfsleyfi Heilbrigðiseftirlitsins [EN: Operating Permit from Public Health Authority]	Heilbrigðiseftirlit [EN: Board of Public Health]
IS/05	Meistarabréfs [EN: Verification of plumbing certificate]	Sýslumaður [EN: District Magistrate]
Liechtenstein (LI)		
LI/01	Gewerbebewilligung [EN: Trade licence]	Amt für Volkswirtschaft [EN: Office of Economic Affairs]
LI/02	Grenzüberschreitender Dienstleistungsverkehr	Amt für Volkswirtschaft

	[EN: Cross-border notification]	[EN: Office of Economic Affairs]
LI/03	Gastwirteprüfung [EN: Restaurant operator test]	Amt für Volkswirtschaft [EN: Office of Economic Affairs]
LI/04	Meldeformular für Lebensmittelbetriebe in Liechtenstein [EN: Notification form for food companies]	Amt für Lebensmittel und Veterinärwesen [EN: Food and Veterinary Office]
Norway (NO)		
NO/01	Serveringstillatelse [EN: Licence to serve food (Catering Act) (hotel)]	Municipalities
NO/02	Skjenkebevilgning [EN: Liquor licence for serving alcoholic beverage (Alcohol Act) (hotel)]	Municipalities
NO/03	Godkjenning av foretak for ansvarsrett etter Plan- og bygningsloven [EN: Approval of enterprise as a responsible actor following the Planning and Building Act (plumbing & steel)]	Direktoratet for Byggkvalitet [EN: Directorate for Construction Quality]
NO/04	Forhåndsgodkjenning av arbeidsplass hvor det utføres midlertidig eller skiftende bygge- eller anleggsarbeid [EN: Work Authority's consent (Building application) (plumbing & steel)]	Arbeidstilsynet [EN: Working Conditions ins Norway]
NO/05	Godkjenning av bedrift [EN: Approval of enterprise (plumbing & steel)]	Direktoratet for Byggkvalitet [EN: Directorate for Construction Quality]
NO/06	Bevilgning til salg av drikk med over 2,5 og høyst 4,7 volum prosent alkohol (kommunal salgsbevilgning) [EN: Liquor licence for selling alcoholic beverage up to 4.7 % (wholesale/retail)]	Municipalities
NO/07	Tillatelse til salg av reseptfrie legemidler [EN: permissions to sell certain prescription drugs (wholesale/retail)]	Statens legemiddelverk [EN: Norwegian Medicines Agency]
NO/08	Meldeplikt ved planlegging av virksomhet eller tiltak som kan medføre forurensningsproblemer [EN: Notification requirements when planning activities or actions that may cause pollution problems) (steel)]	Milødirektoratet [EN: Norwegian Environment Agency]

NO/09	Generell utslippstillatelse [EN: General discharge permit (steel)]	Milødirektoratet [EN: Norwegian Environment Agency]
NO/10	Utslippstillatelse for industribedrifter [EN: General discharge permits for manufacture enterprises (steel)]	Milødirektoratet [EN: Norwegian Environment Agency]
NO/11	Tillatelse til utslipp av prosessavløpsvann I kommunalt net [EN: Permits for discharge of process wastewater in municipality drains (steel)]	Milødirektoratet [EN: Norwegian Environment Agency]
NO/12	Håndtering av brannfarlig, reaksjonsfarlig og trykksatt stoff samt utstyr og anlegg som benyttes ved håndteringen [EN: Handling flammable, reactive and pressurised substances as well as equipment and facilities used for production (steel)]	Direktoratet for samfunnssikkerhet og beredskap [EN: Directorate for Civil Protection and Emergency Planning]
NO/13	Storulykeforskriften [EN: Major Accident Regulations (steel)]	Arbeidstilsynet [EN: Working Conditions ins Norway]
NO/14	Tillatelse til import, salg og bruk av laser/laserproduct [EN: Permission to import, sell, and use lasers/laser products]	Statens strålevern [EN: Norwegian Radiation Protection Authority]
Former Yugoslav Republic of Macedonia (MK)		
MK/01	Reshenie za registracija od Centralen Registar na RM [EN: Decision for registration from Central Registry of RM]	Centralen Registrar na RM [EN: Central Registry of RM]
MK/02	Izvestuvanje za zapocnuvanje na dejnost do Ministrstvo za trud i socijalna politika [EN: Notification to the MLSP for starting an activity]	Ministrstvo za trud i socijalna politika, Drzaven inspektorat za trud [EN: Ministry for labour and social policy, State Labour Inspectorate]
MKS/03	Prijava za ispolnuvanje na minimalno tehnicki uslovi za zapocnuvanje za rabota na hotel so dadena izjava [EN: Application to the MoE State Market Inspectorate, and the Mayor, stating the fulfilment of the minimal technical conditions and the starting operation for catering activity with a statement for fulfilment of the conditions]	Ministrstvo za Ekonomija, Drzaven pazaren inspektrat [EN: Ministry of Economy, State Market Inspectorate Municipality, Mayor of the Municipality]
MK/04	Reshenie za kategorizacija na hotel [EN: Decision for categorisation of a hotel]	Ministerstvo za Ekonomija na RM, Komisija za kategorizacija [EN: Ministry of Economy, Categorisation]

		Commission]
MK/05	Baranje za registracija na object i operator so hrana vo AHV na RM so izjava za ispoluvanje na uslovite za bezbednost za hrana [EN: Application for Registration in the register for premises and food operators in the Agency for Food and Veterinary]	Agencija za hrana i veterinarstvo na RM [EN: Agency for Food and Veterinary of RM]
MK/06	Odobruvanje za Izgotven Elaborat za Zashita na zivotna sredina [EN: Approval of Prepared Environmental Impact Assessment/Elaborate]	Municipalities
MK/07	Izработка na programa za upravuvanje so otpad [EN: Preparation and implementation of a programme for waste management]	Uprava za Zivotna sredina, Ministerstvo za zivotna sredina i prostorno planiranje, Opstina [EN: Authority for Environment, Ministry of Environment and Spatial Planning or Municipality]
MK/08	Prijava za ispolnuvanje na minimalno tehnicki uslovi za vrshenje na trgovija i zapocnuvanje so rabota na prodazen object, so dadena izjava [EN: Application for fulfilment of the minimal technical conditions and the starting operation for conducting trade and starting sales point or other business premise with a statement for fulfilment of the conditions]	Drzaven Pazaren Inspektorat, Ministerstvo za Ekonomija [EN: State Market Inspectorate, Ministry of Economy]
MK/09	Prijava za ispolnuvanje na minimalno tehnicki uslovi na prodazen object vo koj se vrshi prodazba na alkoholni pijaloci, so dadena izjava [EN: Application to the MoE State Market Inspectorate Stating the fulfilment of the minimal technical conditions and the starting operation sales point for sales of alcoholic drink, with a statement for fulfilment of the conditions]	Drzaven Pazaren Inspektorat, Ministerstvo za Ekonomija [EN: State Market Inspectorate, Ministry of Economy]
MK/10	Odobrenie za prodazba na stoki u usluzi naplata na karticki preku virtuelen Pos terminal (e-commerce) [EN: Approval of bank for e-commerce]	Any commercial bank
MK/11	[EN: Approval of food operator and premises for production, processing and manipulation of products of animal origin]	Agencija za Hrana i Veterinarstvo na RM [EN: Agency for food and veterinary of RM]
MK/12	Licenca za maloprodazba na alkohol [EN: Licence for retail alcohol sales]	[EN: Ministry of Economy]
MK/13	B Integrirana Ekoloshka Dozvola, B - IPPC [EN: Integrated Pollution Prevention and Control	Mayor of the Municipality (or City of Skopje) depending on the location of the installation

	B licence]	
MK/14	Licenca za postapuvanje so sredstva za ladanje i/ili proizvodi koji sadrzat sredstva za ladanje [EN: Licence for handling of cooling agents / products which contain cooling agents]	Uprava za Zivotna Sredina, MZSPP [EN: Authority for Environment, Ministry of Environment and Spatial Planning]
MK/15	Potvrda za upis od regsitar na proizvođiteli na elektronska oprema – [EN: Confirmation certificate of the register of electronic and electric equipment producers]	Uprava za zivotna sredina, MZSPP [EN: Authority for environmental protection, MEPSP]
Montenegro (ME)		
ME/01	Upotrebna dozvola [EN: General licence to operate]	Ministarstvo održivog razvoja i turizma [EN: Ministry of Sustainable Development and Tourism]
ME/02	Odobrenje za rad ugostiteljskih objekata [EN: Permission to operate catering / tourist facilities]	Ministarstvo održivog razvoja i turizma [EN: Ministry of Sustainable Development and Tourism]
ME/03	Odobrenje za obavljanje ugostiteljske djelatnosti [EN: Permit for operating catering/tourist services]	Sekretarijat za razvoj preduzetništva Glavnog grada [EN: Secretariat for Entrepreneurship Development of the capital Podgorica]
ME/04	Kategorizacija ugostiteljskih objekata [EN: Categorisation of catering / tourist facilities]	Ministarstvo održivog razvoja i turizma [EN: Ministry of Sustainable Development and Tourism]
ME/05	Ispunjenost opštih i posebnih higijenskih zahtjeva za proizvodnju i promet hrane biljnog porijekla nakon primarne proizvodnje, kombinovane i ostale hrane [EN: Fulfilment of general and special hygienic requests for production and distribution of food of plant origin after primary production, combined food and other types of food]	Ministarstvo zdravlja [EN: Ministry of Health]
ME/06	Sanitarna saglasnost [EN: Sanitary permit]	Uprava za inspeksijske poslove [EN: Administration for Inspection affairs]
ME/07	Saglasnost u pogledu zaštite od požara i eksplozija– projekat, odnosno elaborat zaštite od požara [EN: Permit regarding fire and explosion protection – project/elaborate for fire protection]	Ministarstvo unutrašnjih poslova [EN: Ministry of Internal Affairs]
ME/08	Upis u registar za sakupljanje, odnosno transport otpada (dozvola)	Agencija za zaštitu životne sredine

	[EN: Register for collecting, and transporting the waste (permit)]	[EN: Environmental Protection Agency]
ME/09	Saglasnost na plan upravljanja otpadom proizvođača otpada [EN: Permit /agreement to the plan of managing the waste by the producers]	Agencija za zaštitu životne sredine [EN: Environmental Protection Agency]
ME/10	Odobrenje za rad skijaških terena [EN: Permission for ski ground operation]	Ministarstvo održivog razvoja i turizma [EN: Ministry of Sustainable Development and Tourism]
ME/11	Odobrenje za obavljanje djelatnosti pružanja turističkih usluga na kupalištima - [EN: Permit for operating catering/tourist services at beaches]	Sekretarijat za razvoj preduzetništva Glavnog grada [EN: Secretariat for Entrepreneurship Development of the capital Podgorica]
ME/12	Odobrenje za obavljanje djelatnosti pružanja turističkih usluga iznajmljivanje motora, bicikala, skutera i dr. [EN: Permit for operating tourist services regarding renting motorcycles, bicycles, scooters/jet ski, beach canoe, etc]	Sekretarijat za razvoj preduzetništva Glavnog grada [EN: Secretariat for Entrepreneurship Development of the capital Podgorica]
ME/13	Odobrenje za pružanje usluga u kongresnom, kulturnom, wellness, sportskom, golf turizmu, lovnom, ribolovnom, vjerskom, kao i drugim oblicima turizma. [EN: Permit for delivering services in congress, culture, wellness, sport, golf tourism, hunt, fishery, religious or other fields of tourism]	Sekretarijat za razvoj preduzetništva Glavnog grada [EN: Secretariat for Entrepreneurship Development of the capital Podgorica]
ME/14	Odobrenje za postavljanje firme [EN: Permit to external publicity]	Sekretarijat za razvoj preduzetništva Glavnog grada [EN: Secretariat for Entrepreneurship Development of the capital Podgorica]
ME/15	Dozvola za uvoz-izvoz robe [EN: Permit for import-export of goods]	Ministarstvo ekonomije [EN: Ministry of Economy]
ME/16	Uvjerenje o poslovnoj sposobnosti [EN: Certificate for business capability]	Centar za socijalni rad [EN: Centre for social work]
ME/17	Prijava zanata [EN: Registering the craft]	Ministarstvo ekonomije + Sekretarijat za razvoj preduzetništva Glavnog grada [EN: Ministry of Economy + Secretariat for Entrepreneurship Development of the capital Podgorica]
ME/18	Prijava trgovine [EN: Registering trade]	Uprava za inspeksijske poslove Crne Gore Tržišna inspekcija [EN: Administration for Inspection affairs of

		Montenegro]
ME/19	Sanitarna saglasnost za uvoz predmeta opšte upotrebe u skladu sa Zakonom o zdravstvenoj ispravnosti životnih namirnica i predmeta opšte upotrebe [EN: Sanitary permit to import goods of general usage in accordance with the Law on healthcare and accuracy of life goods and products of general usage]	Uprava za inspeksijske poslove [EN: Administration for Inspection Affairs]
ME/20	Sanitarna saglasnost za uvoz hrane u skladu sa Zakonom o bezbjednosti hrane [EN: Sanitary permit to import food in accordance with the Law on Food Safety]	Uprava za inspeksijske poslove [EN: Administration for Inspection Affairs]
ME/21	Odobrenje za obavljanje djelatnosti prometa na malo duvanskim proizvodima [EN: Permit for wholesale distribution of tobacco]	Agencija za duvan [EN: Agency for Tobacco]
ME/22	Integrirana dozvola [EN: Integrated permit]	Agencija za zaštitu životne sredine [EN: Environmental Protection Agency]
ME/23	Rješenje o davanju/ ne davanju saglasnosti na Elaborat o procjeni uticaja na životnu sredinu [EN: Decision on approval/non-approval of Environmental Impact Assessment]	Agencija za zaštitu životne sredine [EN: Environmental Protection Agency]
Albania (AL)		
AL/01	Licence: Sub Category II.1.A.1 - Manufacturing, processing and wholesale distribution of food; Group III	Autoritetit Kombëtar të Ushqimit / Qendra Kombetare e Licensimit [EN: National Food Authority / National Licencing Centre]
AL/02	Sub Category: III.1.C Leje e integruar mjedisore [EN: Integrated Environmental Permit]	Agjencia e Mjedisit dhe Pyjeve / Qendra Kombetare e Licensimit [EN: Agency of Environment and Forestry]
AL/03	Sub category III.1.B Leje mjedisore [EN: Integrated Environment Permit]	Agjencia e Mjedisit dhe Pyjeve / Qendra Kombetare e Licensimit [EN: Agency of Environment and Forestry]
Republic of Serbia (RS)		
RS/01	Agencija za privredne registre (Registar privrednih subjekata) [EN: Register of Business Entities]	Референце Агенције за привредне регистре [EN: Business Registers Agency]
RS/02	Klasifikacija delatnosti	Референце Агенције за привредне регистре

	[EN: Classification of Activities]	[EN: Business Registers Agency]
RS/03	Dozvola za osnivanje hotela [EN: General licence to operate a hotel]	Референце Агенције за привредне регистре [EN: Business Registers Agency]
RS/04	Dozvola za otvaranje restorana [EN: General licence to operate a restaurant]	Референце Агенције за привредне регистре [EN: Business Registers Agency]
RS/05	Obavezna klasifikacija hotela (rejting) [EN: Mandatory hotel classification or rating]	Министарство надлежно за послове туризма, а уколико се ради о хотелу у Београду онда се подноси захтев Секретаријату за привреду Града Београда. [EN: Ministry of Tourism or the Secretariat for Economy of the City of Belgrade]
RS/06	Obavezna klasifikacija restorana (rejting) [EN: Mandatory restaurant classification or rating]	Министарство надлежно за послове туризма уз уважавање мишљења Комисије за категоризацију угоститељских објеката. [EN: Ministry of Tourism with respect opinion of the Commission for the categorization of catering facilities.]
RS/07	Dozvola (registracija) za obavljanje poslova sa hranom [EN: Licence for or registration of a food business]	Централни регистар објеката и други субјекти у области безбедности хране и хране за животиње, Министарство пољопривреде, шумарства и водопривреде и Министарство здравља. [EN: Central register of entities in the field of food safety and animal feed, Ministry of Agriculture, Forestry and Water Management and Ministry of Health.]
RS/08	Dozvola za prodaju alkohola [EN: Sale of alcohol]	Министарствотуризма, трговинетелекомуникација, наосновуЗаконаоугоститељствуиПравилник уоминималнимтехничкимисанитарно-хигијенскимусловимазауређењеиопремање угоститељскихобјеката. КонтролуиспуњеностиусловавршиТржишна инспекцијакаоиТуристичкаИнспекција. [EN: Ministry of Tourism, Trade and Telecommunications, on the basis of the Law on catering activities and „Regulations on minimum technical and sanitary-hygienic conditions for arranging and catering facilities“. Control of fulfilment of conditions is performed by Market Inspectorate and the Tourist Inspectorate.]
RS/09	Obezbeđivanje prostorije za pušaće i nepušaće [EN: Smoking / non-smoking premises]	Министарство здравља и Министарство туризма, трговине и телекомуникација на основу „Закона о заштити становништва од изложености дуванском диму“ и „Правилником о условима и начину обављања угоститељске делатности, начину пружања угоститељских услуга, разврставању угоститељских објеката и минимално-техничким условима за

		<p>уређење и опремање угоститељских објеката" и „Правилником о облику и садржају знака забране пушења и знака да је дозвољено у одређеном простору, начину истицања тих знакова, обрасцу извештаја о повреди забране пушења, врсти потребних доказа о пушењу и начину на који се они прикупљају и на који се утврђује присуство дуванског дима у простору у коме је пушење забрањено, као и обрасцу наплате новчане казне на лицу места". Контролу спроводе Санитарна инспекција, Инспекција рада, Тржишна инспекција и Туристичка инспекција.</p> <p>[EN: Ministry of Health and Ministry of Tourism, Trade and Telecommunications on the basis of "The Law on Protection from exposure to tobacco smoke" and " Ordinance on conditions and manner of conducting commercial activities, the method of providing catering services, classification of restaurants and the minimum technical requirements for planning and catering facilities" and "Regulations on the form of no smoking sign and the sign that smoking is allowed in a certain area, the method of highlighting those characters, the form of reports on the violation of the smoking ban, the type of evidence needed to prove smoking in areas and the way in which they are collected and which is determined by the presence of tobacco smoke in area where smoking is prohibited, as well as the pay of a fine on the spot". Control by Sanitary Inspection, Labour Inspection, Market Inspection and Travel Inspection.]</p>
RS/10	<p>Dozvola za emitovanje televizijskog programa na javnim mestima</p> <p>[EN: Television licence]</p>	<p>SOKOJ</p> <p>[EN: Serbian Music Authors' Organization]</p>
RS/11	<p>Spoljni publiciteti i oznake</p> <p>[EN: External publicity or signage]</p>	<p>Министарство финансија и локалне самоуправе и Управа за јавне приходе а на основу Закона о финансирању локалне самоуправе и Закона о комуналним таксама за истицање назива фирме. Контролу спроводе Пореска инспекција, Тржишна Инспекција и Санитарна инспекција.</p> <p>[EN: Ministry of Finance and Local Government and Public Revenue Office on the basis of Law on Local Government Finance and Law on Communal Fees to highlight the company's name. Control is performed by Tax Inspection, Market Inspection and Sanitary Inspection.]</p>
RS/12	<p>Zaštita od požara</p> <p>[EN: Law on Fire Protection 2009]</p>	<p>Министарство унутрашњих послова-МУП, Управа за превентивну заштиту МУП-а и Инспекцијски надзор а на основу Закона о заштити од пожара.</p> <p>[EN: Ministry of Internal Affairs- MUP, Department for Preventive Protection and</p>

		Inspection Supervision under the Law on Fire Protection.]
RS/13	Sanitarne dozvole [EN: Law on Sanitary Inspection]	Министарство здравља Републике Србије и Санитарна локална инспекција а на основу Закона о санитарном надзору и Правилником о доказима који се прилажу уз захтев за издавање санитарне сагласности [EN: Ministry of Health of the Republic of Serbia and Local Sanitary Inspection]
RS/14	Čist kriminalni dosije zaposlenih (izvod iz MUP-a Srbije) [EN: Clean criminal record of employees]	Министарство унутрашњих послова а на основу Закона о раду. Контролу врши Инспекција рада. [EN: Ministry of Internal Affairs-MUP under the Labour Law].
RS/15	Dokazi o kvalifikovanosti zaposlenih (diplome srednjih škola i fakulteta, sertifikati o pohađanju kurseva) [EN: Proof of qualifications required of employees]	Издају се од стране институција у којима је лице стекло образовање (попут диплома, сертификат) уз њихово обавезно оверавање у јавним органима власти попут Општина или Судова. Приликом запошљавања радника, ову документацију проверавају надлежни органи Републички Фонд за пензијско и инвалидско осигурање или Републички Фонд за здравствено осигурање. [EN: They are issued by the institution in which employee has obtained the education (such as a diploma, certificate) with their mandatory verification at public authorities such as the Municipality or the Courts. When employees are hiring in companies, this documentation is checked by the competent authorities like Republic Fund for Pension and Disability Insurance or Republican Health Insurance Fund.]
RS/16	Lekarskouverenje zaposlenog [EN: Health certificates of employees]	Одговарајућа медицинска установа а на бази Закона о раду. Контролу спроводи Инспекција рада. [EN: Appropriate medical institutions under the Labour Law. Control is performed by the Labour Inspectorate.]
RS/17	Dozvola za otvaranje vodoinstalaterskog preduzeća (zanatskeradnje) [EN: General licence to operate a plumbing company]	Референце Агенције за привредне регистре [EN: Business Registers Agency]
RS/18	Dozvola za upravljanje mašinama određenog tipa [EN: Premises for machines]	На основу докумената Министарства грађевинарства, Закона о безбедности и здравља на раду предузеће мора послати радника на одговарајућу обуку на којој он стиче сертификат (дозволу) за рад са одговарајућом машином. Сертификате (дозволе) издају посебне институције попут Института за безбедност и здравље на раду, Институт за безбедност и

		<p>превентивни инжењеринг, Институт „27. Јануар „ Ниш и др.</p> <p>[EN: According with documents of Ministry of Construction, the Law on Safety and Health at Work, companies must send their workers to appropriate trainings and teaching lessons, where they can get adequate certificate (licence) to work with the appropriate machine. This certificates (licences) are issued by special institutions in Serbia like “ Institute for Safety and Health at Work”, “ Institute for Security and Preventive Engineering”, “ Institute "27th January" in Niš” and others.]</p>
RS/19	<p>Dozvolazaobavljanjeinstalaterskihposlova</p> <p>[EN: Licence for complex installation work]</p>	<p>Инжењерска комора Србије</p> <p>[EN: Serbian Chamber of Engineers]</p>
RS/20	<p>Opšta dozvola za rad trgovine na veliko i malo</p> <p>[EN: General licence to operate a wholesale and retail distributor]</p>	<p>Агенција за привредне регистре, Министарство трговине, туризма и телекомуникација у складу са Законом о санитарном надзору, Правилником о санитарно-хигијенским условима за објекте у којима се обавља производња и промет животних намирница и средстава опште употребе и Правилником о класификацији трговинских формата.</p> <p>[EN: Business Registers Agency, Ministry of Trade, Tourism and Telecommunications in accordance with the Law on Sanitary Inspection, “Rules and Regulations on sanitary- hygienic conditions for facilities that provide production and distribution of foodstuffs and general use of resources” and “Rules and classification of trade formats”.]</p>
RS/21	<p>Dozvola za distribuciju prehrambenih proizvoda</p> <p>[EN: Licence to distribute food items]</p>	<p>Министарство трговине, туризма и телекомуникација, Министарство здравља на основу Закона о безбедности хране, Закона о санитарном надзору и Правилником о санитарно-хигијенским условима за објекте у којима се обавља производња и промет животних намирница и средстава опште употребе.</p> <p>[EN: Ministry of Trade, Tourism and Telecommunications, Ministry of Health according with The Food Safety Law, Law on Sanitary Inspection and „Rules and Regulations on sanitary- hygienic conditions for facilities that provide production and distribution of foodstuffs and general use of resources”].</p>
RS/22	<p>Dozvola za distribuciju specifičnih vrsta proizvoda</p> <p>[EN: Permits to distribute specific items]</p>	<p>Министарство трговине, туризма и телекомуникација, Министарство здравља на основу Закона о безбедности хране, Закона о санитарном надзору и Правилником о санитарно-хигијенским условима за објекте у којима се обавља производња и промет животних намирница и средстава опште употребе.</p>

		[EN: Ministry of Trade, Tourism and Telecommunications, Ministry of Health according with The Food Safety Law, Law on Sanitary Inspection and „Rules and Regulations on sanitary- hygienic conditions for facilities that provide production and distribution of foodstuffs and general use of resources“].
RS/23	Zdravstvena ispravnost hrane, higijensko-sanitarni uslovi za rad [EN: Food safety / hygiene]	Министарство здравља, Министарство рада и социјалне политике на основу Закона о безбедности хране, Закона о санитарном надзору, Правилником о санитарно-хигијенским условима за објекте у којима се обавља производња и промет животних намирница и средстава опште употребе и Правилника о превентивним мерама за безбедан и здрав рад на радном месту. Контролу исправности врше Санитарна инспекција и Инспекција за рад. [EN: Ministry of Health, Ministry of Labour and Social Politics according to The Food Safety Law, Law on Sanitary Inspection, Rules and Regulations on sanitary- hygienic conditions for facilities that provide production and distribution of foodstuffs and general use of resources, Rules and Regulations on Preventive measures for safe and healthy work and adequate workplace. Control is performed by Sanitary Inspection and Labour Inspection.]
RS/24	Sanitarno-ekološke dozvole [EN: Environmental compliance and sanitary permits]	Министарство пољопривреде и заштите животне средине, на основу Закона о заштити животне средине, Закона о интегрисаном спречавању и контроли загађивања животне средине и Закона о процијени утицаја на животну средину. Контролу врше Инспекција за екологију и Јукао и Тржишне инспекције. [EN: Ministry of Agriculture and Environmental Protection. Control is performed by Inspectorate for Ecology and Market Inspection.]
RS/25	Higijensko/sanitarne dozvole [EN: Hygiene / Sanitary Act compliance]	Министарство здравља, Министарство рада и социјалне политике на основу Закона о санитарном надзору, Правилником о санитарно-хигијенским условима за објекте у којима се обавља производња и промет животних намирница и средстава опште употребе и Правилника о превентивним мерама за безбедан и здрав рад на радном месту. Контролу исправности врше Санитарна инспекција и Инспекција за рад. [EN: Ministry of Health, Ministry of Labour and Social Politics. Control is performed by Sanitary Inspection and Labour Inspection.]
RS/26	Bezbednost zaposlenih [EN: Safety of employees]	Министарство здравља, Министарство грађевине на основу Закона о санитарном надзору, Закона о безбедности на раду, Правилником о санитарно-хигијенским

		<p>условима за објекте у којима се обавља производња и промет животних намирница и средстава опште употребе и Правилника о превентивним мерама за безбедан и здрав рад на радном месту. Контролу исправности врше Санитарна инспекција и Инспекција за рад и Грађевинска инспекција.</p> <p>[EN: Ministry of Health, Ministry of Building. Control is performed by Sanitary Inspection, Labour Inspection and Construction Inspection.]</p>
RS/27	<p>Dozvole za medjunarodnu trgovinu</p> <p>[EN: Permits for cross-border trade]</p>	<p>Министарство трговине, туризма и телекомуникација на основу Закона о спољнотрговинском пословању.</p> <p>[EN: Ministry of Trade, Tourism and Telecommunication accorting with the International Trade Law.]</p>
RS/28	<p>Opšta licence za rad kompanije za proizvodnju čelika</p> <p>[EN: General licence to operate a steel manufacturing company]</p>	<p>Референце Агенције за привредне регистре</p> <p>[EN: Business Registers Agency]</p>
RS/29	<p>Dozvole koje se odnose na specifične vrste čeličnih proizvoda</p> <p>[EN: Licences applicable to specific types of steel products]</p>	<p>Министарство пољопривреде и заштите животне средине а на основу Закона о заштити животне средине и Уредбе о врстама активности и постројења за које се издаје интегрисана дозвола.</p> <p>[EN: Ministry of Agriculture & Environmental Protection]</p>
RS/30	<p>Opšta dozvola za rad preduzeća koja se bave proizvodnjom IT uređaja</p> <p>[EN: General licence to operate a company producing IT devices]</p>	<p>Референце Агенције за привредне регистре</p> <p>[EN: Business Registers Agency]</p>
RS/31	<p>Dozvole koje se primenjuju u proizvodnji specifičnih vrsta IT uređaja</p> <p>[EN: Licences applicable to specific types of IT devices produced]</p>	<p>Министарство пољопривреде и заштите животне средине а на основу Закона о заштити животне средине и Уредбе о врстама активности и постројења за које се издаје интегрисана дозвола.</p> <p>[EN: Ministry of Agriculture and Environmental Protection]</p>
Turkey (TR)		
TR/01	<p>Ticaret Sicil Gazetesi</p> <p>[EN: Trade Registry Certificate]</p>	Trade Registry Agencies of local Chambers of Commerce
TR/02	<p>İş Lisans</p> <p>[EN: Business Licence]</p>	Municipalities or City Governments

TR/03	Turizm Yatırım Belgesi [EN: Tourism Investment Licence]	Kültür ve Turizm Bakanlığı [EN: Ministry of Culture and Tourism]
TR/04	Turizm İşletme Belgesi [EN: Tourism Establishment Certificate]	Kültür ve Turizm Bakanlığı [EN: Ministry of Culture and Tourism]
TR/05	[EN: Independent Consulting Engineering Office Certificate]	Türk Mühendis ve Mimar Odaları Birliği (TMMOB) [EN: Union of Chambers of Turkish Engineers and Architects]
TR/06	[EN: Environmental Impact Assessment Report]	Çevre ve Şehircilik Bakanlığı [EN: Ministry of Environment and Urban Planning]
TR/07	[EN: Capacity Report]	Local Chamber of Industry
Israel (IL)		
IL/01	General Business Licence	Municipalities
IL/02	Police Approval (Ishur Mishtara)	Police
IL/03	Licence of approval from ministry of health (Ishur Misrad Habriut)	Misrad Habriut [EN: Ministry of Health]
IL/04	Licence from municipality (Ishur Reshut Hamekomit)	Municipalities
IL/05	Licence from Engineering Department (Ishur Vaadat Tichnun)	Engineering Department
IL/06	Licence from fire department (Ishur Kibui Esch)	Fire Department
IL/07	Licence from the environmental department (Ishur Echut HaSviva)	Environmental Department
IL/08	Sanitation licence (Ishur Tavrua)	Municipalities
IL/09	Hotel manager "Certificate of good character"	Police
IL/10	Certified Business for Tourists	Ministry of Tourism
IL/11	Factory permit - in order to receive an "Approved Enterprise" certification (Ishur Mifal)	Ministry of Economics
IL/12	Licence of the Standards Institution of Israel (Ishur Machon HaTekanim)	Standards Institution of Israel
IL/13	Employee safety certification (Ishur Betichut Ovdim)	Ministry of Economics
IL/14	Providing evidence of adequate formal education of manager (Haskala Matima)	Certification of the Institute for Higher

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	Menahel)	Education where the person studied
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3.0 Hotel with a restaurant

3.1 Licences required in EU28

Table 3.1 Licences required of a hotel with a restaurant (EU28)

HOTEL WITH A RESTAURANT	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Industry licences														
General licence to operate a hotel / Hotel trade name / Listing in register	BE/01	BG/01	CZ/02				IE/02	EL/02	ES/07 ES/08		HR/05 HR/07		CY/01 CY/03	LV/01
General licence to operate a restaurant														
General business licence, registration or start-up notification			CZ/04		DE/01	EE/02			ES/01	FR/01		IT/01	CY/04	
Mandatory classification of hotel	BE/01	BG/01							ES/09		HR/06	IT/10	CY/02	
Licences related to products/services														
External publicity or signage										FR/02				LV/07
Licence or registration of a food business (incl. food safety, hygiene)	BE/05	BG/02	CZ/06	DK/01	DE/04 DE/05	EE/01	IE/07		ES/14	FR/06	HR/08			LV/02
Sale of alcohol	BE/04		CZ/03	DK/02	DE/03	EE/03	IE/03			FR/03 FR/04		IT/05	CY/07	LV/03
Television licence, broadcast, copyright music, etc.							IE/11I E/13					IT/08		LV/04 LV/05
Street furniture or open-air licence							IE/06							
Registration of opening hours														
Licences related to premises														

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HOTEL WITH A RESTAURANT	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
General premises licence		BG/03							ES/20	FR/07			CY/06 CY/14	
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)	BE/06						IE/05I E/10				HR/14	IT/10	CY/16	
Safety of premises (e.g. fire safety, accessibility for disabled people, appliance safety)	BE/03						PRQ	EL/01	ES/21		HR/09 HR/10 HR/11 HR/12 HR/13		CY/10 CY/17	
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)	BE/04		CZ/06									IT/09	CY/08	
Licences related to employees														
Requirement to certify name of hotel manager	BE/04		PRQ											
Requirement to certify clean criminal record of hotel manager	BE/04		CZ/05					PRQ					PRQ	
Verification of staff qualifications	BE/02													
Health certificates of employees or medical examination		BG/05											CY15	
Safety of employees (not fire safety) or risk evaluation									ES/21			IT/04	CY/14	
Other licences and permits														
Other													CY/05	LV/08
TOTAL NUMBER	6	4	5	2	4	3	8	2	7	6	11	6	13	7

PRQ = Prerequisite for other licences;

* voluntary licence

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HOTEL WITH A RESTAURANT	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Industry licences														
General licence to operate a hotel / Hotel trade name		LU/01	HU/01	MT/01	NL/05			PT/07	RO/01	SI/10	SK/09		SE/01	
General licence to operate a restaurant			HU/02					PT/04	RO/05					
General business licence, registration or start-up notification					NL/01	AT/01					SK/01		SE/15	
Mandatory classification of hotel	LT/03				NL/08		PL/13		RO/01	SI/14				UK/08
Licences related to products/services														
External publicity or signage	LT/06								RO/07				SE/09	
Licence or registration of a food business (incl. food safety, hygiene)	LT/01				NL/09		PL/11		RO/02 RO/05	SI/07 SI/09 SI/12	SK/08	FI/01F I/03	SE/02	
Sale of alcohol	LT/02				NL/06		PL/10		RO/03		SK/05	FI/04F I/08	SE/03	UK/05 UK/06
Television licence, broadcast, copyright music, etc.							PL/12	PT/11	RO/04			FI/07	SE/08 SE/14	UK/02 UK/03 UK/04
Street furniture or open-air licence								PT/09					SE/04	
Registration of opening hours								PT/08	RO/06	SI/11				
Events licence										SI/13				
Licences related to premises														
General premises licence		LU/06			NL/07	AT/02	PL/02				SK/07			UK/07
Environmental compliance (e.g. disposal of industrial waste, sound)				MT/03 MT/04			PL/08							

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HOTEL WITH A RESTAURANT	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Safety of premises (e.g. fire safety, accessibility for disabled people, appliance safety)	LT/09		HU/01						RO/08 RO/09				SE/10	
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)	LT/05		HU/01		PRQ		PL/09				SK/06	FI/02		
Licences related to employees														
Requirement to certify name of hotel manager														
Requirement to certify clean criminal record of hotel manager														
Verification of staff qualifications														
Health certificates of employees	LT/10													
Safety of employees (not fire safety) or risk evaluation														
Other licences and permits														
Data protection									RO/10					UK/01
Other				MT/06										
TOTAL NUMBER	7	3	2	4	6	2	7	5	10	7	7	6	9	8

PRQ = Prerequisite for other licences

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3.2 Licences required in the other CIP countries

Table 3.2 Licences required of a hotel with a restaurant (other CIP countries)

HOTEL WITH A RESTAURANT	IS	LI	NO	MK	ME	AL	RS	TR	IL
Industry licences									
General licence to operate a hotel / Hotel trade name	IS/02				ME/02	AL/01	RS/03	TR/03	IL/10
General licence to operate a restaurant		IL/03	NO/01	MK/03	ME/03	AL/01	RS/04		
General business licence, registration or start-up notification	IS/01	IL/01		MK/01	ME/01		RS/01 RS/02	TR/01	IL/01
Mandatory classification of hotel				MK/04	ME/04		RS/05 RS/06	TR/03	
Licences related to products/services									
External publicity or signage	IS/03	IL/04	NO/01	MK/05	ME/05		RS/07		IL/03
Licence or registration of a food business (incl. food safety, hygiene)	IS/02		NO/02			AL/01	RS/08		
Sale of alcohol							RS/10		
Television licence, broadcast, copyright music, etc.									
Street furniture or open-air licence									
Licences related to premises									
General premises licence					ME/14	AL/01	RS/11		IL/02
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)				MK/06MK/07	ME/08ME/09	AL/01			IL/07

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HOTEL WITH A RESTAURANT	IS	LI	NO	MK	ME	AL	RS	TR	IL
Safety of premises (e.g. fire safety, accessibility for disabled people, appliance safety)	IS/02				ME/07	AL/01	RS/12		IL/06
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)					ME/06	AL/01	RS/13		IL/08
Licences related to employees									
Requirement to certify name of hotel manager	IS/02								IL/09
Requirement to certify clean criminal record of hotel manager	IS/02	IL/01					RS/14		
Verification of staff qualifications		IL/01			ME/16	AL/01	RS/15		
Health certificates of employees							RS/16		
Safety of employees (not fire safety) or risk evaluation	IS/02								
Other licences and permits									
Permission for skiing operations / Beach tourist services					ME/10 ME/11				
Permit for hire of motorcycles, bikes and equipment					ME/12				
Permit for services: conferences, culture, wellness, sport, etc.					ME/13				
Permit for import/export of goods					ME/15				
TOTAL NUMBER	3	3	2	7	11¹	1	15	4	10

¹“Other” licences unlikely to be required by most hotels.

3.3 Licences requiring the longest time

Table 3.3 Licences requiring the longest time (hotel with a restaurant)

Country	No. of licences	Licence(s) requiring the longest time	Comment
Belgium (BE)	6	92 days - BE/06: Environmental Permit, Class 2 91 days -BE/03: Fire certificate	Average of the Flemish, Brussels-Capital and Walloon Regions.
Bulgaria (BG)	4	1 month - BG/02: Registration under the Food Act /for restaurants and other catering sites	
Czech Republic (CZ)	5	2 weeks typical time - CZ/03: Trade permit to sell alcohol and spirits	Mandatory maximum time is 1 month.
Denmark (DK)	2	1 month - DK/06: Registration as food product enterprise	Usually, the licence is granted immediately. However, in a few cases, it is necessary to have an inspection, in which case the licence is issued between 1 week and 1 month.
Germany (DE)	4	15 working days typical time - DE/03: Catering Permit (requested in the Federal States of Bremen and Bayern) or Notification of a Catering Trade (in the Federal State of Sachsen)	Mandatory and typical times vary between the Länder. Mandatory time in Bremen is 4 months and in Sachsen 4 weeks. Reported typical times vary from 8-20 working days.
Estonia (EE)	3	2 weeks typical time - EE/01: Approval of Veterinary and Food Board to handle foodstuffs	Mandatory maximum time is 20 working days.
Ireland (IE)	9	6 weeks typical time - IE/02: Fáilte Ireland Certification/Registration	Mandatory maximum time is 3 months.
Greece (EL)	2	50 days -EL/02:Special Operating Label	If the 50 days limit is exceeded, it shall be deemed that the special operating sign/license has been granted.
Spain (ES)	7	2-3 months typical time - ES/20: Municipal Licence related to the Activity	The maximum time foreseen by the local authorities to issue this licence is 180 days (Vitoria-Gasteiz) and 90 days (Seville).
France (FR)	6	2 months mandatory/typical time - FR/06: Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting	If applicants do not receive any answer within 2 months of submitting the application, the authorisation is approved.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		animal products or products of animal origin	
Croatia (HR)	11	60 days - HR/09: Certificate of electrical and gas installations	No mandatory maximum time.
		60 days - HR/10: Certificate of elevators	No mandatory maximum time.
		60 days - HR/11: Certificate of hydrant network	No mandatory maximum time.
		60 days - HR/12: Certificate of lightning protection installations	No mandatory maximum time.
		60 days - HR/13: Certificate of pressure vessels	No mandatory maximum time.
Italy (IT)	6	Up to 60 days typical time - IT/05: Alcohol Licence	60 days mandatory maximum time
Cyprus (CY)	13	Up to 3 months typical time - CY/02:Mandatory hotel classification	
		Up to 3 months typical time - CY/03:Hotel trade name	
		Up to 3 months typical time - CY/05:Licence to operate a hotel	
		Up to 3 months typical time - CY/07:Sale of alcoholic beverages	
Latvia (LV)	7	2 weeks typical time - LV/03: Licence for Retail Trade of Alcoholic Beverages	Mandatory maximum time of 60 days. There is also the Viesnīcas atbilstības sertifikāts (Certificate of Conformity), which takes at least 1 month but is voluntary.
Lithuania (LT)	7	45 days typical time - LT/03: Hotels, motels and camping classification certificate	30 days mandatory maximum time, if all the necessary information is submitted with the application. In most cases, not all information is provided in the first submission, making a re-

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Country	No. of licences	Licence(s) requiring the longest time	Comment
			submission is necessary.
		20 days typical time - LT/05: Permit - hygiene passport	75 days mandatory time, if a laboratory test is required.
		3 months mandatory maximum time - LU/06: Operating permit for classified establishments	
Luxembourg (LU)	3	2 months typical time - LU/07: Hotel trade status	3 months mandatory maximum time
			3 months mandatory maximum time. Typical time not known.
Hungary (HU)	2	30 days target/typical time - HU/01: Operation Licence	Local authority has a maximum of 21 days to issues the licence. In addition, branch authorities have 15 days to give approval.
		30 days target/typical time - HU/02: Comment of National Food Chain Safety Office on the Operation Licence	
Malta (MT)	4	10 days typical time - MT/04: GBR Permit for waste management, emissions, effluent discharges and storage of material	10 days mandatory maximum time
Netherlands (NL)	5	3 months typical time - NL/03:Liquor licence (NL/03)	3 months mandatory maximum time. Typical time is the mandatory maximum.
Austria (AT)	2	80-90 days typical time - AT/02: Trade facilities approval	Typical time quoted; wide variation reported
Poland (PL)	7	58 days mandatory maximum time - PL/02: Obtaining of the approval of the readiness of the facility/building for use	
		60 days typical time - PL/08: Environmental decision	
		51 days typical time - PL/10: Licence for sale of alcohol beverages	60 days mandatory maximum time.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
			60 days mandatory maximum time. Licences tend to be issued in fewer days only in exceptional cases.
		10 days typical time - PL/13: Classification ("stars" categorization) for the hotel facility	60 days mandatory maximum time.
Portugal (PT)	5	20 days mandatory maximum time - PT/04: "Zero licencing": commerce and services	20 days mandatory maximum time
		2 weeks typical time - PT/07: Tourist use licence	Licence came into effect in February 2014; typical time therefore not known.
		2 weeks typical time - PT/09: Use of public space	20 days mandatory maximum time
Romania (RO)	10	90 days typical time - RO/01: Classification certificate for a hotel and restaurant	135 days mandatory maximum time (30 days to issue provisional permit classification, 90 days to check site, 15 days to issue definitive classification); 30 days target time
Slovenia (SI)	7	30 days typical time - SI/10: Notification of accommodation activity	36 days mandatory maximum time
Slovakia (SK)	7	30 days typical/mandatory maximum time - SK/06: Decision to launch the operation (approval of operational regulations and sanitary rules)	In particularly complex cases, the administrative authority decides no later than 60 days.
Finland (FI)	6	30 days target time - FI/02: Notification pursuant to the Health Protection Act	Target time is 30 days
		20 days typical time - FI/04: Licence to serve alcoholic beverages	
		20 days typical time - FI/08: Extension permit for sale of alcoholic beverages	Target time is 30 days
			Typical time not known.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		30 days target time - FI/09: Licence for using kitchen alcohol	Typical time not known.
Sweden (SE)	9	1-2 months: Permit to sell and serve alcohol (SE/03)	The typical time ranges from 4 to 9 weeks. In some municipalities there is a target time ranging between three to 12 weeks
United Kingdom (UK)	8	28 days mandatory maximum time - UK/06: Alcohol Licence, Premises England & Wales	Mandatory maximum time can be extended if objections are raised, e.g. by 3rd parties. If the objection leads to rejection, the applicant may appeal. This may take up to 5 months.
Iceland (IS)	3	45 days - IS/02: Operating Licence from the Police Commissionaire	The average time in Reykjavik is 14-21 days. However, depending on where in the country the application is submitted, it can take up to 45 days for authorities to respond to the requests of the Police Commissionaire.
Liechtenstein (LI)	3	15 days - LI/01: Trade Licence	Average time from 5 to 15 days, delays are mostly because of missing documents or insufficient quality of applications. The test for LI/03: Restaurant Operator Test can only be taken twice a year (June/November) which might cause delays.
Norway (NO)	2	60 days - NO/01: Licence to serve food 60 days - NO/02: Liquor licence	The two processes are similar and can be completed in less than 60 days if the application is complete.
FYROM (MK)	7	30 days - MK/04: Hotel categorization 30 days - MK/06: Approval of Environmental Impact Assessment	Typical time is shorter (15 days). Many requirements are notifications only, or applications that do not involve the issue of a permit, so there is no time frame involved.
Montenegro (ME)	11	30 days - ME/05: production and distribution of food of plant origin after primary production, combined food and other types of food 30 days - ME/06: Sanitary Permit 30 days - ME/08: Permit for collecting, and transporting	Usually issued within the target time of 30 days. The General Licence to operate (ME/01) is at the basis of all the others.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		waste 30 days - ME/09: Permit /agreement to the plan of managing the waste by the producers 30 days - ME/10: Permission for ski terrain operation 30 days - ME/15: Permit for import-export of goods	
Albania (AL)	1	30 days maximum - AL/01:Licence: Sub Category II.1.A.1 - Manufacturing, processing and wholesale distribution of food; Group III	Procedures are based on the principle of tacit approval, electronic communication and a model of one-stop centres.
Serbia (RS)	16	n/a	There is no specification of time involved for each type of permit.
Turkey (TR)	4	30 business days – TR/03: Tourism Investment Licence	This is the typical time, it can sometimes be done in 20 days
Israel (IL)	10	21 days (For most licences) - IL/03: Licence from Ministry of Health can take months	The "General Business Licence" can only be obtained after having received all other licences. There is no particular sequence – all licences can be applied for at the same time.

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3.4 Time taken to obtain all licences

Table 3.4 Time taken to obtain all licences (hotel with a restaurant)

Country	Licence(s) requiring the longest time ²	Total time to obtain all licences (where different)	Comment
Belgium (BE)	3 months	=	
Bulgaria (BG)	1 month	=	
Czech Republic (CZ)	2 weeks	1.5 months	Licences must be acquired in sequence. The process takes 40 days if each licence takes the statutory maximum time. It is more typical for the process to take 30 days, if correct documentation is submitted.
Denmark (DK)	1 month	=	
Germany (DE)	3 weeks	=	
Estonia (EE)	2 weeks	=	
Ireland (IE)	6 weeks	=	
Greece (EL)	1.5 months	=	
Spain (ES)	2-3 months	+/- 3 months	Previous research shows that the average time to obtain all licences is 85 days in Spain and up to 108 days in some regions
France (FR)	2 months	=	
Croatia (HR)	2 months	3 months	Up to 11 different licences required, meaning that 3 months is typical. Moreover, the Decision of Ministry of Tourism (HR/07) is only taken after the categorisation of the hotel (HR/06), which involves testing minimum technical requirements.
Italy (IT)	2 months	1-3 months	Enterprises must apply for the alcohol licence (IT/05) at least 60 days before starting to sell alcohol. The business start-up certified notification (SCIA) (IT/01) does not require explicit approval but may require preliminary procedures, which may take time.
Cyprus (CY)	3 months	=	

² As presented in Table 3.3 but rounded to nearest week or month.

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Country	Licence(s) requiring the longest time ²	Total time to obtain all licences (where different)	Comment
Latvia (LV)	2 weeks	=	The (voluntary) certificate of conformity for accommodation (LV/01) can take up to one month to obtain but does not delay the commencement of business activities.
Lithuania (LT)	1.5 months	2-3 months	Some licences have to be obtained in sequence: Certificate of a Food Business Operator (LT/01) must be obtained before the Licence to Engage in Retail Trade in Alcoholic Beverages (LT/02); Permit hygiene passport (LT/05) and Fire Safety Certificate (LT/09) must be obtained before the Hotels, Motels and Camping Classification Certificate (LT/03).
Luxembourg	2-3 months	=	
Hungary (HU)	1 month	=	
Malta (MT)	2 weeks	=	
Netherlands	3 months	=	
Austria (AT)	3 months	=	
Poland (PL)	2 months	3 months	Some licences have to be obtained in sequence: the Licence for sale of alcohol beverages (PL/10) can only be obtained after approval by the sanitary inspector (Sanepid) (PL/09), which in turn can only be obtained after approval under HACCP (PL/11). Approval of the readiness of the facility for use (PL/02) only be gained after the Environmental Decision (PL/08); however, the Environmental Decision is only required during the construction of the facility and it can be gained before the company registration.
Portugal (PT)	2-3 weeks	=	
Romania (RO)	3 months	=	
Slovenia (SI)	1 month	=	If an employer wishes to gain approval of its provision of on-the-job vocational training, this process can take up to 5 months. However, this is not required for all hotels to operate.
Slovakia (SK)	1 month	>1 month	Licences must be acquired in sequence. A company must apply for registration in the Commercial Register (SK/01, SK/03) before it can apply for the permit to sell consumer alcohol (SK/05) and for the Decision to launch the operation (approval of operational regulations and sanitary rules) (SK/06) – although these last two can be applied for in parallel. Registration in the Commercial Register can take up to 5 days and obtaining the licences can take up to 30 days, meaning that maximum statutory time limit is 35 days, although approval is usually gained in a shorter time, i.e. about 30 days.
Finland (FI)	1 month	=	
Sweden (SE)	2 months	2-4 months	The number of licences required (up to 9) and the fact that there are no statutory limits on the time taken to approve, means that it can take up to 4 months to obtain all licences, depending on the precise activities of the hotel.

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Country	Licence(s) requiring the longest time ²	Total time to obtain all licences (where different)	Comment
United Kingdom (UK)	1 month	=	The absence of either an Alcohol Licence (Premises)(UK/06) or an Alcohol Licence (Personal) (UK/05) has the potential to delay the (voluntary) hotel rating assessment
Iceland (IS)	1.5 months	=	There are large variations between the capital and rural areas. IS/01 and IS/02 can be done simultaneously. Work is underway to reduce all application times to one month by the end of 2015.
Liechtenstein (LI)	3 weeks	=	Total time can be up to 15 working days, not because of delays in the administration, but because of missing documents or insufficient quality of applications. Test for LI/03: Restaurant Operators can only be taken twice a year (June/November) which can cause delays.
Norway (NO)	2 months	=	The two processes are similar and can be completed in less than 60 days if the application is complete.
FYROM (MK)	30 days	1-1.5 months	Typical time is generally shorter (15 days). Many requirements are notifications only, or applications that do not involve the issue of a permit, so time is not relevant.
Montenegro (ME)	30 days (several permits)	3 months (+2 months for voluntary permits)	Collecting all permits can be time consuming and take around 3 months – outside this extra time is needed for non-obligatory licences (Ski operation, beaches, equipment hire, etc.) which not all hotels might require.
Albania (AL)	1 month	=	There is only information on the mandatory time which is 30 days.
Serbia (RS)	n/a	+/- 1 month	If the facility is built and has all the necessary permits for the work, then the average time for obtaining permits is about a month
Turkey (TR)	1 month	1.5 months	You have to obtain the Trade Registry Certificate (TR/01) before applying for any other licences. The Business Licence and Work Permit (TR/02) is the most cumbersome (10 business days) due to formalities.
Israel (IL)	Several months	1-3 months	The Licence from the Ministry of Health (IL/03) can take months. The "General Business Licence" can only be obtained after having received all other licences, but there are wide variations in the time this licence takes depending on location.

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3.5 Fees charged for licences

Table 3.5 Fees chargeable for each licence (hotel with a restaurant) (EU28)

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Belgium (BE)	6	BE/01: Licence accommodation establishments	€55.00
		BE/02: Certificate of competence for the profession of restaurant owner	€0.00
		BE/03: Fire safety certificate	€60.00
		BE/04: Liquor licence	€60.00
		BE/05: Permit for operators active in the food chain	€55.00
		BE/06: Environmental Permit	€1,926.49
		TOTAL (BE)	€2,156.49
Bulgaria (BG)	4	BG/01: Categorization of a tourist site (Hotel, 50 rooms)	€150.00
		BG/01: Categorization of a tourist site (Restaurant, 20 places)	€95.00
		BG/02: Registration of a catering establishment	€17.00
		BG/03: Permit of use of a newly built hotel or restaurant (Sofia)	€250.00
		BG/13: Permit to place company information or advertising sign	€25.00
		TOTAL (BG)	€537.00
Czech Republic (CZ)	5	CZ/02: Trade notification of a vocation trade and extract from the register of trade licences (1000 CZK)	€36.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		CZ/03: Trade permit to sell alcohol and spirits	€18.00
		CZ/04: Registration and extract from Commercial Register	€218.00
		CZ/05: Criminal Record (10 staff @ 100 CZK)	€36.00
		CZ/06: Regional Public Health Office's approval of the rules of operation of a lodging facility (CZ/06)	€0.00
		TOTAL (CZ)	€308.00
Denmark (DK)	2	DK/01: Nutrition base (One-time fee for test: €80 + Annual fee: €67)	147.00
		DK/02: Alcohol licence	0.00
			147.00
Germany (DE)	4	Initial instruction according to § 43 of the Infection Protection Act (DE/04) (Average across 3 municipalities)	24.00
		Trade notification- entry into the Commercial Trade Register of the Municipal Trade Office (DE/01)	34.00
		Catering Permit (requested in the Federal States of Bremen and Bayern) or Notification of a Catering Trade (in the Federal State of Sachsen) (DE/03) (Average across 3 Länder)	335.00
		Registration according to Art. 6 II Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs) (DE/05)	0.00
			393.00
Estonia (EE)	3	Majutusettevõtte registreerimine majandustegevuse registris (Registration of an accommodation establishment in the Register of Economic Activities) (EE/02)	19.17

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Toidu käitlemise tunnustamine (Approval of Veterinary and Food Board to handle foodstuffs (EE/01) (6 hours @ €10.30 per hour)	61.80
		Alcohol registration in the Register of Economic Activities (EE/03)	0.00
			80.97
Ireland (IE)	8	Fáilte Ireland Certification/Registration (IE/02)	1,323.92
		Liquor licence (IE/03)	330.00
		Discharge to sewers/Food Service Establishments/Trade effluent (IE/05)	100.00
		Placing of tables and chairs in a public place for the purpose of serving food and drink (IE/06)	380.00
		Registration as Food Operator Business (IE/007)	0.00
		Discharge to Waters licence (IE/10)	380.00
		Television licence (IE/11)	160.00
		Public performance of copyrighted music (on-going fees) (IE/013)	0.00
			2,673.92
Greece (EL)	2	Fire safety certificate (no licence fee, but engineers study will cost) (EL/01)	0.00
		Special Operating Label (EL/02) (Hotel: €300; Restaurant: €150)	450.00
			450.00
Spain (ES)	7	Enrolment in the Tax register of business persons, professionals and withholders (ES/01)	0.00
		Registry of Establishments devoted to public spectacles and recreational	0.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		activities (ES/07)	0.00
		Inscription at the Tourism Register - Hotel Establishments: Enrolment in the Registry of Tourism (ES/08)	0.00
		Authorisation of Tourism activity and classification (ES/09)	54.12
		Authorisation (or previous communication of start of the activity) and Enrolment in the General Health Register of Food-related enterprises in Andalusia) (ES/14)	1,182.00
		Classified Municipal Licence related to the Activity (ES/20)	0.00
		Communication of the Opening of the Establishment (ES/21)	1,236.12
France (FR)	7	Déclaration d'entreprise - Company Declaration (FR/01)	350.00
		Autorisation d'enseigne (Preliminary authorisation for commercial sign) (FR/02)	0.00
		Permis d'exploitation (Operating permit) (FR/03) (Cost of training)	600.00
		Licence restaurant (Restaurant licence) (FR/04)	0.00
		Déclaration concernant les établissements préparant, transformant, manipulant, exposant, mettant en vente, entreposant ou transportant des denrées animales ou d'origine animale (Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting animal products or products of animal origin) (FR/06)	0.00
		Autorisation d'ouverture au public (Authorisation for opening a facility open to the public) (FR/07)	0.00
			950.00
Croatia (HR)	6	Registracija za obavljanje ugostiteljske djelatnosti /Registration for hospitality services (HR/05)	500.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Kategorizacija hotela/ Categorisation of hotel (HR/06)	130.00
		Rješenje Ministarstva turizma/ Decision of Ministry of Tourism (HR/07)	270.00
		Atest električnih I plinskih instalacija/ Certificate of electrical and gas installations (HR/09)	2,700.00
		Atest dizala/ Certificate of elevators (HR/10)	670.00
		Atest hidrantske mreže/ Certificate of hydrant network (HR/11)	670.00
		Atest gromobranske mreže/ Certificate of lightning protection installations (HR/12)	1,350.00
		Atest posuda pod tlakom/ Certificate of pressure vessels (HR/13)	6,960.00
Italy (IT)	11	Comunicazione Unica (ComUnica): Single Communication (IT/02)	290.00
		Segnalazione Certificata di Inizio Attività (SCIA) - Business Startup Certified Notification (IT/01)	0.00
		Autorizzazione Sanitaria: Sanitary Authorisation (within IT/01)	16.00
		Canone RAI: Television tax (IT/08)	1,018.40
		Licenza fiscale vendita di alcolici (UTF): Alcohol Licence (IT/05)	32.00
		Notifica Sanitaria: Sanitary Notification (IT/09) (average of Emilia-Romagna/Lombardy)	27.50
		Autorizzazione installazione insegne: Signs/external publicity authorisation (IT/07)	32.00
			1,415.90
Cyprus (CY)	6	Άδειαι λειτουργίας ξενοδοχείου-Licence to operate a hotel (CY/01) (3-star)	156.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Άδεια επαγγέλματος - Trade licence (CY/04)	250.00
		Άδεια επαγγελματικού υποστατικού-Licence of operation of professional premises (CY/06)	220.00
		Πιστοποιητικό υγείας-Health certificate(CY/08)	100.00
		Πώληση οινοπνευματωδών ποτών-Sale of alcoholic beverages (CY/07)	51.00
		Πιστοποιητικό για χρήση κυλίνδρου αερίου-Gas cylinder certificate (CY/10)	3.50
		Πιστοποιητικό ποινικού μητρώου-Criminal offence record (for the manager) (CY/13)	20.00
		Ιατρικό πιστοποιητικό-Medical certificate (CY/15)	50.00
			850.50
Latvia (LV)	13	Certificate of Conformity (voluntary) (LV/01)	284.00
		Licence for Retail Trade of Alcoholic Beverages (LV/03)	42.00
		Licence for Playing Music in Public (LV/04)	28.50
		Licence or Licence Agreement for Public Performance of Phonograms (LV/05)	24.00
		Kases aparāta, kases sistēmas, specializētas ierīces vai iekārtas reģistrācija - Registration of cash registers, cash systems, specialized devices and equipment (LV/08)	0.00
		B kategorijas piesārņojošās darbības atļauja: Category B Polluting Activity Permit (LV/10)	362.83
			419.74
Lithuania (LT)	7	Maisto tvarkymo subjekto patvirtinimo pažymėjimas Approval Certificate of Food Business Operator (LT/01) (> 5 employees)	30.00
		Licencija verstis mažmenine prekyba alkoholio produktais A Licence to Engage	

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		in Retail Trade in Alcoholic Beverages (LT/02)	375.00
		Leidimas – higienos pasas- Permit - hygiene passport (LT/05)	87.00
		Leidimas įrengti išorinę reklamą savivaldybės teritorijoje Permit for installation of outdoor advertising in municipal territory (LT/06)	10.00
		Sveikatos žinių atestavimo pažymėjimas (privalomasis higienos įgūdžių mokymas) Certificate of health knowledge assessment (compulsory hygiene skills training) (LT/07) (10 employees @ €3)	30.00
		Sveikatos žinių atestavimo pažymėjimas (privalomasis pirmosios pagalbos mokymas) Certificate of health knowledge assessment (compulsory first-aid training) (10 employees @ €4) (LT/08)	40.00
		Priešgaisrinės saugos pažymėjimas - Fire Safety Certificate (LT/09)	30.00
			602.00
Luxembourg (LU)	7	Établissement d'hébergement: accommodation establishment (LU/01)	24.00
Hungary (HU)	3	Működési engedély / Operation Licence (HU/01)	110.00
		Comment by Nébih (National Food Chain Safety Office, NFCSSO) to the Operation licence provided by local authorities(HU/02)	0.00
			110.00
Malta (MT)	2	Hotel Licence (MT/01)	46.59
Netherlands (NL)	2	Inschrijven bij Kamer van Koophandel: Register in Commercial code of the Chambers of Commerce (NL/01)	0.00
		Exploitatievergunning Horecabedrijf: Exploitation licence Hotel Café or restaurant (food service industry) (NL/05)	241.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Drank- en horecawet vergunning: liquor and food service industry law licence (NL/06)	307.00
		Licence for building-use, based on Bouwbesluit 2012 (1 maart): Building Decree 2012 (March 1) (NL/07)	293.00
		Hotel Classification (NL/08)	150.00
		Verklaring Sociale hygiëne: Declaration social hygiene (NL/09)	127.00
			1,159.00
Austria (AT)	6	Gewerbeberechtigung / trade licence (AT/01)	70.90
		Betriebsanlagengenehmigung / trade facilities approval (AT/02)	57.30
			128.20
Poland (PL)	2	Licencja ZAIKS / Association of authors / artists /ZAIKS/ licence (PL/12)	0.00
		Uzyskanie kategorii obiektu hotelowego / Classification ("stars" categorization) for the hotel facility (PL/13)	250.00
		Uzyskanie pozwolenia na użytkowanie budynku produkcyjnego / Obtaining of the approval of the readiness of the facility for use (PL/02)	250.00
		Decyzja o środowiskowych uwarunkowaniach - Environmental decision (PL/08)	51.00
		Wpis i zatwierdzenie zakładu przez Inspekcję sanitarną SANEPID / Approval of the facility by the relevant sanitary district inspector (Sanepid) and registration in the relevant Sanepid register (PL/09)	0.00
		Wprowadzenie zasad sytemu jakości HACCP / Introduction of the HACCP system (PL/11)	125.00
		Zezwolenie na sprzedaż napojów alokoholowych / Licence for sale of alcohol	770.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		beverages (PL/10)	1,446.00
Portugal (PT)	7	Tourist use licence (PT/07) (New licence; fee rates have not been announced yet)	-
		Zero licencing: commerce & services (average of Lisbon & Porto for 4,000m ²)(PT/04)	240.00
		Opening hours (PT/08)	0.00
		Licence to play copyrighted music and/or video images in public places (PT/11)	170.86
		Use of public space (average of Lisbon and Porto for 16 seats) (PT/09)	550.68
			961.54
Romania (RO)	5	Certificat de clasificare pentru hotel și restaurant / Certificate of classification for hotel and restaurant (RO/01)	0.00
		Autorizație sanitar – veterinară / Sanitary – veterinary licence (RO/02)	72.00
		Autorizație comercializare produse supuse accizelor / Licence for commercialization of products under excises regime (RO/03)	-
		Autorizație neexclusivă a utilizării operelor muzicale în scop ambiental / Non-exclusive licence for the use of musical works for ambiental purposes (50 rooms @ 3 RON (1 RON=0.22€) (RO/04)	33.00
		Autorizație de funcționare restaurant (eventual și cu terasă) / Licence for the operation of the restaurant (RO/5)	-
		Aviz program de funcționare restaurant / Approval for restaurant opening hours (RO/6)	20.00
		Autorizație de construcție firmă luminoasă / neluminoasă / Building Permit Signs lit / unlit (RO/07)	-

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Autorizație de securitate la incendiu (PSI) / Fire Safety Permit (PSI) (RO/08)	0.00
		Autorizație construire rampă acces persoane cu dizabilități / Construction permit for disabled people access ramp (RO/09)	0.00
		Autorizație pentru prelucrarea datelor cu caracter personal / Authorisation for the processing of personal data (RO/10)	0.00
			125.00
Slovenia (SI)	10	Registracija živilskega obrata – za vsa živila v gostinstvu: Registration of a food establishment: all foods of plant and animal origin – except dietary supplements (SI/07)	0.00
			0.00
		Certifikat HACCP: HACCP Certificate (SI/09)	30.00
		Registracija nastanitvene dejavnosti (Registration of accommodation activity (SI/10)	0.00
		Prijava obratovalnega časa: Working hours notification (SI/11)	
		Registracija FCM – registracija podjetja, ki proizvajajo, predelujejo in prva dajejo v promet materiale in izdelke, namenjene za stik z živilo: FCM registration – registration of companies that produce, process and first place on the market products intended to come in contact with foods (SI/12)	0.00
			1,500.00
		Kategorizacija nastanitvenih obratov (Classification of accommodation facilities (SI/14)	1,530.00
Slovakia (SK)	7	Ohlášení volné živnosti do Živnostenského rejstříku - Trade notification of a free trade and extract from the register of trade licences (SK/01)	4.00
		Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register (SK/03)	169.08
		Povolení na prodej spotřebitelského balení lihu: Permit to sell consumer alcohol	

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		packaging (SK/05)	66.00
		Rozhodnutí o zahájení provozu (schválení provozního řádu a sanitárních pravidel: Decision to launch the operation (approval of operational regulations and sanitary rules) (SK/06)	50.00
			289.08
Finland (FI)	7	Anniskelulupa / Licence to serve alcoholic beverages (FI/04)	600.00
		Tekijänoikeuskorvaus musiikin tai videoiden soittamisesta / Licence for the copyright compensation of playing music or videos (FI/07) (€83.37 per month x 12 months) (FI/07)	1,000.44
		Anniskeluajan jatkolupa / Extension permit for sale of alcoholic beverages(FI/08)	315.00
		Keittiöalkoholin käyttölupa / Licence for using kitchen alcohol (FI/09)	220.00
		Ilmoitus elintarvikehuoneistosta / Notification for food premises (FI/01)	110.00
		Terveysturvallisuuslain mukainen ilmoitus / Notification pursuant to the Health Protection Act (FI/02)	200.00
		Ilmoitus ravitsemisliikkeestä / Notification for catering premises (FI/03)	-
			2,445.44
Sweden (SE)	6	Tillstånd till att bedriva hotell- och pensionärrörelse - Permit to operate a hotel or a bed and breakfast (SE/01)	415.00
		Registera livsmedelsanläggning - Registration and control of food establishment and its premises (SE/02)	78.00
		Serveringstillstånd - Permit to sell and serve alcohol (SE/03)	135.00
		Tv-avgift - Television licence (SE/08)	0.00
			1,525.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Musiklicens – licence to play music (SE/14)	112.00
		Lov för skylt/ljusanordning - building licence to add or adapt a sign (SE/09)	0.00
		Brandskyddsredogörelse – Fire protection statement (SE/10)	0.00
		Anmälan av anläggning av köldmedier – Registration of refrigerants (more than 10 kg) (SE/11)	673.00
		Tillstånd för brandfarliga varor – permit for flammable products (SE/12)	28.00
		Tillstånd enligt ordningslagen och lokala föreskrifter (markupplåtelse) – Permit to use public premises for outdoor seating (land lease) (SE/04)	213.00
		Bolagsregistrering – Company registration (SE/15)	3,179.00
United Kingdom (UK)	9	Data Protection (UK/01)	43.00
		TV Licence (UK/02)	1585.00
		Music Licence (PRS) (UK/03)	260.00
		Music Licence (PPL) (UK/04)	281.00
		Alcohol Licence (Personal E&W) UK/05	45.00
		Alcohol Licence (Premises E&W) (UK/06)	381.00
		Food Premises (England) (UK/07)	0.00
		Hotel Rating (England) (UK/08)	1,396.00
			3,948.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
	6		

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Table 3.6 Fees chargeable for each licence (hotel with a restaurant) (non-Member States)

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Iceland (IS)	3	Registration as Private limited company (IS/01) – 130,500 ISK	845.00
		Operating Licence Police Commissionaire (IS/02) – 31,500 ISK-208,500 ISK (w/ alcohol licence)	1,348.00
		Operating Licence from Public Health Authority (IS/03) – 23,000 ISK	150.00
			2,343.00
Liechtenstein (LI)	3	Trade Licence(LI/01): €250 for natural persons & €500 for legal persons)	500.00
		Restaurant Operator Test (LI/03)	210.00
		Notification for Food Companies (LI/04): Free of charge	0.00
		710.00	
Norway (NO)	2	Licence to serve food (NO/01) – Free of charge	0.00
		Liquor licence for serving alcoholic beverages (NO/02); no cost to obtain licence: annual fee calculated on basis of quantity sold	0.00
		0.00	
FYROM (MK)	7	Registration from Central Registry of RM (MK/01)(paper appl: 2.399mkd/€40; e-appl: free)	0.00
		MK/02: Notification of starting an activity (Free of charge)	0.00
		MK/03: Application for starting operation in catering activity (Free of charge)	0.00
		MK/04: Categorisation of a hotel (Free of charge)	13.00
		MK/05: Registration in AFV for premises and food operators (adm. fee 400 mkd)	6.50
		MK/06: Approval Environmental Impact Assessment (admin.fee 600 mkd/ preparation	10.00

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		by professional: €3-5,000)	0.00
		MK/07: Preparation of Plan for waste management	29.50
Montenegro (ME)	11 [+ 5 optional]	ME/01: General Licence to operate	0.00
		ME/02: Permission to operate tourist services	5.00
		ME/03: Permit for operating catering/tourist service (depends on size: >200m ² : €75) + Control of min. technical conditions (€20-70)	75.00
		ME/04: Categorisation catering/tourist facilities	5.00
		ME/05: Hygienic requests for food production/distribution (€50-350 depending on size + Adm.tax: €5	55.00
		ME/06: Sanitary permit (€36-107 depending on size)	36.00
		ME/07: Permit re: fire and explosion protection(€50-500 depending on size)	50.00
		ME/08: Register for collecting/transporting waste	5.00
		ME/09: Permit to the plan of managing the waste by producers	5.00
		ME/14: Permit for external publicity (varies by municipality, publicity size and business size - €100-150/yr)	100.00
		ME/16: Certificate for business capability	0.00
		[ME/10: Permission for ski terrain operation -optional]	[5.00]
		ME/11: Permitfor catering/tourist services at beaches- optional]	[0.00])
		[ME/12: Permit for hire ofmotorcycles, bikes, equipment (<200m ² : € 50; >200m ² :€75) - optional]	[75.00]
		[ME/13: Permit for services in congress, culture, wellness, sport etc. (<200m ² : € 50; >200m ² :€75) - optional]	[75.00]

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		[ME/15: Permit for import-export of goods]	[5.00]
			336.00
Albania (AL)	1	AL/01: Licence: Sub Category II.1.A.1 - Manufacturing, processing and wholesale distribution of food; Group III; combined cost: 100ALL	0.80
Serbia (RS)	16	(No information available)	n/a
Turkey (TR)	4	Trade Registry Certificate (TR/01): (0.04% of company capital)	-
		Business Licence and Work Permit (400 TL)(TR/02)	138.00
		Tourism Investment Licence (TR/03)(1,000 TL for every * in hotel rating) ex: 2*	689.00
		Tourism Establishment Certificate (TR/04)(1,000TL for every * in hotel rating and 1,500TL for the rating plate) ex: 2*	1,205.00
			2,032.00
Israel (IL)	10	IL/01:General Business Licence (including all the other licences)- (If tables and chairs outside hotel another €87 per 100m ²)	78.00
		IL/02-IL/09: No fees	87.00
		IL/06: Licence from Fire Department (€38 + €31 for every 100 m ² >100 m ²) ; hotel=4,000 m ²	0.00
		IL/10: Certified Business for Tourists	1,278.00
			32.00
			1,475.00

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4.0 Plumbing company

4.1 Licences required in EU28

Table 4.1 Licences required of a plumbing company (EU28)

PLUMBING COMPANY	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Industry licences														
General licence to operate a plumbing company / listing in a sector-specific register	BE/13		CZ/01	DK/03 DK/05	DE/06	EE/02		EL/03	ES/12		HR/16			
Generic business licence or listing in general business register			CZ/04		DE/01				ES/01 ES/20	FR/01	HR/15	IT/01I T/02	CY/04	
Licences related to products/services														
Installation of gas and electrical appliances		BG/08		DK/03 DK/05	DE/08		IE/01		ES/13			IT/13		
Handling or storing dangerous substances (e.g. cleaning products, solvents, glue)														
Licences related to premises														
General premises licence													CY/06 CY/14	
Environmental compliance							IE/10							
Safety of premises (fire, accessibility)									ES/04 ES/21					
Hygiene/sanitary (non-food)														
Licences related to employees														
Verification of staff qualifications	BE/09	BG/12	PRQ	DK/04						FR/08	PRQ	IT/01		
Safety of employees		BG/04							ES/21			IT/04		
Certify clean criminal record			PRQ											
Health certificates of employees														
Other licences and permits														
Other					DE/09				ES/06					LV/08
TOTAL NUMBER	2	3	2	3	4	1	2	1	7	2	2	4	3	1

PRQ = Prerequisite for other licences

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PLUMBING COMPANY	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Industry licences														
General licence to operate a plumbing company / listing in a sector-specific register	LT/11	LU/02		MT/02		AT/01		PT/06	RO/11	SI/01	SK/02			
Generic business licence or listing in general business register					NL/01						SK/03		SE/15	
Licences related to products/services														
Installation of gas and electrical appliances		LU/02 LU/09		MT/05						SI/06			SE/16	UK/10
Handling or storing dangerous substances (e.g. cleaning products, solvents, glue)									RO/12			FI/12F I/13	SE/11 SE/12	
Licences related to premises														
General premises licence						AT/02	PL/02							
Environmental compliance				MT/03										
Safety of premises (fire, accessibility)	LT/09								RO/08				SE/10	
Hygiene/sanitary (non-food)														
Licences related to employees														
Verification of staff qualifications	LT/12					PRQ			RO/13	SI/15	PRQ	FI/14F I/15		UK/09
Safety of employees														
Certify clean criminal record														
Health certificates of employees	LT/10													
Other licences and permits														
Data Protection Registration														UK/01
TOTAL NUMBER	4	2	0	3	1	2	1	1	4	3	2	4	5	3

PRQ = Prerequisite for other licences

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4.2 Licences required in the other CIP countries

Table 4.2 Licences required of a plumbing company (other CIP countries)

	IS	LI	NO	MK	ME	AL	RS	TR	IL
Industry licences									
General licence to operate a plumbing company / listing in a sector-specific register				MK/15	ME/17		RS/17	TR/05	
Generic business licence or listing in general business register	IS/01	LI/01	[NO/05]	MK/01MK/02	ME/01 ME/16		RS/01	TR/01	
Licences related to products/services									
Installation of gas and electrical appliances									
Handling or storing dangerous substances (e.g. cleaning products, solvents, glue)	IS/04			MK/14					
Licences related to premises									
General premises licence						AL/02	RS/18		
External publicity or signage					ME/14		RS/11		
Environmental compliance (industrial waste, management of sound, fumes, emissions, etc.)				MK/07	ME/08 ME/09	AL/02			
Safety of premises (fire safety, accessibility)					ME/07		RS/12		
Hygiene/sanitary (non-food)					ME/06				
Licences related to employees									
Verification of staff qualifications	IS/05				ME/16		RS/15 RS/19		
Safety of employees									
Certify clean criminal record									
Health certificates of employees							RS/16		
Other licences and permits									
Approval as responsible actor & Consent from Work Authority (for construction projects)			[NO/03] [NO/04]						
Cross-border notification (for EEA and Swiss nationals to work in Liechtenstein)		LI/02							
TOTAL NUMBER	3	2	0*	5	8	1	8	3	0

*Voluntary licences

4.3 Licences requiring the longest time

Table 4.3 Licences requiring the longest time (plumbing company)

Country	No. of licences	Licence(s) requiring the longest time	Comment
Belgium (BE)	2	1 day -BE/09: Certificate of entrepreneurial skills for the construction sector 1 day - BE/13: Registration with the Scientific and Technical Centre for the Construction sector (WTCB)	Both requirements are incorporated into the overall registration of the company, which is done in 1 day.
Bulgaria (BG)	3	2-4 weeks typical time - BG/08: Certifying legal entities (companies) performing installation, service and maintenance of refrigeration and air facilities 2-4 weeks typical time - BG/12: Certifying personnel (refrigeration technicians, technicians, recovering fluorinated greenhouse gases from air conditioning systems in motor vehicles)	Mandatory maximum time is 14 working days: (7 working days to present the report from the site inspection + 7 working days to issue a certificate) Mandatory maximum time is 7 working days
Czech Republic (CZ)	2	5 days - CZ/01: Trade notification of a free trade and extract from the register of trade licences 5 days - CZ/04: Registration and extract from the Commercial Register	If incomplete documents are provided, the Trade Licencing Authority asks for the missing documents to be submitted within 15 days and delivers a decision in the statutory time limit once all notification documents are available.
Denmark (DK)	3	45 days - DK/03: Authorization and DK/04: Technical Manager	60 days mandatory maximum time.
Germany (DE)	2	2 days typical time -DE/08:(Entry into the installers' register kept by the operators of electricity and gas networks)	No mandatory maximum time
Estonia (EE)	1	2-3 working daystypical time - EE/02: Registration of a company engaged in trading in the Register of Economic Activities	Mandatory maximum time is 5 working days after receiving the application.
Ireland (IE)	2	2 weeks typical time - IE/10: Discharge to Waters Licence	4 weeks mandatory maximum time.
Greece (EL)	1	1 month - EL/03: Licence to practice the plumbing profession	1 st level registration consists of a notification with automatic approval.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
			2 nd and 3 rd level registrations take one month.
Spain (ES)	7	1 month maximum time for the authority to respond - ES/06: Register of files containing personal data	None of the licence procedures takes more than a few hours at most for the applicant.
France (FR)	2	1 day typical time - FR/01: Company Declaration	Target time is 2 days. If the application is not complete, the applicant has to return the missing documents within 15 days.
Croatia (HR)	2	1 week typical time - HR/15: General licence to operate a business 1 week typical time - HR/16: Registration in a sector-specific register (HR/16)	Mandatory maximum time is 15 days for both licences.
Italy (IT)	4	1 week typical time - IT/02: Single Communication	1 week mandatory maximum time.
Cyprus (CY)	3	4 weeks mandatory maximum time - CY/14: Certificate of factory registration	
Latvia (LV)	1	1 day typical time- LV/08: Registration of cash registers, cash systems, specialized devices and equipment	1 day mandatory maximum time
Lithuania (LT)	4	45 days typical time - LT/11: Certificate of the special structures construction contractor	30 days mandatory maximum time. Discrepancies in the application form and/or delays in decision-making by the Certification Committee tend to extend the time to 45 days.
Luxembourg (LU)	2	1.5-2 weeks typical time - LU/02: Heating-sanitary-refrigeration installer	3 weeks mandatory maximum time.
Hungary (HU)	0	0 days	No licences required. Companies must register but are not required to wait for acknowledgement before starting activity.
Malta (MT)	3	7 working days typical time - MT/03: Sewer Discharge Permit 7 working days typical time - MT/05: Company Certification	2 weeks mandatory maximum time.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
Netherlands (NL)	1	1 day typical time - NL/01: Registration in the Commercial register of the Chamber of Commerce; Registration with the relevant trade association	1 day mandatory maximum time.
Austria (AT)	2	80-90 days typical time - AT/02: Trade facilities approval	Typical time quoted; wide variation reported
Poland (PL)	1	58 days typical time - PL/02: Approval of the readiness of the facility/building for use	58 days mandatory maximum time.
Portugal (PT)	1	30-40 days typical time - PT/06: Accessing and continuing construction activities	40 days mandatory maximum time.
Romania (RO)	4	90 days typical time for simple authorisations - RO/12: Environmental Permit	90 days mandatory maximum time; 30 days target time
Slovenia (SI)	3	60 days typical time - SI/06: Certificate on entry in the register of companies authorised for the maintenance and installation of fixed cooling and air conditioning equipment and heat pumps	No mandatory maximum time.
Slovakia (SK)	2	3 days typical time - SK/02: Trade notification of a vocational trade	3 days mandatory maximum time.
Finland (FI)	4	20 days - FI/13: Notification of operations for a refrigeration company; -FI/14: Electrical works authorisation; -FI/15: Gas and oil heating equipment installation and oil tank inspection authorisation	
Sweden (SE)	5	70 days - SE/12: Permit for flammable products	3 months mandatory maximum time.
United Kingdom (UK)	2	8-10 weeks typical time - UK/09: Self-certified Building Work Regulations (England & Wales) / Competent Persons Scheme	Can be as short as 3 weeks in some cases.
Iceland (IS)	3	45 days - IS/04: Operating Permit Public Health Authority	This is the formal max. time but some authorities may take longer. Typically, applications will be answered in a week.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
Liechtenstein (LI)	3	15 days - LI/01: Trade Licence	Average time from 5 to 15 days, delays are mostly because of missing documents or insufficient quality of applications.
Norway (NO)	0 (3)	n/a	The 3 approvals mentioned that a plumbing company might apply for are voluntary.
FYROM (MK)	8	30 days - MK/15: Registration as electronic and electric equipment producer	The max.time is 30 days, but it can often be done in 7 days. Many requirements are notifications only, or applications that do not involve the issue of a permit, so the time involved is not relevant.
Montenegro (ME)	8	30 days - ME/06: Sanitary permit; - ME/08: Register for collecting/ transporting waste; - ME/09: Permit /agreement to the plan of managing the waste by the producers	Usually issued within the target time of 30 days. The General Licence to operate (ME/01) is at the basis of all the others.
Albania (AL)	1	15 days - AL/02: Integrated Environmental Permit	Procedures are based on the principle of tacit approval, electronic communication and a model
Serbia (RS)	8	15 days to obtain licence - RS/19: For person responsible for a project. - RS/01: Registration of an enterprise can be done within 5 days	Obtaining the Fire permit (RS12) is said to take the longest, but there is no information of how long that takes. There is no information on time required for other licences.
Turkey (TR)	3	20 business days - TR/05: Independent Consulting Engineering Office Certificate	Although this is the longest, it seems that TR/02 Business Licence and Work Permit is the most cumbersome.
Israel (IL)	0	n/a	There are no licences for plumbing companies

4.4 Time taken to obtain all licences

Table 4.4 Time taken to obtain all licences (plumbing company)

Country	Licence(s) requiring the longest time ³	Total time to obtain all licences (where different)	Comment
Belgium (BE)	1 day	=	
Bulgaria (BG)	2-4 weeks	=	
Czech Republic (CZ)	1 week	2 weeks	Licences must be acquired in sequence: the Trade Licence, followed by the registration in the Commercial Register. The process takes 10 days if each licence takes the statutory maximum time. Using a notary, who has online access to both the register of trade licences and the Commercial Register, may reduce the time to 5 days.
Denmark (DK)	1.5 months	2-2.5 months	Licences must be acquired in sequence: the Quality management system (DK/05) has to be pre-approved before seeking authorisation and approval of the technical manager (DK/04).
Germany (DE)	2 days	=	
Estonia (EE)	3 days	=	
Ireland (IE)	2 weeks	=	
Greece (EL)	1 month	=	

³ As presented in Table 4.3 but rounded to nearest week or month.

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Country	Licence(s) requiring the longest time ³	Total time to obtain all licences (where different)	Comment
Spain (ES)	1 month	10-50 days	Previous research shows that the average time to obtain all licences ranges from 10 days in Andalucía to 50 days in the Basque country, with the national average being 18 days.
France (FR)	1 day	=	Both licences (Company Declaration and Certificate of professional qualification) can be covered by the same application.
Croatia (HR)	1 week	=	Licences do not need to be obtained in sequence.
Italy (IT)	1 week	=	
Cyprus (CY)	4 weeks	=	
Latvia (LV)	1 day	=	
Lithuania (LT)	1.5 months	2-3 months	Licences must be acquired in sequence: Certificate of the Head of Special Construction Operations of a Construction (LT/12) must be obtained before applying for the Certificate of the Special Structures Construction Contractor (LT/11). Each licence can take 30-45 days to be obtained.
Luxembourg (LU)	2 weeks	=	
Hungary (HU)	0 days	=	
Malta (MT)	1 week	=	
Netherlands (NL)	1 day	=	
Austria (AT)	3 months	=	

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Country	Licence(s) requiring the longest time ³	Total time to obtain all licences (where different)	Comment
Poland (PL)	2 months	=	
Portugal (PT)	1-1.5 months	=	
Romania (RO)	3 months	=	
Slovenia (SI)	2 months	=	The wide range of licences and the lack of a statutory maximum time limit for some, means that the time taken to obtain all licences can be 3-4 months for many applicants.
Slovakia (SK)	3 days	1 week	Licences must be acquired in sequence. A company must apply to be listed in the register of Trade Licences (SK/02) before it can be listed in the Commercial Register (SK/03).
Finland (FI)	3 weeks	=	
Sweden (SE)	1.5 months	=	
United Kingdom (UK)	2-2.5 months	3 months	After provisional acceptance, both the Self-certified Building Work Regulations Competent Persons Scheme (UK/09) and the Gas Safe Register (UK/10) allow trading prior to final approval, which is gained after a 3-month probationary period.
Iceland (IS)	1.5 months	1-4 months	Most processes can be done in less than 3 months but the Operation Permit from the Public Health Authority (IS/04) could possibly take longer as it depends on meetings in the Public Health Authority. Work is underway to reduce all application times to one month by the end of 2015.
Liechtenstein (LI)	3 weeks	=	Average time from 5 to 15 days, delays are mostly because of missing documents or insufficient quality of applications. The Cross-border notification takes between 1-7 days and has to be filled out at least 7 days

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Country	Licence(s) requiring the longest time ³	Total time to obtain all licences (where different)	Comment
			before work begins.
Norway (NO)	0 days	=	The 3 mentioned approvals for plumbing companies are voluntary,
FYROM (MK)	30 days	=	MK/15 can take up to 30 days, but the only other licence which involves any waiting time is MK/01 (1-5 days).The rest are notifications that do not involve the issue of a permit.
Montenegro (ME)	30 days (several permits)	3 months	Collecting all permits can be time consuming and take around 3 months.
Albania (AL)	15 days	=	The mandatory time for the IntegratedEnvironmental Permit is 15 days. However, a lot of documentation is required before the permit can be issued which would require time to assemble before applying for the permit.
Serbia (RS)	15 days	Not known	Obtaining Fire permit (RS12) is said to take the longest, but the time is not specified. Licence of person responsible for complex installation work (RS/16) takes 15 days. Registration of the company: 5 days and but no info on time for other licences.
Turkey (TR)	3 weeks	4-5 weeks	You need to have the Trade Registry Certificate (TR/01) before being able to apply for other permits. Combined with TR/05 which takes the longest, the overall time might amount to 5 weeks.
Israel (IL)	n/a	n/a	There are no licencesfor plumbing companies

4.5 Fees charged for licences

Table 4.5 Fees chargeable for each licence (plumbing company)

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Belgium (BE)	2	BE/09: Certificate of entrepreneurial skills for the construction sector	0.00
		BE/13: Registration with the Scientific and Technical Centre for the Construction sector (WTCEB)	0.00
			0.00
Bulgaria (BG)	3	BG/08: Certifying legal entities (companies) performing installation, service and maintenance of refrigeration and air facilities	220.00
		BG/12: Certifying refrigeration technicians	40.00
		BG/04: Safety at work requirements	-
			260.00
Czech Republic (CZ)	2	CZ/01: Ohlášení volné živnosti do Živnostenského rejstříku -Trade notification of a free trade and extract from the register of trade licences (CZK 1,200)	45.00
		CZ/04: Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register (CZK 6,500)	237.00
			265.00
Denmark (DK)	3	DK/03: Authorization + DK/04: Technical Manager	335.00
		DK/05: Quality Management System	804.00
			1139.00
Germany (DE)	2	DE/06: Eintragung in die Handwerksrolle - Entry into the Register of Craft Businesses (Average of three Länder)	75.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		DE/08: Installers' register kept by the operators of electricity and gas networks (Average of three Länder)	30.00
			105.00
Estonia (EE)	1	Kaubandusliku ettevõtte registreerimine majandustegevuse registris (Registration of a company engaged in trading in the Register of Economic Activities) (EE/02)	19.17
Ireland (IE)	2	IE/01: Membership of Registered Gas Installers of Ireland	250.00
		IE/10: Discharge to Waters licence	380.00
			630.00
Greece (EL)	1	EL/03: Licence to practice the plumbing profession (stamp duty = €31; 2 nd /3 rd level exam fee = €100)	131.00
Spain (ES)	7	ES/01: Declaración censal de empresarios, profesionales y retenedores - Enrolment in the Tax register of business persons, professionals and withholders	0.00
		ES/04: Adquisición y legalización del libro de visitas - Acquisition and legalisation of the Visits Book	0.00
		ES/06: Registro de ficheros de carácter personal- Register of files containing personal data	0.00
		ES/12: Declaración responsable de habilitación como empresa actuante en un reglamento de seguridad industrial - Responsible declaration to be entitled as an enterprise acting according to the Regulation of Industrial Security	0.00
		ES/13: Acreditación de Instalador de Fontanería - Accreditation as Plumbing Installer	0.00
		ES/20: Licencia municipal de actividad clasificada - Classified Municipal Licence related to the Activity	1,182.00
		ES/21: Comunicación de apertura del centro de trabajo - Communication of the Opening of the Establishment	0.00
			1,182.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
France (FR)	2	FR/01: Déclaration d'entreprise - Company Declaration	234.00
		FR/08: Attestation de qualification professionnelle - Certificate of professional qualification	0.00
			234.00
Croatia (HR)	2	HR/15: General licence to operate crafts business (Crafts licence and administrative costs)	25.00
		HR/16: Registration in a sector-specific register	36.00
			61.00
Italy (IT)	4	IT/01: Segnalazione Certificata di Inizio Attività (SCIA) - Business Startup Certified Notification (IT/01)	0.00
		IT/02: Comunicazione Unica (ComUnica) Single Communication	458.00
		IT/04: Documento Valutazione dei Rischi (DVR) - Risks Evaluation Document	0.00
		IT/13: Registration in Fluoride Gas Register (Revenue stamp: €16; Admin fee €21)	37.00
			495.00
Cyprus (CY)	3	CY/04: Άδεια επαγγέλματος: Trade licence (only for legal persons)	400.00
		Άδεια επαγγελματικού υποστατικού-Licence for operation of professional premises (CY/06)	300.00
		Πιστοποιητικό εγγραφής εργοστασίου--Certificate of factory registration (CY/14)	0.00
			700.00
Latvia (LV)	1	Kases aparāta, kases sistēmas, specializētas ierīces vai iekārtas reģistrācija - Registration of cash registers, cash systems, specialized devices and equipment (LV/08)	0.00
			0.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Lithuania (LT)	4	LT/09: Priešgaisrinės saugos pažymėjimas - Fire Safety Certificate (Training @ €4 per person x 10 people)	40.00
		LT/10: Privalomo sveikatos patikrinimo medicininė pažyma - The Health Certificate	0.00
		LT/11: Ypatingo statinio statybos rangovo atestatas - Certificate of the special structures construction contractor	125.00
		LT/12: Statinio specialiųjų statybos darbų vadovo atestatas - Certificate of the head of special construction operations of a construction	60.00
			225.00
Luxembourg (LU)	2	LU/02: Heating-sanitary-refrigeration installer	24.00
		LU/09: Certified controller	175.00
			199.00
Hungary (HU)	0	No licences required	0.00
Malta (MT)	3	MT/02: Notification of Trade commencement with the Commerce Department	70.00
		MT/03: Sewer Discharge Permit	11.65
		MT/05: Company Certification	0.00
			81.65
Netherlands (NL)	1	Inschrijven bij Kamer van Koophandel - Registration in Commercial code of the Chambers of Commerce (NL/01)	0.00
			0.00
Austria (AT)	2	Gewerbeberechtigung / trade licence(AT/01)	70.90
		Betriebsanlagengenehmigung / trade facilities approval(AT/02)	57.30

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
			128.20
Poland (PL)	1	PL/02: Obtaining of the approval of the readiness of the facility for use	0.00
			0.00
Portugal (PT)	1	PT/06: Acceding and continuing construction activities	189.00
Romania (RO)	4	RO/08: Fire Safety Permit (PSI)	0.00
		RO/11: Authorising the legal entity by ISCIR (100 RON)	22.00
		RO/12: Environmental Permit (500 RON)	110.00
		RO/13: Licencing specialised personnel (100 RON per person)	220.00
			352.00
Slovenia (SI)	3	SI/03: Craft Licence	111.00
		SI/06: Certificate on entry in the register of companies authorised for the maintenance and installation of fixed cooling and air conditioning equipment and heat pumps	19.00
		SI/15: Certificate for responsible designer/manager of works (€893 exam/registration + €112 IZS membership)	1,005.00
			1,135.00
Slovakia (SK)	2	SK/02: Trade notification of a vocational trade	11.50
		SK/03: Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register (SK/03)	169.08
			180.58

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Finland (FI)	5	FI/12: Notification of chemicals concerning small-scale industrial processing and storage of hazardous chemicals (e.g. Turku)	315.00
		FI/13: Notification of operations for a refrigeration company	148.00
		FI/14: Electrical works authorisation	654.00
		FI/15: Gas and oil heating equipment installation and oil tank inspection authorisation	601.00
			1,718.00
Sweden (SE)	5	SE/15: Bolagsregistering – Company registration	213.00
		SE/10: Brandskyddsredogörelse – Fire-protection statement	0.00
		SE/11: Anmälan av anläggning av köldmedier – Registration of refrigerants of more than 10 kg	0.00
		SE/12: Tillstånd för brandfarliga varor – permit for flammable products	673.00
		SE/16: F-gas certificate	448.00
	1,334.00		
United Kingdom (UK)	2	UK/01: Data Protection (£35)	43.00
		UK/09: Self-certified Building Work Regulations (England & Wales) /Competent Persons Scheme (Up to 2 work categories: £822 annually)	1,000.00
		UK/10: Gas Safe Register (Application fee: £365)	444.00
		1,487.00	
Iceland (IS)	3	IS/01: Registration as Private limited company– 130,500 ISK	845.00
		IS/04: Operating Permit from Public Health Authority – 20,000 ISK	130.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		IS/05: Verification of plumbing certificate – 8,300 ISK	55.00
			1,030.00
Liechtenstein (LI)	2	LI/01: Trade Licence(€250 for natural persons & €500 for legal persons)	250.00
		LI/02: Cross-border notification - Free of charge	0.00
			250.00
Norway (NO)	0 (3)	NB: no licences required. However, fees for voluntary licences are as follows:	
		NO/03: Approval of enterprise as a responsible actor – voluntary (1,400 NOK)	[170.00]
		NO/04: Authority's consent (Building application) – voluntary (free of charge)	[0.00]
		NO/05: Approval of enterprise – voluntary (free of charge)	[0.00]
			0.00
FYROM (MK)	5	MK/01: Registration from Central Registry of RM (paper appl: 2.399MKD/€40; e-appl: free)	0.00
		MK/02: Notification of starting an activity. No fee	0.00
		MK/07: Preparation of Plan for waste management. No fee	0.00
		MK/14: Licence for handling of cooling agents. Not yet established in law	0.00
		MK/15: Registration of electronic and electric equipment producers. No fee.	0.00
			0.00
Montenegro	8	ME/01: General Licence to operate(Free of charge)	0.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
(ME)		ME/06: Sanitary permit (€36-107 depending on size)	36.00
		ME/07: Permit re: fire and explosion protection(€50-500 depending on size)	50.00
		ME/08: Register for collecting/transporting waste	5.00
		ME/09: Permit to the plan of managing the waste by producers	5.00
		ME/14: Permit for external publicity (varies by municipality, publicity size and business size - €100-150/yr)	100.00
		ME/16: Certificate for business capability (Free of charge)	0.00
		ME/17: Registrering the craft (Free of charge)	0.00
			196.00
Albania (AL)	1	AL/02: Integrated Environmental Permit (ALL 30,000)	250.00
Serbia (RS)	8	RS/01: Register of Business Entities(fee: 120 rsd & payment of compensation: 1,000 rsd)	9.50
		RS/02: Classification of Activities	n/a
		RS/11: External publicity or signage	n/a
		RS/15: Proof of qualifications required of employees	n/a
		RS/16: Health certificates of employees	n/a
		RS/17: General licence to operate a plumbing company	n/a
		RS/18: Premises for machines	n/a
		RS/19: Licence for complex installation work	n/a

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Turkey (TR)		TR/01: Trade Registry Certificate (0,04% of company capital)	-
		TR/02: Business Licence and Work Permit (400 TL)	138.00
		TR/05: Independent Consulting Engineering Office Certificate (1,280 TL)	440.00
			587.00
Israel (IL)	0	There are no licences	0.00

5.0 Wholesale or retail distributor

5.1 Licences required in EU28

Table 5.1 Licences required of a wholesale or retail distributor (EU Member States)

WHOLESALE OR RETAIL DISTRIBUTOR	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Industry licences														
General licence to operate as a wholesale/retail distributor			CZ/01			EE/02			ES/17 ₄		HR/03	IT/01 or IT/06		
General business licence, registration or start-up notification			CZ/04		DE/01				ES/01	FR/01		IT/02	CY/04	
Licences products/														
Licence or registration of food business (incl. food safety, hygiene)	BE/05	BG/09		DK/06	DE/03 ₅				ES/14 ₆					
				DK/01	DE/04 DE/05	EE/01	IE/07	EL/04	ES/15 ES/16	FR/06	HR/04 HR/17			LV/02
Sale of alcohol & tobacco	BE/11 BE/12	BG/09 BG/10	CZ/03	DK/01		EE/02	IE/03			FR/03 FR/05			CY/07	LV/03 LV/09
Playing music in public (copyright)														LV/04 LV/05
Registration under Packaging Act			CZ/12											

⁴ Only in Andalucia

⁵ Only required in some Federal States

⁶ Only in Andalucia

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WHOLESALE OR RETAIL DISTRIBUTOR	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Licences related to premises														
General premises licence		BG/03							ES/20		HR/01 HR/18 HR/19		CY/06	
External publicity or signage										FR/02		IT/07		LV/07
Street furniture/ open air licence														
Environmental compliance (emissions, waste, etc.)	BE/06						IE/051 E/10							
Safety of premises (fire safety, accessibility, appliance safety)								EL/01	ES/21	FR/07	HR/19		CY/17	
Hygiene/sanitary compliance											HR/18	IT/01		
Licences related to employees														
Proof of staff qualifications												IT/01		
Clean criminal record			CZ/05					EL/04					CY/13	
Safety of employees (not fire) or Risk evaluation									ES/04		HR/20 HR/21	IT/04	CY/14	
Health certificates														
Compulsory health insurance			PRQ		DE/02									
Other licences														
Personal Data Processing Registration Certificate														LV/06
Registration cash registers/ systems, specialised equipment etc.														LV/08
TOTAL NUMBER	4	4	5	2	4 (5)	2	4	2	6 (8)	6	8	5	6	7

PRQ = Prerequisite for other licences

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WHOLESALE OR RETAIL DISTRIBUTOR	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Industry licences														
General licence to operate as a wholesale/retail distributor		LU/03	HU/01	MT/02		AT/01		PT/04 PT/08			SK/01			
General business licence, registration or start-up notification					NL/01						SK/03		SE/15	
Licences products/ services														
Licence or registration of food business (incl. food safety/hygiene)	LT/01 LT/14		HU/01 HU/02	MT/02 MT/09	NL/03		PL/11		RO/02 RO/05	SI/07 SI/08 SI/09 SI/12	SK/06	FI/01	SE/02	
Sale of alcohol & tobacco	LT/02 LT/15		HU/03		NL/03 NL/06		PL/10		RO/03		SK/05	FI/05F I/06FI /10FI/ 11	SE/18 SE/20 SE/21	UK/05 UK/06
Playing music in public (copyright)								PT/11	RO/04					
Licences related to premises														
General premises licence						AT/02	PL/02							
External publicity or signage									RO/07					
Street furniture/ open air licence	LT/06							PT/09						
Environmental compliance (e.g. emissions, waste)				MT/03 MT/08			PL/08						SE/11	
Safety of premises (fire safety, accessibility, appliance safety)	LT/09		HU/01					PT/12	RO/08		SK/06		SE/10	
Hygiene/sanitary compliance (non-food, toilet facilities ...)	LT/05		HU/01				PL/09				SK/06			
Approval of opening hours									RO/06					
Disabled access ramp									RO/09					

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WHOLESALE OR RETAIL DISTRIBUTOR	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Licences related to employees														
Proof of staff qualifications														
Clean criminal record														
Safety of employees (not fire) or Risk evaluation														
Health certificates employees / medical examination	LT/10													
Compulsory training	LT/07 ⁷ PRQ													
Other licences and permits														
Permit to operate commercial traffic (products transport)									RO/14				SE/17	UK/12
Data Protection Registration				MT/06					RO/10					UK/01
TOTAL NUMBER	10	1	3	5	3	2	5	5	10	4	4	5	8	4

PRQ = Prerequisite for other licences

⁷ Hygiene skills training is a prerequisite for getting the Health Certificate (LT/10)

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5.2 Licences required in the other CIP countries

Table 5.2 Licences required of a wholesale or retail distributor (other CIP countries)

WHOLESALE OR RETAIL DISTRIBUTOR	IS	LI	NO	MK	ME	AL	RS	TR	IL
Industry licences									
General licence to operate as a wholesale/retail distributor				MK/08	ME/18		RS/20		
General business licence, registration or start-up notification	IS/01	LI/01		MK/01 MK/02	ME/01		RS/01 RS/02	TR/01 TR/02	IL/01
Licences products/ services									
Licence or registration of food business (incl. food safety, hygiene)		LI/04		MK/05MK /11	ME/05 ME/19ME/ 20		RS/21 RS/22 RS/23		IL/03
Sale of alcohol & tobacco			NO/06NO /07	MK/09MK /12	ME/21		RS/08		
Licences related to premises									
General premises licence									
External publicity or signage					ME/14		RS/11		
Street furniture/ open air licence									
Environmental compliance (emissions, waste management...)				MK/07	ME/08ME/ 09		RS/24		IL/07
Safety of premises (fire safety, accessibility, appliance safety)					ME/07		RS/12		IL/06
Hygiene/sanitary compliance (non-food, toilet facilities ...)					ME/06		RS/25		IL/08
Licences related to employees									
Verification of staff qualifications					ME/16		RS/15		
Safety of employees (not fire) or Risk evaluation							RS/26		
Health certificates employees / medical examination							RS/16		
Other licences and permits									
Personal Data Processing Registration Certificate									
Permit for import-export/cross-border trade					ME/15		RS/27		
Approval of bank for e-commerce				MK/10					
TOTAL NUMBER	1	4	2	9	13	0	15	2	5

5.3 Licences requiring the longest time

Table 5.3 Licences requiring the longest time (wholesale or retail distributor)

Country	No. of licences	Licence(s) requiring the longest time	Comment
Belgium (BE)	4	57 days on average- BE/06: Environmental Permit ⁸	Average of the Flemish, Brussels-Capital and Walloon Regions. Wallonia (147 days), Brussels (60 days), Flanders (1 day).
Bulgaria (BG)	7	1 month - BG/03: Permit of use or certificate for commissioning of the site	Only required for new premises. According to Sofia Municipality rules, the deadline for the technical service may not exceed one month.
		1 month typical time - BG/09: Registration of a commercial site of wholesalers and retailers with food in the territorial office of the Bulgarian Agency for Food Safety	Maximum time is 45 days, provided that all documents are submitted correctly.
Czech Republic (CZ)	5	30 days - CZ/03: Trade permit to sell alcohol & spirits 5 days - CZ/01: Trade notification and extract from the register; - CZ/04: Registration and extract Commercial Register	The whole registration procedure can take 40 days, but if error-free documents are submitted, the usual total procedure time is 30 days.
Denmark (DK)	2	1 week on average - DK/01: Registration Nutrition Base Instant (online) - DK/06: Registration food product enterprise	Instant, if applicant holds necessary degree in food processing (no test). If not, 1 week on average. For Registration as food enterprise the maximum is 1 month if inspection needed.
Germany (DE)	4 (5)	On average, the total time requirement for all 4 permits	All permits and licences for this sector take around the same amount of

⁸ This is the average time for the 3 regions to obtain the environmental permit for a wholesale/retail distributor, but it should be noted that a company under creation/formation can already apply for an environmental permit.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		amounts to 1 work day.	time: 0.25 days (min. standardised time requirement)
Estonia (EE)	2	9 working days in average - EE/01: Approval of Veterinary and Food Board to handle foodstuffs 2-3 working days - EE/02: Registration of a company engaged in trading in the Register of Economic Activities	Maximum time is 20 working days after Food Board receives the application. Alcohol registration is part of the registration of a company.
Ireland (IE)	4	After advertising national newspaper at least 21 days - IE/03: Liquor 4 weeks typical - IE/05 & IE/10: Discharge to sewers & to water; 4 weeks - IE/07: Registration Food Operator	Liquor: No min. total time – very cumbersome process. Discharge: Mandatory maximum time is 2 months.
Greece (EL)	2	5-15 days typical - EL/01: Fire safety certificate 15 days typical - EL/04: pre-approval Licence for operation food/ beverages 30 days mandatory maximum time - EL/04: Full application for Licence for operation food/ beverages	Firm can start operation after pre-approval; after this, 3 months to submit application. Max. time to issue licence: 30 days Processing a licence application in practice might take twice the theoretical time = 2 months.
Spain (ES)	6 (8)	30 days-90 days - ES/15: Authorisation and Enrolment in the General Health Register of Food-related enterprises According to AEVAL report the average time to fulfil all licences in Spain was 88 days in 2011	Regional variation: 30 days in Basque Country; 3 months in Andalusia.
France (FR)	6	2 months - FR/02: Preliminary authorisation commercial sign 2 months - FR/06: Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting animal products or products of animal origin Other licences (Operating FR/03 & restaurant FR/04) need to	If applicants for FR/06 do not receive any answer within 2 months of submitting the application, the authorisation is approved. These two applications can be done simultaneously.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		be granted before applying for the Company Declaration (FR/01).	
Croatia (HR)	8	30 days- HR/01:Certificate of minimum technical requirements	Maximum time for most other licences is also 30 days, but most are issued within one week.
Italy (IT)	5	7 days - IT/02: Single communication 30-90 days - IT/07: Authorisation external sign	Varies between Municipalities. The SCIA notification (IT/01) and Risk Evaluation (IT/04) do not require explicit approval: immediate
Cyprus (CY)	6	3 months - CY/07: Licence for the sale of intoxicating liquors Other licences take between 1 week to 1 month	Min. time is 2 months. If the applicant has not heard at the end of 3 months, the licence is considered granted.
Latvia (LV)	7	1 month - LV/06: Personal Data Processing Registration Certificate	Mandatory maximum time is 30 days.
Lithuania (LT)	10	20-30 days - LT/06: Permit for installation of outdoor advertising in municipal territory 21 days typical - LT/14: Certificate of Registration in the Phytosanitary Register	Mandatory maximum time is 20 days for a complete application, but in major cities it takes about 30 days as verification is more difficult. Mandatory time for Phytosanitary Register is 35 days.
Luxembourg (LU)	1	1.5 - 2 weeks typical time - LU/03: Commercial authorisation Hypermarket authorisation (only needed if surface >400 m ²)	3 weeks mandatory maximum time. Target time 10 days
Hungary (HU)	3	30 days target - HU/03: Excise Licence The Operation Licence (HU/01) typically takes 21 days plus up to 15 days to have Comments from Food and Health	Max. time for the local authority to issue the Excise licence is 30 days, which can be extended with another 15 days in case additional information is requested by the NAV. Thus, complex wholesale/ retail venture can take about 6 weeks.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		authorities to the licence	
Malta (MT)	5	13 working days - MT/02: Food Certificate 10 days - is a prerequisite for getting Trade Licence + 3 days	10 days mandatory maximum time Food Certificate Max. time Trade Licence 5 days
Netherlands (NL)	3	90 days typical: NL/03 & NL/06: Liquor Licence & Liquor and Food Service Industry Law Declaration of social hygiene of all employees in application –Pre-requisite for NL/06 (have to pass 40 min exam) 1 day (Registration in Commercial Register of CC (NL/01))	Max. time 90 days is typical Social hygiene exams for employees possible every day
Austria (AT)	2	80-90 days typical time - AT/02: Trade facilities approval Immediate - AT/01: Trade Licence	Typical time quoted; wide variation reported
Poland (PL)	5	58 days typical - PL/02: Obtaining of the approval of the readiness of the facility for use 60 days typical time - PL/08: Environmental decision 51 days typical - PL/10: Licence for sale of Alcohol beverages	60 days mandatory maximum time. In exceptional cases licences get issued in fewer days.
Portugal (PT)	5	+/- 2 weeks - PT/04: "Zero licencing": commerce and services +/- 2 weeks - PT/09: Use of public space	No mandatory minimum or maximum time. Can vary between immediate reception and 20 days. Licences are mutually independent, so maximum time to receive all licences is 20 days.
Romania (RO)	10	30 days - RO/02: Sanitary-veterinary Permit Most of the other permits/licences have a mandatory	Mandatory maximum time of 30 days. However, because of the previous conditions that have to be fulfilled before applying for the authorization,

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Country	No. of licences	Licence(s) requiring the longest time	Comment
		maximum time of 30 days.	the Sanitary-veterinary Permit is the most cumbersome.
Slovenia (SI)	4	15 days - SI/07:Registration of a food establishment: all foods of plant and animal origin – except dietary supplements 15 days - SI/08:Registration of a food establishment – dietary supplements	SI/07 & SI/08: Unmerged registers cause confusion and impose registration of each item separately. Time consuming and costly.
Slovakia (SK)	7	30 days typical time - SK/06: Decision to launch the operation (approval of operational regulations and sanitary rules)	Maximum 30 days, but typically takes that time even if error-free (in particularly complex cases up to 60 days).
Finland (FI)	5	< 1 month - FI/10: Retail trade licence alcoholic beverages 3 months target - FI/11: Wholesale licence for alcoholic beverages, spirits and alcoholic preparations Other licences: +/- 1 week.	No set minimum or maximum time. Requirements for the company are quite strict.
Sweden (SE)	8	+/- 3 months - SE/18: Registration consignee +/- 3 months - SE/20: Approved warehouse keeper	No set minimum or maximum time. The two licences go together and take around 3 months in total. Other licences or registrations 1-3 weeks.
United Kingdom (UK)	4	9 weeks target time - UK/12:Goods Vehicle Operator Licensing	88.74% of applications were delivered in this time
Iceland (IS)	1	10 days - IS/01: Registration -Private limited company	It typically takes 7-10 days to process applications.
Liechtenstein (LI)	2	15 days - LI/01: Trade Licence	Total time can be up to 15 working days, not because of delays in the administration, but because of missing documents or insufficient quality of applications.
Norway (NO)	2	60 days - NO/06: Liquor licence for selling alcoholic beverages	Variations between municipalities, but the target is 60 days. If all required information is available, the process is usually shorter.

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Country	No. of licences	Licence(s) requiring the longest time	Comment
FYROM (MK)	9	30 days- MK/11:Approval of food operator and premises for production, processing and manipulation of products of animal origin 30 days - MK/05:Registration for premises/food operators in Food Agency	Can typically be done in 15 days each. Most other processes are notifications that can be done immediately without any delay.
Montenegro (ME)	13	30 days - ME/05: Fulfilment hygienic requests for food production and distribution....; ME/08, ME/09, ME/15, ME/19, ME/20	Usually issued within the target time of 30 days. The General Licence to operate (ME/01) is at the basis of all the others.
Albania (AL)	0	There are no licences for this sector	
Serbia (RS)	15	[Not known]	Difficult to say - the time needed depends on many factors.
Turkey (TR)	2	10 business days - TR/02: Business Licence and Work Permit	This is the most cumbersome process due to formalities in the municipalities.
Israel (IL)	5	Up to several months to obtain- IL/03: Licence from the Ministry of Health	21 days is the typical response time for nearly all other licences. There is no particular sequence apart from IL/01 General Business Licence which can only be obtained when you have got all other licences.

5.4 Time taken to obtain all licences

Table 5.4 Time taken to obtain all licences (Wholesale or retail distributor)

Country	Licence(s) requiring the longest time ⁹	Total time to obtain all licences (where different)	Comment
Belgium (BE)	2 months	=	
Bulgaria (BG)	1 month	=	
Czech Republic (CZ)	30 days	40 days	Licences must be acquired in sequence: Trade permit to sell alcohol and spirits, the followed by the Trade Licence and then the registration in the Commercial Register. The process takes 40 days if each licence takes the statutory maximum time.
Denmark (DK)	1 week	=	
Germany (DE)	1 day	=	
Estonia (EE)	2 weeks	=	
Ireland (IE)	4 weeks	=	
Greece (EL)	1 month	1.5-2 months	Pre-approval of the Licence for operation of food and beverages business (EL/04) can be gained within 15 days, at which point the applicant can start operations. The business then has 3 months to submit the full application. The statutory time limit for issuing the licence is 30 days, although there are reports that it can take up to 2 months due to limited capacity within the municipal authorities.
Spain (ES)	1-3 months	=	Previous research shows that the average time to obtain all licences is 88 days.
France (FR)	2 months	=	
Croatia (HR)	1 month	=	All licences are well coordinated, so the time needed to obtain all licences is usually no more than 1 month.

⁹ As presented in Table 5.3 but rounded to nearest week or month.

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Country	Licence(s) requiring the longest time ⁹	Total time to obtain all licences (where different)	Comment
Italy (IT)	1-3 months	=	
Cyprus (CY)	3 months	=	
Latvia (LV)	1 month	=	
Lithuania (LT)	1 month	2-3 months	Some licences need to be obtained in sequence; the Certificate of Food Business Operator (LT/01) must be obtained before other licences including the Licence to Engage in Wholesale Trade in Alcoholic Beverages (LT/15). Listing in the State Register of Personal Data Controllers (LT/04) can only be obtained once the business has gained all other licences and started operations.
Luxembourg (LU)	2 weeks	=	
Hungary (HU)	1 month	=	
Malta (MT)	2 weeks	2.5 weeks	Food Certificate (MT/09) takes 10 days and is a prerequisite for obtaining the Trade Licence (MT/02) which takes 3 days.
Netherlands (NL)	3 months	=	
Austria (AT)	3 months	=	
Poland (PL)	2 months	2-3 months	Some licences have to be obtained in sequence: for a new building, the Environmental Decision (PL/08) must be obtained before applying for the Approval of the readiness of the facility for use (PL/02). Also the company must ensure compliance with HACCP (PL/11) before seeking Approval of the facility by the relevant sanitary district inspector (Sanepid) and registration in the relevant Sanepid register (PL/09). Only after gaining the latter, can the business apply for the Licence for sale of alcohol beverages (PL/10).
Portugal (PT)	2 weeks	=	Licences do not need to be obtained in sequence.
Romania (RO)	1 month	=	
Slovenia (SI)	2 weeks	=	

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Country	Licence(s) requiring the longest time ⁹	Total time to obtain all licences (where different)	Comment
Slovakia (SK)	30 days	35 days	Licences must be acquired in sequence. A company must apply to be listed in the register of Trade Licences (SK/02) before it can be listed in the Commercial Register (SK/03); these take up to 5 days. At that point it can then apply in parallel for Permit to sell consumer alcohol packaging (SK/05) and for the Decision to launch the operation (approval of operational regulations and sanitary rules) (SK/06); each of these can take up to 30 days.
Finland (FI)	3 months	=	
Sweden (SE)	+/- 3 months	=	
United Kingdom (UK)	2 months	=	
Iceland (IS)	1-2 weeks	=	It typically takes 7-10 days to process applications.
Liechtenstein (LI)	3 weeks	3-4 weeks	On top of LI/01, LI/04 Notification for Food companies takes 1 week.
Norway (NO)	2 months	=	If the application is complete, it is usually faster.
FYROM (MK)	30 days	1-2 months	MK/05 & MK/11 can take up to 30 days, but are typically obtained in 15 days. Most other processes are notifications that can be done immediately without any delay.
Montenegro (ME)	30 days (several permits)	3 months	Collecting all permits can be time consuming and take around 3 months.
Albania (AL)	n/a	n/a	There are no licences for this sector.
Serbia (RS)	n/a	n/a	There is no clearly defined time within which it is possible to obtain all necessary licences and permits to operate. It depends on company characteristics, company trading activities etc.
Turkey (TR)	2 weeks	17 days	Applicants need the Trade Registry Certificate (TR/01) before applying for other permits. The Business Licence and Work Permit (TR/02) is the most complicated to obtain, but still only takes an average of 2 weeks.
Israel (IL)	3 weeks to several months	1-3 months	General Business Licence (IL/01) is only obtained after all other licences, but there are wide variations in the time this licence takes depending on location. The Licence from the Ministry of Health (IL/03) can take months.

5.5 Fees charged for licences

Table 5.5 Fees chargeable for each licence (wholesale or retail distributor)

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Belgium (BE)	4	Permit for operators active in the food chain (BE/05)	0.00
		Customs & excises permit (BE/11)	0.00
		Alcohol and alcoholic beverages permit (BE/12)	0.00
		Environmental Permit (BE/06) depends on region: Flanders: free; Brussels: €125; Wallonia €192.50 (no assistance). Average: (Obligations when hiring personnel : €190.00 - most of these are not considered as licencing requirements)	105.83
			105.83
Bulgaria (BG)	7	Registration of a commercial site of wholesalers and retailers with food (Agency for Food Safety) (BG/09) - 34 BGN	17.00
		Permit for Trade with tobacco (BG/10) – no fee	0.00
		Permit of use or certificate for commissioning of the site (BG/03) - between 500-750 BGN / €250-375. Average:	312.00
		Registration under the Food Act /for restaurants and other catering sites (BG02) - 34 BGN	17.00
		Registration of a transport mean for carriage of raw materials and foods (BG/13)	10.00
			356.00
Czech Republic (CZ)	5	Trade notification of a free trade and extract from the register of trade licences (CZ/01) CZK 1,000 + 200	45.00
		Registration and extract from the Commercial Register (CZ/04) CZK 6,000 + 500	220.00
		Trade permit to sell alcohol and spirits (CZ/03) – No fee	0.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Criminal record (CZ/05) 10 persons @ CZK 100	40.00
		Registration under Packaging Act (CZ/12) - No fee	0.00
			305.00
Denmark (DK)	2	Registration in Nutrition Base (DK/01) - No fee	0.00
		Registration as food product enterprise (DK/06) – One-time fee 600 DKK (annual fee to be in database 1,117 DKK)	85.00
			85.00
Germany (DE)	4 (5)	Trade notification - entry Commercial Trade Register of Municipal Trade Office (DE/01) average 3 Municipalities	34.00
		Initial instruction according to § 43 of the Infection Protection Act (DE/04) – average 3 Municipalities	24.00
		Registration Art. 6 Regulation (EC)852/2004 (HACCP) - Hygiene of Foodstuffs (DE/05)	0.00
		Registration Statuary Accident Insurance (DE/02)	0.00
		<i>(Catering Permit required in some States (DE/03) – Average 3 Municipalities: € 335)</i>	-
			58.00
Estonia (EE)	2	Registration of a company engaged in trading in the Register of Economic Activities) (EE/02)	19.17
		Approval of Veterinary and Food Board to handle foodstuffs (EE/01) - inspector time: 6 hrs x €10.3)	61.80
			80.97
Ireland (IE)	4	Discharge to sewers (IE/05)	380.00
		Discharge to Waters licence (IE/10)	380.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Liquor Licence (IE/03) Application fee new licence €150; renewal €250-€3,805 (depending on type of liquor & turnover)	150.00
		Registration Food Operator	0.00
			910.00
Greece (EL)	2	Licence for Operation of food and beverages business (EL/04) – Stamp duty	180.00
		Study by engineer to prepare licence application	1,000.00
		Fire safety certificate (EL/01): Free – Study by engineer for certificate	200.00
			1,380.00
Spain (ES)	6 (8)	According to a Study done by AEVAL (Agencia de Evaluación y Calidad) in 2012 the overall time taken for a wholesale/retail business is: National average €2,056 for all licences ; €2,450 Basque country; €1,950 Andalusia	2,056.00
		The individual costs for the licences below are not given.	
		Enrolment in the Census of Entrepreneurs, professionals and Retentants (ES/01)	
		Acquisition and Legalisation of the Visits Book (ES/04)	-
		Enrolment in the Register of Agro-Food Industries (ES/16)	-
		Enrolment in the Register of Industrial Establishments (ES/18)	-
		Classified Municipal Licence related to the Activity (ES/20)	-
		Communication of the Opening of the Establishment (ES/21)	-
		<i>Enrolment General Health Register Food-related enterprises (ES/14) & Register Trading Activities (ES/17)- Andalusia only</i>	-

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
France (FR)	6	Déclaration d'entreprise (Company Declaration) (FR/01)	350.00
		Autorisation d enseigne (Preliminary authorisation for installing commercial sign) (FR/02)	0.00
		Operating permit (FR/03) Permis d'exploitation (Operating permit) (FR/03) – cost of training	600.00
		Licence débit de boisson à emporter (Beverage flow takeaway licence) (FR/05)	0.00
		Déclaration concernant les établissements préparant, transformant, manipulant, exposant, mettant en vente, entreposant ou transportant des denrées animales ou d'origine animale (Declaration regarding establishments preparing, processing, handling, displaying, selling, storing or transporting animal products or products of animal origin) (FR/06)	0.00
		Autorisation d'ouverture au public (Authorisation for opening a facility to the public) (FR/07)	0.00
		950.00	
Croatia (HR)	8	Decision on meeting the requirements for trade (HR/03) – Information not available	n/a
		Certificate on fulfilling general sanitary and health conditions related to the food (HR/04) – Information not available	n/a
		HACCAP (Hazard Analysis and Critical Control Points) certificate (HR/17) – 3,000 HRK	400.00
		Certificate of minimum technical requirements (HR/01) – 600 HRK	80.00
		Approval of water (HR/18) – 500 HRK	68.00
		Approval electrical installation (HR/19) – 500 HRK	68.00
		First aid (HR/20) – Cost per employee: 10 employees @ 370 HRK	500.00
		Workplace safety (HR/21) – cost per employee: 10 employees @ 250 HRK	330.00
		1,446.00	

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Italy (IT)	5	Single Communication (IT/02) – registration fee: €90 / annual membership: €200	90.00
		Authorisation external sign (IT/07) – stamp duty	16.00
		SCIA Business Start-up Certified Notification (IT/01)	0.00
		(Sanitary notification – part of SCIA Start-up Notification above) varies by region: €20-€35	27.00
		Risk evaluation (IT/04)	0.00
		133.00	
Cyprus (CY)	6	Licence for the sale of intoxicating liquors (CY/07)– depends whether wholesale or retail. Between €51-€85	68.00
		Trade licence (CY/04)	769.00
		Licence for operation of professional premises (CY/06)	51.00
		Certificate of factory registration (CY/14)	0.00
		Criminal offence record operator (CY/13)	20.00
		Certificate of electromechanical appropriateness (CY/17)	0.00
		908.00	
Latvia (LV)	7	Registration Food Enterprise (LV/02)	0.00
		Licence for Retail Trade Alcoholic Beverages (LV/03) – cost for each sales site	42.00
		Licence for Wholesale Trade Alcoholic Beverages (LV/09) – cost for each sales site	142.00
		Permit for placing Sign (LV/07) – varies between locations	22.77

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Registration of cash registers, cash systems, specialized devices and equipment (LV/08)	0.00
		Licence for playing Music in Public (LV/04) – if applicable: price per year for sales area of 300m2	(298.90)
		Licence for Public Performance of Phonograms (LV/05) – if applicable: price per year for sales area of 300m2	(179.36)
			206.77
Lithuania (LT)	10	Approval Certificate of Food Business Operator (LT/01) – range of €15-€30 depending on number of employees	22.50
		A Licence to Engage in Retail Trade in Alcoholic Beverages (LT/02)	375.00
		Certificate of Registration in the Phytosanitary Register (LT/14)	30.00
		Licence to Engage in Whole Trade in Alcoholic Beverages (LT/15)	1.160.00
		Permit for Installation of Outdoor Advertising in Municipal Territory (LT/06) – depends on Municipality €10-€100	55.00
		Certificate of Health Knowledge Assessment - hygiene skills (LT/07) €3-€5	5.00
		Fire Safety Certificate (LT/09) – cost of training not officially determined €30-35	30.00
		The Health Certificate (LT/10) - Paid by employees	0.00
			1,677.50
Luxembourg (LU)	1	Commercial authorisation (LU/03)	24.00
			24.00
Hungary (HU)	3	Operation Licence (HU/01) – local authority HUF 3000 (€10)	10.00
		Approval of Licence National Public Health and Medical Officer Service - HUF 28,500 (€100).	100.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Comment by Nébih (National Food Chain Safety Office, NFCSO) to the Operation licence (HU/02) - HUF 12 000 (appr. EUR 40)	40.00
		Excise licence (HU/03) - 3000 HUF (10 EUR)	10.00
			160.00
Malta (MT)	5	Notification of Trade commencement with the Commerce Department (MT/02) – Trade Licence	210.00
		Food Certificate (MT/09)	0.00
		Sewer Discharge Permit (MT/03)	11.65
		Registration of Equipment (MT/08) –Not available (depends on weight in kg of refrigerants)	n/a
			221.65
Netherlands (NL)	3	Liquor Licence & Liquor and Food Service Industry Law (NL/03 & NL/06)	650.00
		Declaration of social hygiene of all employees - Pre-requisitefor NL/06 - cost for the exam	127.00
		Registration in Commercial Register of CC (NL/01)	0.00
			777.00
Austria (AT)	2	Trade licence (AT/01)	70.90
		Trade facilities approval (AT/02)	57.30
			128.20
Poland (PL)	5	Obtaining approval of the readiness of the facility for use (PL/02) <i>Additional cost of supporting documents. €1500</i>	0.00
		Environmental decision (PL/08)	51.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Approval of the facility sanitary district inspector (Sanepid) and registration in Sanepid register (PL/09)	0.00
		Licence for sale of alcohol beverages (PL/10)	770.00
		Introduction of the rules of the HACCP system (PL/11) - external expert	125.00
			946.00
Portugal (PT)	5	"Zero licencing": commerce and services (PT/04); depends on Municipality, €0 - €160; Average:	80.00
		Opening hours (PT/08)	0.00
		Licence to play copyrighted music and/or video images in public places (PT/11); annual fee starts at €170.86	170.86
		Use of public space (PT/09) depends on Municipality and type of object: fee for banner (5m ²) €97.35-€334 p.a.	97.35
		Notification of video surveillance systems (PT/12)	150.00
			498.21
Romania (RO)	10	Sanitary-veterinary licence. Registration fee: 327 RON /unit. Transport of non-animal origin products registration fee: is 109 RON.	97.00
		Licence for commercialisation of products under excises regime (RO/03). Varies according to type of shop, quantity and kinds of drinks, cigarettes etc.	-
		Non-exclusive licence for the use of musical works for ambiental purposes (RO/04). 90 RON +45 RON/month. No start-up fee	0.00
		Operating Permit (Functioning authorization) - catering (RO/05). Not known	-
		Approval for opening hours (RO/06). Varies locally	-
			-

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Construction Permit for illuminated signs (lit/unlit) (RO/07). Not known	0.00
		Fire Safety Permit (PSI) (RO/08). No fee	0.00
		Construction permit for disabled people access ramp (RO/09)	0.00
		Authorisation for the processing of personal data (RO/10). No fee	83.00
		Transport Permit (RO/14) - precondition for obtaining authorisations for international road transport of goods: fee of 42 RON. For authorization for international road transport of goods - Multiple authorization fee (ECMT): 330 RON/year	180.00
Slovenia (SI)	3	Registration of a food establishment (all foods of plant and animal origin (SI/07) - No fee	0.00
		Registration of a food establishment – dietary supplements) (SI/08) - No fee	0.00
		Registration of companies that produce, process, place on market products in contact with foods (SI/12); No fee	0.00
			0.00
Slovakia (SK)	7	Trade notification of a free trade and extract from the register of trade licences (SK/01): online fee	4.00
		Registration and extract from the Commercial Register (SK/03): online fee	169.00
		Permit to sell alcohol (SK/05)	66.00
		Decision to launch the operation (approval of operational regulations and sanitary rules) (SK/06)	50.00
			289.00
Finland (FI)	5	Wholesale licence for alcoholic beverages, spirits and alcoholic preparations (FI/11)	1,500.00
		Retail trade licence for alcoholic beverages (FI/10)	250.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Retail trade licence for tobacco products (FI/05)	150.00
		Retail trade licence for nicotine products (FI/06)	150.00
		Notification for Food premises (FI/01)	110.00
			2,160.00
Sweden (SE)	8	Registration and control of food establishment and its premises (SE/02). Between €78-€224)	78.00
		Registration consignee & Approved warehouse keeper (SE/18 & SE/20)	0.00
		Fire-protection statement (SE/10)	0.00
		Registration of refrigerants of more than 10 kg (SE/11)	0.00
		Company registration (SE/15). Between €213-€246	213.00
		Permit to operate commercial traffic (SE/17)	358.00
			649.00
United Kingdom (UK)	3	UK/01: Data Protection (£35)	43.00
		Alcohol Licence(Personal E&W) UK/05 – varies by region (£37 England)	44.00
		Alcohol Licence (Premises E&W) (UK/06)(new application £315)	378.00
		Goods Vehicle Operator Licensing (UK/12) (£651)	780.00
			1,203.00
Iceland (IS)	1	IS/01: Registration – Private limited company (130,500 ISK)	845.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Liechtenstein (LI)		LI/01: Trade Licence(€250 for natural persons & €500 for legal persons)	500.00
		LI/04: Notification for Food Companies – Free of charge	0.00
			500.00
Norway (NO)	2	NO/06: Liquor licence for selling alcoholic beverage; annual fee calculated on basis of quantity sold	0.00
		NO/07: Permission to sell certainprescriptiondrugs(application: 1,500 NOK; annual fee: 1,500 NOK)	364.00
			364.00
FYROM (MK)	9	MK/01: Registration from Central Registry of RM (paper appl: 2.399mkd/€40; e-appl: free)	0.00
		MK/02: Notification of starting an activity (Free of charge)	0.00
		MK/05: Registration in AFV for premises and food operators (adm. fee 400 mkd)6.50	6.50
		MK/07:Preparation of programme of waste management. No fee	0.00
		MK/08: Fulfilment of conditions for conducting trade and starting sales point (adm.fee: 50 mkd)	1.00
		MK/09: Fulfilment of conditions for starting sales point for alcoholic drinks (Free of charge)	0.00
		MK/10: Approval of bank for e-trade (Free of state charge – but variable bank charges)	0.00
		MK/11: Approval of food operator/premises for production, processing and manipulation of products of animal origin	306.50
		MK/12: Licence for retail alcohol sales (20,000 mkd-for 2 years; renewal 5,000 mkd per selling point)	325.00
			639.00
Montenegro	13	ME/01: General Licence to operate(Free of charge)	0.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
(ME)		ME/05: Fulfilment hygienic requests for production and distribution of food (€50-350 depending on size)	200.00
		ME/06: Sanitary permit (€36-107 depending on size – middle range)	70.00
		ME/07: Permit re: fire and explosion protection(€50-500 depending on size – middle range)	275.00
		ME/08: Register for collecting/transporting waste	5.00
		ME/09: Permit to the plan of managing the waste by producers	5.00
		ME/14: Permit for external publicity (varies by municipality, publicity size and business size - €100-150/yr)	125.00
		ME/15: Permit for import-export of goods	5.00
		ME/16: Certificate for business capability (Free of charge)	0.00
		ME/18: Registeringtrade (Free of charge)	0.00
		ME/19: Sanitary permit to import goods – Law on healthcare (€30 + €5 in admin tax)	35.00
		ME/20: Sanitary permit to import goods – Law on Food Safety (€5 + €100 each selling point)	105.00
		ME/21: Permit for wholesale of tobacco (€100 for each selling point)	100.00
			925.00
Albania (AL)	0	No licences in this sector	n/a
Serbia (RS)	15	RS/01: Register of Business Entities(initial registration procedure for a shop: €500-1,000)	750.00
		Other licences: Not known	
Turkey (TR)	2	TR/01:Trade Registry Certificate (0.04% of company capital)	-

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		TR/02: Business Licence and Work Permit (400 TL)	138.00
			138.00
Israel (IL)	5	IL/01: General Business Licence (including all the other licences)	78.00
		IL/03: Licence of approval from the Ministry of Health – No fees	0.00
		IL/06: Licence from Fire Department (€38 + €31 for every 100 m ² >100 m ²) ; 300m ²	100.00
		IL/07: Licence from the environmental department – No fees	0.00
		IL/08: Sanitation licence – No fees	0.00
			178.00

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6.0 Manufacturer of steel products

6.1 Licences required in EU28

Table 6.1 Licences required of a manufacturer of steel products (EU28)

MANUFACTURER OF STEEL PRODUCTS	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Industry licences														
General licence to operate a steel manufacturing company														
Mandatory registration in a sector-specific register			CZ/01 CZ/04		DE/01 DE/06	EE/02			ES/01 ES/18	FR/01	HR/15 HR/16	IT/01	CY/04	
Licences related to products/services														
Licences applicable to specific types of steel products produced														
Licences related to premises														
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)	BE/06						IE/08 IE/10		ES/19 ES/20			IT/03	CY/06	LV/10
Safety of premises (e.g. fire safety, accessibility for disabled people)		BG/03							ES/19 ES/20 ES/21				CY/06 CY/14	
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)													CY/06	
Licences related to employees														
Safety of employees (not fire safety)									ES/18 ES/21				CY/14	
Health certificates of employees														

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MANUFACTURER OF STEEL PRODUCTS	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Clean criminal record											HR/02			
Other licences and permits														
Other		BG/13								FR/02				LV/08
TOTAL NUMBER	1	1	2	0	2	1	2	0	5	2	3	2	3	3

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MANUFACTURER OF STEEL PRODUCTS	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Industry licences														
General licence to operate a steel manufacturing company		LU/05				AT/01	PL/01	PT/05		SI/02 SI/04				
Mandatory registration in a sector-specific register		LU/08		MT/02	NL/01						SK/01 SK/03		SE/15	
Licences related to products/services														
Licences applicable to specific types of steel products produced														
Licences related to premises														
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)	LT/16		HU/04 HU/05	MT/03 MT/04	NL/04	AT/02	PL/04P L/05PL /06PL/ 07PL/ 08		RO/12 RO/15	SI/05		FI/12	SE/11 SE/12	
Safety of premises (e.g. fire safety, disabled access)	LT/09	LU/06	HU/06			AT/02	PL/02		RO/08 RO/09				SE/10	
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)	LT/05					AT/02								
External signage									RO/07					
Licences related to employees														
Safety of employees (not fire)														
Health certificates of employees	LT/10													
Verification of staff qualifications														
Other licences and permits														
Data Protection Registration									RO/10					UK/01
TOTAL NUMBER	5	3	3	4	2	2	6¹⁰	1	6	2¹¹	2	1	4	3

¹⁰ Companies would require either PL/06 or PL/07 but not both.

¹¹ Companies would require either SI/02 or SI/04 but not both.

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6.2 Licences required in the other CIP countries

Table 6.2 Licences required of a manufacturer of steel products (other CIP countries)

MANUFACTURER OF STEEL PRODUCTS	IS	LI	NO	MK	ME	AL	RS	TR	IL
Industry licences									
General licence to operate a steel manufacturing company	IS/01						RS/28		IL/11
General business licence, registration or start-up notification		LI/01	NO/05 ¹²	MK/01MK/02	ME/01		RS/01RS/02	TR/01TR/02	IL/01
Licences related to products/services									
Licences applicable to specific steel products							RS/29		IL/12
Licences related to premises									
External publicity or signage					ME/14		RS/11		
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)	IS/04		NO/08NO/09NO/10NO/11	MK/13	ME/08ME/09ME/22ME/23	AL/03	RS/24	TR/06	IL/07
Safety of premises (e.g. fire safety, accessibility for disabled people)			NO/12NO/13		ME/07	AL/03	RS/12		IL/02IL/06
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)					ME/06	AL/03	RS/25		IL/08
Licences related to employees									
Safety of employees (not fire), risk evaluation							RS/26		IL/13
Health certificates of employees							RS/16		
Verification of staff qualifications					ME/16		RS/15		IL/14
Other licences and permits									
Approval as responsible actor (voluntary)			NO/03						
Permit for import/export of goods					ME/15				
TOTAL NUMBER	2	1	8	3	10	1	11	4	9

¹² Approval of enterprise – this licence is voluntary.

6.3 Licences requiring the longest time

Table 6.3 Licences requiring the longest time (manufacturer of steel products)

Country	Number of licences	Licence(s) requiring the longest time	Comment
Belgium (BE)	1	125 days - BE/06: (Environmental Permit) 5 days - BE/08: Obligations when hiring personnel	Average of the Flemish, Brussels-Capital and Walloon Regions.
Bulgaria (BG)	1	1 month - BG/03: Permit of use or certificate for commissioning of the site	Only required for new premises. According to Sofia Municipality rules, deadline for the technical service may not exceed one month.
Czech Republic (CZ)	2	5 days - CZ/01 & CZ/04: Trade notification and extract from the register of trade licences; Registration and extract from the Commercial Register	If incomplete documents are provided, the Trade Licencing Authority asks for the missing documents to be submitted within 15 days and delivers a decision in the statutory time limit once all notification documents are available.
Denmark (DK)	0	N/A	N/A
Germany (DE)	2	0.5 days typical time - DE/06: Entry into the Register of Craft Businesses	No mandatory maximum time
Estonia (EE)	1	2-3 working days typical time - EE/02: Registration of a company engaged in trading in the Register of Economic Activities	Mandatory maximum time is 5 working days after receiving the application.
Ireland (IE)	2	8 weeks typical time - IE/08: Industrial Emissions licence	Mandatory maximum time is 8 weeks.
Greece (EL)	2	N/A	N/A
Spain (ES)	6	3 months typical time - ES/19: Integrated Environmental Permission	The regulations establish that the regional authorities have a maximum period of 10 months to give the

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Country	Number of licences	Licence(s) requiring the longest time	Comment
			authorisation
		2-3 months typical time - ES/20: Municipal Licence related to the Activity	The maximum time foreseen by the local authorities to issue this licence is 180 days (Vitoria-Gasteiz) and 90 days (Seville).
France (FR)	2	2 months - FR/02: Preliminary authorization for installing commercial sign	Companies that do not install a sign can gain licences in 1 day (Déclaration d'entreprise: Company Declaration, FR/01)
Croatia (HR)	4	6 weeks typical time - HR/15: General licence to operate a business	Mandatory maximum time is 2 weeks.
Italy (IT)	2	3 months - IT/03: Single Environmental Authorisation	The process is completed within 90 days and, in exceptional circumstances, within 120 days
Cyprus (CY)	3	4 weeks mandatory maximum time - CY/14: Certificate of factory registration	
Latvia (LV)	3	60 or 90 days typical time - LV/10: Category B Polluting Activity Permit	60 or 90 days mandatory maximum time.
Lithuania (LT)	5	3-9 months typical time - LT/16: Environmental Impact Assessment	Minimum time is 85 working days. Reports of typical times vary widely between different stakeholders. No mandatory maximum time.
Luxembourg (LU)	3	1.5 - 2 weeks typical time - LU/05: Industrial authorisation	3 weeks mandatory maximum time.
Hungary (HU)	3	6-9 months typical time - HU/04: Integrated Pollution Prevention and Control (IPPC) licence	Target time depends on the application process, which is decided based on the applicant's category, and varies between 90, 120 and 180 days. It can be extended by 30 days once during the process.
Malta (MT)	5	10 days typical time - MT/04: GBR Permit for waste management,	10 days mandatory maximum time

Country	Number of licences	Licence(s) requiring the longest time	Comment
		emissions, effluent discharges and storage of material	
Netherlands (NL)	2	2 months mandatory time - NL/04: Environmental Permit	8 weeks mandatory maximum time, which can be extended by 6 weeks in certain circumstances.
Austria (AT)	2	80-90 days typical time - AT/02: Trade facilities approval	Typical time quoted; wide variation reported
Poland (PL)	9	60 days typical time - PL/04: Permission for the treatment of waste 60 days typical time - PL/05: Permission for the production of waste 60 days typical time - PL/06: Permission for introducing of the gases and dusts into the air 60 days typical time - PL/08: Environmental decision	60 days mandatory maximum time. Licences tend to be issued in fewer days only in exceptional cases.
Portugal (PT)	1	15 days typical time - PT/05: Responsible Industry System	15 days mandatory maximum time.
Romania (RO)	6	90 days typical time for simple authorisations - RO/12: Environmental Permit	90 days mandatory maximum time; 30 days target time
Slovenia (SI)	2	Several months typical time - SI/05: Environmental Permit IPPC - Integrated Pollution Prevention and Control	No mandatory maximum time. All other licences available within 15-20 days.
Slovakia (SK)	2	3 days typical time - SK/01: Trade notification of a free trade and extract from the register of trade licences	3 days mandatory maximum time.
Finland (FI)	1	2 weeks typical time - FI/12: Notification of chemicals concerning small-scale industrial processing and storage of hazardous chemicals	
Sweden (SE)	4	70 days typical time - SE/12: Permit for flammable products	3 months mandatory maximum time.

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Country	Number of licences	Licence(s) requiring the longest time	Comment
United Kingdom (UK)	1	2-3 weeks typical time - UK/01: Data Protection Registration	No mandatory time stated.
Iceland (IS)	2	1.5 months - IS/04: Operating Permit Public Health Authority	There are no steel manufacturers in Iceland, but if there were they would need IS/04 if the operation caused pollution.
Liechtenstein (LI)	1	1 day - LI/01: Trade Licence	Missing documents or poor quality applications submitted mean that many applicants take 5-15 days.
Norway (NO)	8	1 month - NO/08: Notification for activities that may cause pollution	The other 7 licences or permits are either voluntary (NO/03 & NO/05) or the time taken depends entirely on the individual application.
FYROM (MK)	3	60 days - MK/13: B-Integrated Ecological Licence (IPPC)	It would normally take the full 60 days. The only other licence which requires response time is MK/01 (1-5 days max).
Montenegro (ME)	10	134 days - ME/23: Decision Environmental Impact Assessment & 120 days - ME/22: Integrated permit (pollution/environment)	These times might be shorter if all associated documents are provided. ME/23 consists of 3 phases (phase II is voluntary and might be left out) shortening the time to 74 days.
Albania (AL)	1	15 days - AL/03: Integrated Environmental Permit	This is the mandatory time.
Serbia (RS)	11	n/a	No information available.
Turkey (TR)	4	40 business days - TR/06: Environmental Impact Assessment Report	Due to inspections, formalities and paperwork, this is the lengthiest.
Israel (IL)	9	45 days - IL/12: Licence of the Israeli Standards Institute	Typical response time for most other licences 21 days. However, IL/03 Licence from Ministry of Health can take months. You can only obtain IL/01 General Business Licence after having received all other licences.

6.4 Time taken to obtain all licences

Table 6.4 Time taken to obtain all licences (Manufacturer of steel products)

Country	Licence(s) requiring the longest time ¹³	Total time to obtain all licences (where different)	Comment
Belgium (BE)	4 months	=	
Bulgaria (BG)	1 month	=	
Czech Republic (CZ)	1 week	2 weeks	Licences must be acquired in sequence: the Trade Licence, followed by the registration in the Commercial Register. The process takes 10 days if each licence takes the statutory maximum time. Using a notary, who has online access to both the register of trade licences and the Commercial Register, may reduce the time to 5 days.
Denmark (DK)	N/A	=	No licences required.
Germany (DE)	1 day	=	
Estonia (EE)	3 days	=	
Ireland (IE)	2 months	=	
Greece (EL)	N/A	=	No licences required.
Spain (ES)	3 months	4 months	Previous research shows that the average time to obtain all licences in

¹³ As presented in Table 6.4 **Table 5.3** but rounded to nearest week or month.

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Country	Licence(s) requiring the longest time ¹³	Total time to obtain all licences (where different)	Comment
			Spain was 4 months (127 days) in 2011.
France (FR)	2 months	=	Companies that do not wish to install a sign can gain the necessary licence in 1 day (Déclaration d'entreprise: Company Declaration, FR/01)
Croatia (HR)	6 weeks	=	
Italy (IT)	3 months	=	
Cyprus (CY)	4 weeks	=	
Latvia (LV)	2-3 months	=	
Lithuania (LT)	3-9 months	=	
Luxembourg (LU)	2 weeks	=	
Hungary (HU)	6-9 months	=	
Malta (MT)	2 weeks	=	
Netherlands (NL)	2 months	=	If an Environmental Permit is not required, the total time is only 1 day.
Austria (AT)	2.5-3 months	=	
Poland (PL)	2 months	2-4 months	Obtaining the approval of the readiness of the facility for use (PL/02) requires an Environmental Decision (PL/08) where construction/renovation work takes place, which adds 2 months to the total time. However, since the Environmental Decision is required before the construction of the building, it does not directly affect the commencement of manufacturing

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Country	Licence(s) requiring the longest time ¹³	Total time to obtain all licences (where different)	Comment
			activities.
Portugal (PT)	2 weeks	=	
Romania (RO)	3 months	=	
Slovenia (SI)	2-3 weeks	=	If an Integrated Pollution Prevention and Control licence is required, the process can take several months or more.
Slovakia (SK)	3 days	1 week	Licences must be acquired in sequence. A company must apply to be listed in the register of Trade Licences (SK/02) before it can be listed in the Commercial Register (SK/03).
Finland (FI)	2 weeks	=	
Sweden (SE)	1.5 months	=	If a Permit for flammable products (SE/012) is not required, the typical time is around one week.
United Kingdom (UK)	2-3 weeks	=	
Iceland (IS)	1.5 months	=	There are no steel manufacturers in Iceland, but if there were they would need IS/04 if the operation caused pollution.
Liechtenstein (LI)	1 day	=	There is only one licence (LI/01).
Norway (NO)	2 months	=	NO/08 is the only licence where there is a target time. The other 7 licences or permits are either voluntary (NO/03 & NO/05) or the time taken depends entirely on the individual application.
FYROM (MK)	2 months	=	MK/13: B-Integrated Ecological Licence (IPPC) – this licence normally take the full 60 days. The only other licence which requires response time is MK/01 (1-5 days max); otherwise the various notifications that are needed

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Country	Licence(s) requiring the longest time ¹³	Total time to obtain all licences (where different)	Comment
			do not involve any waiting time.
Montenegro (ME)	134 days	4-6 months	These times might be shorter if all associated documentation is provided and phase II of ME/23 is not applied for.
Albania (AL)	15 days	=	The mandatory time for the Integrated Environmental Permit is 15 days. However, a lot of documentation is required before the permit can be issued which would require time to assemble before applying for the permit.
Serbia (RS)	n/a	n/a	There is no clearly defined time within which it is possible to obtain all necessary licences and permits to operate. It depends on company characteristics, company trading activities etc.
Turkey (TR)	1.5 months	2 months	You need to have the Trade Registry Certificate (TR/01) before any of the others which makes a total time of around 55 business days.
Israel (IL)	45 days	2 to 3 months	You would have to obtain the Licence form the Standards Institute (IL/12) which takes 45 days as well as all other licences (typically 21 days), before being able to obtain the IL/01 General Business Licence.

6.5 Fees charged for all licences

Table 6.5 Fees chargeable for each licence (manufacturer of steel products)

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Belgium (BE)	1	Environmental Permit (only Walloon Region) (BE/06)	20.00
Bulgaria (BG)	1	Разрешение за ползване или удостоверение за въвеждане в експлоатация - Permit of use or certificate for commissioning of the site	350.00
Czech Republic (CZ)	2	Ohlášení volné živnosti do Živnostenského rejstříku -Trade notification of a free trade and extract from the register of trade licences (CZ/01)	45.00
		Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register (CZ/04)	220.00
			265.00
Denmark (DK)	0	N/A	0.00
Germany (DE)	2	Gewerbeanmeldung - Trade notification- entry into Commercial Trade Register of the Municipal Trade Office (DE/01)	34.00
		Eintragung in die Handwerksrolle - Entry into the Register of Craft Businesses (Average of three Länder) (DE/06)	173.00
			207.00
Estonia (EE)	1	Kaubandusliku ettevõtte registreerimine majandustegevuse registris (Registration of a company engaged in trading in the Register of Economic Activities) (EE/02)	19.17
Ireland (IE)	2	Industrial Emissions Licensing (IE/08)	5,078.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Discharge to Waters licence (IE/10)	380.00
			5,458.00
Greece (EL)	0	N/A	0.00
Spain (ES)	5	Declaración censal de empresarios, profesionales y retenedores - Enrolment in the Tax register of business persons, professionals and withholders (ES/01)	0.00
		Adquisición y legalización del libro de visitas - Acquisition and legalisation of the Visits Book (ES/04)	0.00
		Inscripción en el Registro de Establecimientos Industriales - Register of Industrial Establishments (ES/18)	0.00
		Autorización ambiental integrada - Integrated Environmental Permission (ES/19). Not known	n/a
		Licencia municipal de actividad clasificada - Classified Municipal Licence related to the Activity (ES/20)	1,182.00
		Comunicación de apertura del centro de trabajo - Communication of the Opening of the Establishment (ES/21)	0.00
			1,182.00
France (FR)	1	Company Declaration (FR/01)	350.00
Croatia (HR)	3	Clean criminal record assurance (HR/02): Not available	n/a
		General licence to operate crafts business (HR/15) (Crafts licence and administrative costs)	60.00
		Registration in a sector-specific register (HR/16)	36.00
			96.00
Italy (IT)	2	Segnalazione Certificata di Inizio Attività (SCIA) - Business Startup Certified Notification (IT/01)	0.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Autorizzazione Ambientale Unica (AUA) - Single Environmental Authorisation (IT/03)	16.00
			16.00
Cyprus (CY)	3	Άδεια επαγγέλματος - Tradellicence (CY/04)	600.00
		Άδεια επαγγελματικού υποστατικού - Licence for operation of professional premises (CY/06)	600.00
		Πιστοποιητικό εγγραφής εργοστασίου - Certificate of factory registration (CY/14)	0.00
			1,200.00
Latvia (LV)	3	Kases aparāta, kases sistēmas, specializētas ierīces vai iekārtas reģistrācija - Registration of cash registers, cash systems, specialized devices and equipment (LV/08)	0.00
		B kategorijas piesārņojošās darbības atļauja: Category B Polluting Activity Permit (LV/10)	362.83
			362.83
Lithuania (LT)	4	Priešgaisrinės saugos pažymėjimas - Fire Safety Certificate (LT/09)	35.00
		Privalomo sveikatos patikrinimo medicininė pažyma - The Health Certificate (LT/10)	0.00
		Leidimas - higienos pasas - Permit - hygiene passport (LT/05)	87.00
		Poveikio aplinkai vertinimas - Environmental Impact Assessment (LT/16)	0.00
			122.00
Luxembourg (LU)	3	Autorisation en industrie - Industrial authorization (LU/05)	24.00
		Autorisation d'exploitation pour établissements classés (commodo/incommodo) - Operating permit for	

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		classified establishments (LU/06)	0.00
		Prestataire de services (Service provider) (LU/08)	24.00
			48.00
Hungary (HU)	1	HU/04: Integrated Pollution Prevention and Control (IPPC) licence	4200.00
		HU/05: Emissions Licence for CO2 emission	260.00
		HU/06: Plant Licence / Telepengedély	567.00
			5,027.00
Malta (MT)	3	Notification of Trade commencement with the Commerce Department (MT/02)	140.00
		Sewer Discharge Permit (MT/03)	11.65
		GBR Permit for waste management, emissions, effluent discharges and storage of material (MT/04)	0.00
			151.65
Netherlands (NL)	2	Inschrijven bij Kamer van Koophandel - Registration in Commercial code of the Chambers of Commerce (NL/01)	0.00
		Omgevingsvergunning - Environmental Permit (NL/04)	0.00
			0.00
Austria (AT)	2	Gewerbeberechtigung / trade licence	70.90
		Betriebsanlagengenehmigung / trade facilities approval	57.30
			128.20

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Poland (PL)	6	Rejestracja firmy w rejestrze prowadzonym przez Głównego Inspektora Ochrony Środowiska / Registration in the Registry carried by the Chief Inspectorate of Environmental Protection (PL/01)	500.00
		Uzyskanie pozwolenia na użytkowanie budynku produkcyjnego / Approval of readiness of facility for use (PL/02)	0.00
		Zezwolenie na przetwarzanie odpadów / Permission for the treatment of waste (PL/04)	154.00
		Pozwolenie na wytwarzanie odpadów / Permission for the production of waste (PL/05)	126.00
		Pozwolenie na wprowadzanie gazów i pyłów do powietrza / Permission for introducing of the gases and dusts into the air (in case if the mechanical ventilation is required in the production facility) (PL/06)	126.00
		[Zgłoszenie instalacji niewymagającej uzyskania pozwolenia na wprowadzanie gazów i pyłów do powietrza - Notification of the installation from the category of the installations emitting gases/dusts (PL/07)] ¹⁴	[30.00]
		Decyzja o środowiskowych uwarunkowaniach - Environmental decision (PL/08)	51.00
		957.00	
Portugal (PT)	1	Sistema da Indústria Responsável (SIR) - Responsible Industry System (PT/05)	142.38
Romania (RO)	6	Construction authorisation for lit/unlit sign (RO/07). Varies	-
		Fire Safety Permit (PSI) (RO/08)	0.00
		Construction permit for disabled people access ramp (RO/09)	0.00
		Permit for personal data processing (RO/10)	0.00

¹⁴ Companies would require either PL/06 or PL/07 but not both. The total here assumes that PL/06 is required.

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		Environmental Permit (RO/12)	110.00
		Water management Licence (RO/027)	115.00
			225.00
Slovenia (SI)	2	Obrtno dovoljenje - Craft Licence (SI/02 or SI/04)	111.00
		Okoljevarstveno dovoljenje IPPC - celovito preprečevanje in nadzorovanje onesnaževanja (Environmental Permit IPPC - Integrated Pollution Prevention and Control (SI/05)	550.00
			661.00
Slovakia (SK)	2	Ohlášení volné živnosti do Živnostenského rejstříku - Trade notification of a free trade and extract from the register of trade licences (SK/01)	4.00
		Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register (SK/03)	169.08
			173.08
Finland (FI)	1	N/A	0.00
Sweden (SE)	4	Bolagsregistering – Company registration (SE/15)	213.00
		Brandskyddsredogörelse – Fire-protection statement (SE0/10)	0.00
		Anmälan av anläggning av köldmedier – Registration of refrigerants of more than 10 kg (SE/11)	0.00
		Tillstånd för brandfarliga varor – permit for flammable products (SE/12)	673.00
			883.00
United Kingdom (UK)	1	Data Protection Registration (UK/01)	43.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Iceland (IS)	2	IS/01: Registration as Private limited company– 130,500 ISK	845.00
		IS/04: Operating Permit from Public Health Authority – 20,000 ISK	130.00
			975.00
Liechtenstein (LI)	1	LI/01: Trade Licence (€250 for natural persons & €500 for legal persons)	500.00
Norway (NO)	5 (8)	NO/03: Approval as a responsible actor – voluntary (Free of charge)	0.00
		NO/05: Approval of enterprise – voluntary (free of charge)	0.00
		NO/09: General discharge permit (registration: 5,000 NOK + 8,000 annually)	1,580.00
		NO/10: Discharge permit for manufacturers (registration: 5,000 NOK + 8,000 annually)	1,580.00
		NO/11: Discharge permit for processed wastewater (registration: 5,000 NOK + 8,000 annually)	1,580.00
		(The other permits/registrations are not mentioned in the section on fees)	4,740.00
FYROM (MK)	3	MK/01: Registration from Central Registry of RM (paper appl: 2.399mkd/€40; e-appl: free)	0.00
		MK/02: Notification of starting an activity (Free of charge)	0.00
		MK/13: B-Integrated IPPC Licence (Varies: annual cost depends on area of installation, no. points of emission, types of emission, size of emission)	n/a
			0.00
Montenegro (ME)	10	ME/01: General Licence to operate(Free of charge)	0.00
		ME/06: Sanitary permit (€36-107 depending on size – middle range)	70.00
		ME/07: Permit re: fire and explosion protection(€50-500 depending on size – middle range)	275.00

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		ME/08: Register for collecting/transporting waste	5.00
		ME/09: Permit to the plan of managing the waste by producers	5.00
		ME/14: Permit for external publicity (varies by municipality, publicity size and business size - €100-150/yr)	125.00
		ME/15: Permit for import-export of goods	5.00
		ME/16: Certificate for business capability (Free of charge)	0.00
		ME/22: Integrated Permit (environment protection)	5.00
		ME/23: Decision on Decision Environmental Impact Assessment (phase I & II: €5 each; phase III: €20)	30.00
			520.00
Albania (AL)	1	AL/03: Integrated Environmental Permit (ALL 30,000)	250.00
Serbia (RS)	11	RS/01: Register of Business Entities	n/a
		RS/02: Classification of Activities	
		RS/11: External publicity or signage	
		RS/12: Law on Fire Protection 2009	
		RS/15 : Proof of qualifications required of employees	
		RS/16: Health certificates of employees	
		RS/24: Environmental compliance and sanitary permits	
		RS/25: Hygiene / Sanitary Act compliance	

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Country	Number of licences	Fees chargeable for each licence	Total costs (€)
		RS/26: Safety of employees	
		RS/28: General licence to operate a steel manufacturing company	
Turkey (TR)	4	TR/01: Trade Registry Certificate (0.04% of company capital)	-
		TR/02: Business Licence and Work Permit (400 TL)	138.00
		TR/06: Environmental Impact Assessment Report (1,000 TL)	345.00
		TR/07 Capacity Report (850 TL)	293.00
			776.00
Israel (IL)		IL/01: General Busienss Licence	78.00
		IL/06: Licence from Fire Department (€38 + €31 for every 100 m2 >100 m2) – 300m ²	100.00
		IL/02, IL/07, IL/08, IL/13, IL/14: No fees	0.00
		IL/11: Factory Permit(no info)	n/a
		IL/12 : Licence of the Standards Institute	843.00
			1,021.00

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7.0 Manufacturer of small IT devices

7.1 Licences required in EU28

Table 7.1 Licences required of a manufacturer of small IT devices (EU28)

MANUFACTURER OF SMALL IT DEVICES	BE	BG	CZ	DK	DE	EE	IE	EL	ES	FR	HR	IT	CY	LV
Industry licences														
General licence to operate a company producing IT devices											HR/15			LV/11
Mandatory registration in a sector-specific register			CZ/01 CZ/04		DE/01	EE/02			ES/01 ES/18	FR/01		IT/01	CY/04	
Licences related to products/services														
Specific types of IT devices														
Licences related to premises														
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)	BE/06						IE/10		ES/19 ES/20		HR/01	IT/03	CY/06	
Safety of premises (e.g. fire safety, accessibility for disabled people, etc.)		BG/03							ES/19 ES/20 ES/21		HR/01		CY/06 CY/14	
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)													CY/06	
Installation of a sign										FR/02				LV/07
Licences related to employees														
Safety of employees (not fire safety)									ES/18 ES/21				CY/14	
Health certificates of employees														
Clean criminal record											HR/02			
Other licences and permits														
Other														LV/08
TOTAL NUMBER	1	1	2	0	1	1	1	0	6	2	3	2	3	3

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MANUFACTURER OF SMALL IT DEVICES	LT	LU	HU	MT	NL	AT	PL	PT	RO	SI	SK	FI	SE	UK
Industry licences														
General licence to operate a company producing IT devices	LT/17	LU/05				AT/01	PL/01	PT/05		SI/03				
Mandatory registration in a sector-specific register		LU/08		MT/02	NL/01						SK/01 SK/03		SE/15	
Licences related to products/														
Licences applicable to specific types of IT devices							PL/03							
Licences related to premises														
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)			HU/07	MT/03 MT/04	NL/04	AT/02	PL/07 PL/08		RO/12 RO/15				SE/11 SE/12 SE/19	
Safety of premises (e.g. fire safety, accessibility for disabled people)	LT/09	LU/06	HU/06			AT/02	PL/02		RO/08 RO/09				SE/10	
Hygiene/sanitary compliance (non-food, e.g. toilet facilities)	LT/05					AT/02								
									RO/07					
Licences related to employees														
Safety of employees (not fire safety)														
Health certificates of employees	LT/10													
Verification of staff qualifications										SI/15				
Other licences and permits														
Data Protection Registration									RO/10					UK/01
TOTAL NUMBER	5	3	2	4	2	2	5	1	6	2	2	0	5	1

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7.2 Licences required in the other CIP countries

Table 7.2 Licences required of a manufacturer of small IT devices (other CIP countries)

MANUFACTURER OF SMALL IT DEVICES	IS	LI	NO	MK	ME	AL	RS	TR	IL
Industry licences									
General licence to operate a company producing IT devices/ sector-specific registration etc.	IS/01			MK/15			RS/30		IL/11
General business licence, registration or start-up notification		LI/01		MK/01MK/02	ME/01		RS/01RS/02	TR/01TR/02	IL/01
Licences related to products/services									
Specific types of IT devices							RS/31	TR/07	IL/12
Licences related to premises									
External signage or publicity					ME/14		RS/11		
Environmental compliance (e.g. disposal of industrial waste, sound management, management of fumes/emissions, etc.)	IS/04			MK/07 MK/13	ME/08 ME/09 ME/22 ME/23	AL/03	RS/24		IL/07
Safety of premises (e.g. fire safety, accessibility for disabled people, etc.)					ME/07		RS/12		IL/02 IL/06
Hygiene/sanitary compliance (non-food)					ME/06				IL/08
Licences related to employees									
Safety of employees (not fire safety)							RS/26		IL/13
Health certificates of employees							RS/16		
Verification of staff qualifications					ME/16		RS/15		IL/14
Other licences and permits									
Permission to import, sell & use laser/laser products			[NO/14] ¹⁵						
Permit to import-export of goods					ME/15				
TOTAL NUMBER	2	1	0	5	10	1	10	3	9

¹⁵Most companies are unlikely to require permission to import, sell & use laser/laser products (NO/14)

7.3 Licences requiring the longest time

Table 7.3 Licences requiring the longest time (manufacturer of small IT devices)

Country	Number of licences	Licence(s) requiring the longest time	Comment
Belgium (BE)	1	5 days - BE/06: Environmental Permit 5 days (Obligations when hiring personnel)	Average of the Flemish, Brussels-Capital and Walloon Regions.
Bulgaria (BG)	1	1 month - BG/03: Permit of use or certificate for commissioning of the site	Only required for new premises. According to Sofia Municipality rules, the deadline for the technical service may not exceed one month.
Czech Republic (CZ)	2	5 days - CZ/01: Trade notification and extract from the register of trade licences; - CZ/04: Registration and extract from the Commercial Register	If incomplete documents are provided, the Trade Licencing Authority asks for the missing documents to be submitted within 15 days and delivers a decision in the statutory time limit once all notification documents are available.
Denmark (DK)	0	N/A	N/A
Germany (DE)	1	0.25 days typical time - DE/01: Trade notification: entry into the Commercial Trade Register kept by the Municipal Trade Office	By law, the Municipal Trade Office is requested to confirm the receipt of the trade notification within three days (mere declaratory meaning).
Estonia (EE)	1	2-3 working days typical time - EE/02: Registration of a company engaged in trading in the Register of Economic Activities	Mandatory maximum time is 5 working days after receiving the application.
Ireland (IE)	1	4 weeks typical time - IE/10: Discharge to Waters licence	Mandatory maximum time is 2 months.
Greece (EL)	0	N/A	N/A
Spain (ES)	6	2.5 months typical time - ES/19: Integrated Environmental Permission	The regulations establish that the regional authorities have a maximum period of 10 months to give the authorisation

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Country	Number of licences	Licence(s) requiring the longest time	Comment
		2-3 months typical time - ES/20: Municipal Licence related to the Activity	The maximum time foreseen by the local authorities to issue this licence is 180 days (in the case of Vitoria-Gasteiz) and 90 days (in the case of Seville).
France (FR)	1	2 months - FR/02: Preliminary authorization for installing commercial sign	Companies that do not wish to install a sign can gain the necessary licence in 1 day (Déclaration d'entreprise: Company Declaration, FR/01)
Croatia (HR)	3	15 days maximum time - HR/01: Decision on compliance with the minimum technical requirements	No time set by authorities for other licences.
Italy (IT)	2	3 months - IT/03: Single Environmental Authorisation	The process is completed within 90 days and, in exceptional circumstances, within 120 days
Cyprus (CY)	3	4 weeks mandatory maximum time - CY/14: Certificate of factory registration	
Latvia (LV)	3	1 month mandatory maximum time - LV/07: Permit for Placing a Sign	Not required by all companies. Typical time in practice varies by location.
Lithuania (LT)	4	1-2 days typical time or up to 10 days in major cities - LT/17: Register of Manufacturers and Importers	Mandatory maximum time is 10 days after receiving a complete application on-line or 20 days after receiving a complete application in paper format.
Luxembourg (LU)	3	1.5 - 2 weeks typical time - LU/05: Industrial authorisation	3 weeks mandatory maximum time.
Hungary (HU)	2	21-30 days typical time- HU/06: Plant Licence	3 weeks mandatory maximum time.
Malta (MT)	4	10 days typical time - MT/04: GBR Permit for waste management, emissions, effluent discharges and storage of material	10 days mandatory maximum time
Netherlands	2	6 weeks typical time -NL/04: Environmental Permit	6 weeks mandatory maximum time, which can be extended

Country	Number of licences	Licence(s) requiring the longest time	Comment
(NL)			by 6 weeks in certain circumstances.
Austria (AT)	2	80-90 days typical time - AT/02: Trade facilities approval	Typical time quoted; wide variation reported
Poland (PL)	5	60 days typical time - PL/08: Environmental decision	60 days mandatory maximum time. Licences tend to be issued in fewer days in exceptional cases.
Portugal (PT)	1	15 days typical time - PT/05: Responsible Industry System	15 days mandatory maximum time.
Romania (RO)	6	90 days typical time for simple authorisations - RO/12: Environmental Permit	90 days mandatory maximum time; 30 days target time
Slovenia (SI)	2	15-20 days - SI/03: Craft licence	
Slovakia (SK)	2	3 days typical time - SK/01: Trade notification of a free trade and extract from the register of trade licences	3 days mandatory maximum time.
Finland (FI)	0	N/A	N/A
Sweden (SE)	5	70 days - SE/12: Permit for flammable products	
United Kingdom (UK)	1	2-3 weeks typical time - UK/01:Data Protection Registration	No mandatory time stated.
Iceland (IS)	1	45 days - IS/04: Operating Permit Public Health Authority	There are no manufacturers of IT devices in Iceland, but if there were they would need IS/04 if the operation caused pollution.
Liechtenstein (LI)	1	1 day - LI/01: Trade licence	Typical time: 5-15 days due to incomplete or incorrect applications. Once a correct application is submitted, licence is usually issued within 1 day.

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Country	Number of licences	Licence(s) requiring the longest time	Comment
Norway (NO)	1	0 days, unless importing, selling or using laser products [3 months - NO/14: Permission to import, sell and use laser products]	[This permit is unlikely to be required by most manufacturers of small IT devices.] Although it might take up to 3 months, in certain cases the process time is only 1 month.
FYROM (MK)	4	60 days - MK/13: B-Integrated Ecological Licence (IPPC)	It would normally take the full 60 days. The other licence that could take up to 30 days (typical time: 7 days) is MK/15: Registration as electronic equipment producer.
Montenegro (ME)	10	134 days - ME/23: Decision Environmental Impact Assessment & 120 days - ME/22: Integrated permit (pollution/environment)	These times might be shorter if all associated documents are provided. ME/23 consists of 3 phases (phase II is voluntary and might be left out) shortening the time to 74 days.
Albania (AL)	1	1 month - AL/03: Environmental Permit	Time is approximately 35 days.
Serbia (RS)	10	n/a	No time scales given for the different licences.
Turkey (TR)	3	15 business days - TR/07: Capacity Report	This is both the min. and the average time for this licence.
Israel (IL)	9	45 days - IL/12: Licence of the Israeli Standards Institute	Typical response time for most other licences 21 days. However, IL/03 Licence from Ministry of Health can take months. You can only obtain IL/01 General Business Licence after having received all other licences.

7.4 Time taken to obtain all licences

Table 7.4 Time taken to obtain all licences (Manufacturer of small IT devices)

Country	Licence(s) requiring the longest time ¹⁶	Total time to obtain all licences (where different)	Comment
Belgium (BE)	1 week	=	
Bulgaria (BG)	1 month	=	
Czech Republic (CZ)	1 week	2 weeks	Licences must be acquired in sequence: the Trade Licence, followed by the registration in the Commercial Register. The process takes 10 days if each licence takes the statutory maximum time. Using a notary, who has online access to both the register of trade licences and the Commercial Register, may reduce the time to 5 days.
Denmark (DK)	N/A	=	No licences required
Germany (DE)	1 day	=	
Estonia (EE)	2-3 days	=	
Ireland (IE)	4 weeks	=	
Greece (EL)	N/A	=	No licences required
Spain (ES)	2-3 months	=	Previous research shows that the average time to obtain all licences in Spain was about 4 months (116 days) in 2011.

¹⁶ As presented in Table 7.3 but rounded to nearest week or month.

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Country	Licence(s) requiring the longest time ¹⁶	Total time to obtain all licences (where different)	Comment
France (FR)	2 months	=	Companies that do not wish to install a sign can gain the necessary licence in 1 day (Déclaration d'entreprise: Company Declaration, FR/01)
Croatia (HR)	2 weeks	=	
Italy (IT)	3 months	=	
Cyprus (CY)	4 weeks	=	
Latvia (LV)	1 month	=	Companies that do not wish to install a sign can gain the necessary licence in 1 day (Registration in the Register of Electrical and Electronic Equipment Producers, LV/07)
Lithuania (LT)	10 days	=	Licences do not need to be obtained in sequence. Total time can be as short as 1-2 days in some cities.
Luxembourg (LU)	2 weeks	=	
Hungary (HU)	1 month	=	
Malta (MT)	2 weeks	=	
Netherlands (NL)	6 weeks	=	If an Environmental Permit is not required, the total time is only 1 day.
Austria (AT)	3 months	=	
Poland (PL)	2 months	2-4 months	Obtaining the approval of the readiness of the facility for use (PL/02) requires an Environmental Decision (PL/08) where construction/renovation work takes place, which adds 2 months to the total time. However, since the Environmental Decision is required before the construction of the building, it does not directly affect the commencement of manufacturing

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Country	Licence(s) requiring the longest time ¹⁶	Total time to obtain all licences (where different)	Comment
			activities.
Portugal (PT)	2 weeks	=	
Romania (RO)	3 months	=	
Slovenia (SI)	3-4 weeks	=	
Slovakia (SK)	3 days	5 days	Licences must be acquired in sequence. A company must apply to be listed in the register of Trade Licences (SK/02) before it can be listed in the Commercial Register (SK/03).
Finland (FI)	N/A	=	No licences required
Sweden (SE)	1.5 months	=	Time taken to obtain all licences is considerably shorter if production does not require the use of flammable or chemical products.
United Kingdom (UK)	2-3 weeks	=	
Iceland (IS)	1.5 months		There are no manufacturers of IT devices in Iceland, but if there were they would need IS/04 if the operation caused pollution.
Liechtenstein (LI)	3 weeks	=	There is only one licence (LI/01) which can take 5-15 days.
Norway (NO)	0 days	=	No licences required unless importing, selling or using laser products. IN that case the Permission to import, sell and use laser products (NO/14)] might take up to 3 months, although it can be issued within 1 month.
FYROM (MK)	2 months	2-3 months	MK/13: B-Integrated Ecological Licence (IPPC) – this licence normally takes the full 60 days. MK/15 typically requires 7 days (but can be up to 30 days). Otherwise the various notifications that are needed do not involve any

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Country	Licence(s) requiring the longest time ¹⁶	Total time to obtain all licences (where different)	Comment
			waiting time.
Montenegro (ME)	134 days	4-6 months	These times might be shorter if all associated documentation is provided and phase II of ME/23 is not applied for.
Serbia (RS)	n/a	n/a	No clearly defined time for any of the individual licences, nor for the total time it takes to get all the licences.
Turkey (TR)	3 weeks	1-1.5 months	Trade Registry Certificate (TR/02) is needed before applying for any other licences which gives a total time of at least 22 business days (5 weeks)
Albania (AL)	1 month	=	
Israel (IL)	45 days	2 to 3 months	You would have to obtain the Licence form the Standards Institute (IL/12) which takes 45 days as well as all other licences (typically 21 days), before being able to obtain the IL/01 General Business Licence.

7.5 Fees charged for all licences

Table 7.5 Fees chargeable for each licence (manufacturer of small IT devices)

Country	Number of licences	Fees chargeable for each licence	Total costs (€)
Belgium (BE)	1	BE/06: Environmental Permit (only Walloon Region)	20.00
Bulgaria (BG)	1	BG/03: Permit of use or certificate for commissioning of the site	350.00
Czech Republic (CZ)	2	CZ/01: Trade notification of a free trade and extract from the register of trade licences	45.00
		CZ/04: Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register	220.00
			265.00
Denmark (DK)	0	N/A	0.00
Germany (DE)	1	DE/01: Trade notification- entry into the Commercial Trade Register of the Municipal Trade Office	34.00
Estonia (EE)	1	EE/02: Registration of a company engaged in trading in the Register of Economic Activities	19.17
Ireland (IE)	1	IE/10: Discharge to Waters licence	380.00
Greece (EL)	0	N/A	0.00
Spain (ES)	5	ES/01: Enrolment in the Census of Entrepreneurs, professionals and Retentants	0.00
		ES/06: Register of files containing personal data	0.00
		ES/18: Enrolment in the Register of Industrial Establishments	0.00
		ES/19: Integrated Environmental Permission. Not known	n/a

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		ES/20: Classified Municipal Licence related to the Activity	1,182.00
		ES/21: Communication of the Opening of the Establishment	0.00
			1,182.00
France (FR)	1	FR/01: Company Declaration	350.00
Croatia (HR)	3	General licence to operate a business (HR/15): 200 HRK	25.00
		Decision on compliance with minimum technical requirements (HR/01)	10.00
		Clean criminal record assurance (HR/02): €10 per employee x 10 employees	100.00
			135.00
Italy (IT)	2	Segnalazione Certificata di Inizio Attività (SCIA) - Business Startup Certified Notification (IT/01)	0.00
		Autorizzazione Ambientale Unica (AUA) - Single Environmental Authorisation (IT/03)	16.00
			16.00
Cyprus (CY)	3	Άδεια επαγγέλματος - Tradelicense (CY/04)	600.00
		Άδεια επαγγελματικού υποστατικού-Licence for operation of professional premises (CY/06)	600.00
		Πιστοποιητικό εγγραφής εργοστασίου--Certificate of factory registration (CY/14)	0.00
			1,200.00
Latvia (LV)	3	Permit for Placing Sign (LV/07) (€22.77 in Riga; no fee in some municipalities)	22.77
		Registration in the Register of Electrical and Electronic Equipment Producers (LV/11)	42.69
		Registration of cash registers, cash systems, specialized devices and equipment (LV/08)	0.00
			65.46

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Lithuania (LT)	4	Priešgaisrinės saugos pažymėjimas - Fire Safety Certificate (LT/09)	35.00
		Gamintojų ir importuotojų registras - Register of Manufacturers and Importers (LT/17)	0.00
		Privalomo sveikatos patikrinimo medicininė pažyma - The Health Certificate (LT/10)	0.00
		Asmens duomenų valdymo registras - State Register of Personal Data Controllers (LT/04)	0.00
			35.00
Luxembourg (LU)	3	Autorisation en industrie - Industrial authorization (LU/05)	24.00
		Autorisation d'exploitation pour établissements classés (commodo/incommodo) - Operating permit for classified establishments (LU/06)	0.00
		Prestataire de services (Service provider) (LU/08)	24.00
			48.00
Hungary (HU)	1	HU/06: Plant Licence / Telepengedély	567.00
Malta (MT)	4	Notification of Trade commencement with the Commerce Department (MT/02)	140.00
		Sewer Discharge Permit (MT/03)	11.65
		GBR Permit for waste management, emissions, effluent discharges and storage of material (MT/04)	0.00
		Data Protection Registration (MT/06)	23.29
			174.94
Netherlands (NL)	2	Inschrijven bij Kamer van Koophandel - Registration in Commercial code of the Chambers of Commerce (NL/01)	0.00
		Omgevingsvergunning - Environmental Permit (NL/04)	0.00
			0.00

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Austria (AT)	2	Gewerbeberechtigung / trade licence (AT/01)	70.90
		Betriebsanlagengenehmigung / trade facilities approval (AT/02)	57.30
			128.20
Poland (PL)	5	Rejestracja firmy w rejestrze prowadzonym przez Głównego Inspektora Ochrony Środowiska - Registration in the Registry carried by the Chief Inspectorate of Environmental Protection (PL/01)	500.00
		Uzyskanie pozwolenia na użytkowanie budynku produkcyjnego / Approval of the readiness of the facility for use (PL/02)	0.00
		Zgłoszenie firmy, jako producenta wprowadzającego na rynek wyroby w opakowaniach - Notification of the company as a producer of packaged products (PL/03)	0.00
		Zgłoszenie instalacji niewymagającej uzyskania pozwolenia na wprowadzanie gazów i pyłów do powietrza - Notification of the installation from the category of the installations emitting gases/dusts (PL/07)	30.00
		Decyzja o środowiskowych uwarunkowaniach - Environmental decision (PL/08)	51.00
			581.00
Portugal (PT)	1	Sistema da Indústria Responsável (SIR) - Responsible Industry System (PT/05)	142.38
Romania (RO)	6	Construction authorisation for lit/unlit sign (RO/07). Varies	-
		Fire Safety Permit (PSI) (RO/08)	0.00
		Construction permit for disabled people access ramp (RO/09)	0.00
		Permit for personal data processing (RO/10). No fee	0.00
		Environmental Permit (RO/12)	110.00
		Water management Licence (RO/15)	115.00
			225.00

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Slovenia (SI)	2	Obrtno dovoljenje za regulirane obrtne dejavnosti z reguliranimi obrtnimi poklici - Craft licence for regulated craft activities with regulated craft professions (SI/02 or SI/04)	111.00
			893.00
		Certifikat za odgovornega projektanta/vodjo del - Certificate for responsible designer/manager of works (SI/15)	1,004.00
Slovakia (SK)	2	Ohlášení volné živnosti do Živnostenského rejstříku - Trade notification of a free trade and extract from the register of trade licences (SK/01)	4.00
			169.08
		Registrace a výpis z Obchodního rejstříku - Registration and extract from the Commercial Register (SK/03)	173.08
Finland (FI)	0	N/A	0.00
Sweden (SE)	5	Bolagsregistering – Company registration (SE/15)	213.00
		Brandskyddsredogörelse – Fire-protection statement (SE/10)	0.00
		Anmälan av anläggning av köldmedier – Registration of refrigerants of more than 10 kg (SE/11)	0.00
		Tillstånd för brandfarliga varor – permit for flammable products (SE/12)	673.00
		Tillstånd för särskilt farliga kemiska produkter – Permit for hazardous chemicals (SE/19)	257.00
		1,143.00	
United Kingdom (UK)	1	Data Protection Registration (UK/01)	43.00
Iceland (IS)	2	IS/01: Registration as Private limited company– 130,500 ISK	845.00
			130.00
		IS/04: Operating Permit from Public Health Authority – 20,000 ISK	975.00

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Liechtenstein (LI)	1	LI/01: Trade Licence (€250 for natural persons & €500 for legal persons)	500.00
Norway (NO)	1	NO/14: Permission to import, sell and use laser products – no information	n/a
FYROM (MK)	4	MK/01: Registration from Central Registry of RM (paper appl: 2.399MKD/€40; e-appl: free)	0.00
		MK/02: Notification of starting an activity. No fee	0.00
		MK/07:Preparation of programme of waste management. No fee	0.00
		MK/13: B-Integrated IPPC Licence (Varies: annual cost depends on area of installation, no. points of emission, types of emission, size of emission)	n/a
		MK/15:Registration of electronic/electric equipment producer. No fee	0.00
			n/a
Montenegro (ME)	10	ME/01: General Licence to operate(Free of charge)	0.00
		ME/06: Sanitary permit (€36-107 depending on size – middle range)	70.00
		ME/07: Permit re: fire and explosion protection(€50-500 depending on size – middle range)	275.00
		ME/08: Register for collecting/transporting waste	5.00
		ME/09: Permit to the plan of managing the waste by producers	5.00
		ME/14: Permit for external publicity (varies by municipality, publicity size, business size: €100-150 p.a.)	125.00
		ME/15: Permit for import-export of goods	5.00
		ME/16: Certificate for business capability (Free of charge)	0.00
		ME/22: Integrated Permit (environment protection)	5.00
ME/23: Decision on Environmental Impact Assessment(phase I & II: €5 each; phase III: €20)	30.00		

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			520.00
Albania (AL)	1	AL/03: Environmental Permit(ALL 30,000)	250.00
Serbia (RS)	10	RS/01: Register of Business Entities RS/02: Classification of Activities RS/30: General licenceto operate a company producing IT devices RS/31: Licences applicable to specific types of IT devices produced RS/11: External publicity or signage RS/24:Environmental compliance and sanitary permits RS/12: Law on Fire Protection 2009 RS/15: Proof of qualifications required of employees RS/26: Safety of employees RS/16: Health certificates of employees	n/a
Turkey (TR)	3	TR/01: Trade Registry Certificate (0.04% of company capital) TR/02: Business Licence and Work Permit (400 TL) TR/07 Capacity Report (850 TL)	n/a 138.00 293.00 431.00
Israel (IL)	9	IL/01: General Busienss Licence IL/06: Licence from Fire Department (€38 + €31 for every 100 m2 >100 m2) – 300m ² IL/02, IL/07, IL/08, IL/13, IL/14: No fees	78.00 100.00 0.00

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	IL/11: Factory Permit(no info)	n/a
	IL/12 : Licence of the Standards Institute	843.00
		1,021.00

8.0 Case example: Long Beach, USA

Table 8.1 Licences required in Long Beach, USA

	Required for	Fee \$	Time taken	Authority
Establishing a business				
Business Licence - Business Tax Certificate	All entities doing business with the city limits	\$340.95	If no inspection required: automatic If inspection required: 2 weeks in most cases	City of Long Beach Business License Division ¹⁷
Company filings	Creation of limited liability company	\$70.00	Automatic (on-line)	Secretary of State's Office ¹⁸
"Fictitious Business Name" – "Doing Business As" Statement	Business name does not include owner's surname, suggests additional owners or nature of business is not evident in name	\$26.00	Automatic (on-line)	County of Los Angeles Registrar-Recorder/County Clerk ¹⁹
Construction of premises				
Building and Construction Permit	All new and remodeling construction, including change of occupancy	Varies	Varies	City of Long Beach Development Services ²⁰
Zoning Approval	Permitted uses, design review, sign permit, parking regulations, development regulations	Varies	Varies	City of Long Beach Planning Department ²¹
Permit to Construct (PC) or Permit to Operate (PO)	Equipment that may emit or reduce air emissions	Varies	Varies	Air Quality Management District South Coast ²²

¹⁷ http://www.longbeach.gov/finance/business_license/default.asp

¹⁸ <http://www.sos.ca.gov/business/be/forms.htm>

¹⁹ http://regrec.co.la.ca.us/GENERAL/PDFS/FICTITIOUS_BUSINESS_NAME.pdf

²⁰ http://www.lbds.info/building/engineering_n_development_services/construction_permits.asp

²¹ http://www.lbds.info/forms/default.asp#plan_serv

²² <http://www.aqmd.gov/home/permits>

Study on the compliance by Member States on the time needed to get licences and permits to take up and perform the specific activity of an enterprise as from beginning of 2014

Licences related to products/services	Required for	Fee \$	Time taken	Authority
Alcohol Beverage Control License	Sale of alcoholic beverages	(47) On Sale General Eating Place: \$13,800 (21) Off Sale General: \$13,800	Target: 75% in 90 days Outcome: 42%-61% monthly average (July 2012 – June 2013)	California Department of Alcoholic Beverage Control
Cigarette & Tobacco Products Licencing	Sale of cigarettes and tobacco	Retailer: \$100 per site (one-off fee)	Automatic (on-line)	California State Board of Equalization ²³
Registration for Beverage Distributors & Manufacturers	Distribution or manufacture of beverages	Monthly payment of fees based on number of beverage containers sold	Automatic (on-line)	California's Department of Resources Recycling and Recovery (CalRecycle) ²⁴
Seller's Permit	Sale or lease of tangible personal property that would ordinarily be subject to sales tax if sold at retail	\$0.00	Automatic (on-line)	California State Board of Equalization ²⁵
Contractor's Licence (Plumbing company; Steel Products Manufacturer)	Businesses or individuals undertaking construction projects costing \$500 or more (e.g. Boiler, Hot-water, Heating and Steam-fitting; Electrical contactors, Warm-Air Heating, Ventilating, Air-Conditioning; Plumbing, Sanitation Systems; Reinforcing Steel, Structural Steel)	Application: \$250 Initial License Fee (one classification): \$150 Additional classification: \$50	4-years experience, plus an examination. Time taken to issue (post-examination) varies.	Contractors State License Board ²⁶
Hazardous Substance Removal and Remedial Actions Certification	Plumbing, Heating, and Air-Conditioning Contractors undertaking hazardous substance removal work	\$75.00	Computerised exams given daily at 8 sites throughout the state	Contractors State License Board ²⁷

²³ <http://www.boe.ca.gov/sptaxprog/spctretailers.htm>

²⁴ <http://www.calrecycle.ca.gov/BevContainer/BevDistMan/>

²⁵ <http://www.boe.ca.gov/info/reg.htm>

²⁶ <http://www.cslb.ca.gov/>

²⁷ <http://www.cslb.ca.gov/>

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	Required for	Fee \$	Time taken	Authority
Major Appliance Repair Registration	Repair, service or maintenance of room air conditioners	\$165.00	3 - 4 weeks	State of California Department of Consumer Affairs (Bureau of Electronic & Appliance Repair, Home Furnishings & Thermal Insulation) ²⁸
State EPA Identification Number	Businesses that generate, surrender to be transported, transport, treat, or dispose of hazardous waste	Varies widely depending on function of business and nature and volume of waste	Varies	California Department of Toxic Substances Control ²⁹
Licences related to premises				
Burglar Alarm Permit	Alarm system that directly or indirectly signals the Long Beach Police Department	\$30.60 (annual)	1 day (automatic if done on-line)	City of Long Beach Business License Division
Fire Prevention Inspection	Construction or improvement of business premises	Varies: fee paid to a licenced contractor to undertake the inspection. No fee charged by the Fire Department to witness the inspection.	Fire Inspector confirms test date within 3 days. Contractor submits test results within 7 days Fire Department	City of Long Beach Fire Department ³⁰
Permit to discharge waste	Discharge of process wastewater not discharging to a sewer (factories, cooling water, etc.)	Varies	About 6 months (or longer depending on nature of discharge)	Regional Water Quality Control Board ³¹

²⁸ <http://www.bear.ca.gov/home.shtml>

²⁹ http://www.dtsc.ca.gov/idmanifest/id_numbers.cfm#Forms

³⁰ http://www.longbeach.gov/fire/prevention/code_enforcement.asp

³¹ http://www.swrcb.ca.gov/water_issues/programs/land_disposal/waste_discharge_requirements.shtml

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	Required for	Fee \$	Time taken	Authority
Hazardous Materials Business Emergency Plan and Inventory Certification Statement	Handling hazardous materials, generating or treating hazardous waste, storing in above ground or underground storage tanks (55 gallons or 500 pounds of hazardous material or 200 ft ³ of compressed gas)	Varies	Varies	City of Long Beach Fire Department ³²
Industrial Activities Storm Water General Permit	Discharges of storm water associated with industrial activities (excluding construction)	\$1,791.00	Applications must be submitted 14 days before operations	State Water Resources Control Board ³³
Licences related to				
Registration Form for Employers	Employing staff	\$0.00	Automatic (on-line)	California Employment Development Department ³⁴
Employer Identification Number	Employing staff	\$0.00	Automatic (on-line)	US Department of Treasury (Internal Revenue Service) ³⁵
Proof of Residency Requirement	Employing staff	\$0.00	In-house check	US Immigration and Naturalization Service ³⁶

³² <http://www.longbeach.gov/fire/prevention/forms.asp>

³³ http://www.swrcb.ca.gov/water_issues/programs/stormwater/indusfaq.shtml

³⁴ http://www.edd.ca.gov/payroll_taxes/am_i_required_to_register_as_an_employer.htm

³⁵ [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

³⁶ <http://www.uscis.gov/i-9-central>

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