

Monthly Occupancy Reports

Reporting Methods

Occupancy reports must be submitted ***within seven (7) days*** after the end of each month for each licensed accommodation property. There are three ways you can send the occupancy information to the Department of Economic and Rural Development and Tourism.

1. **INTERNET:** Operators may securely submit their monthly occupancy information via the Internet at:
 - a) <http://www.gov.ns.ca/tch/tourism/accommodation-stats.aspx>
 - b) Then choose the appropriate Monthly Occupancy Return Form; either 'campgrounds' or 'fixed roof'
 - c) Complete the required information and click on the 'submit report' button
 - d) **'Print' the confirmation page for your records**

* Tip: Add the site to your Favourites it so you can find it quickly and easily each month.

2. **FAX:** Occupancy reports can be faxed to:
Fax: (902) 424-3013 * **Tip: Keep the confirmation sheet from your fax machine for your records.**
3. **MAIL:** Occupancy reports can be mailed to:
Research
Department of Economic and Rural Development and Tourism
P.O. Box 456
Halifax, NS B3J 2R5

INSTRUCTIONS FOR COMPLETING MONTHLY OCCUPANCY RETURN FORMS

Month: Please indicate the month in which the occupancy report pertains.

Available Accommodation (number of units): the number of units that were open for business that month - usually the number units licensed to operate (unless a unit(s) was closed e.g., for renovation). If part of the establishment is closed during part of the year (e.g., cottages in the winter), those units should not be included as available during the winter months.

Days Open: usually the number of days in a month unless closed for part of the month. This includes properties that are "open off-season by reservation".

Units Sold: on a daily basis count the number of units that are occupied by at least one guest.

Number of Guests: on a daily basis count the number of guests in the occupied units.

Total: Sum the units sold and the number of guests at the end of the month. These will be the total units sold during the month and the total number of guest nights for your property.

IMPORTANT: *If you do not have any guests during a month the establishment is open for business, please mark "No Guests" on the form and **submit as usual**. When filling out the online form, if you did not have any guests but were operational and able to have guests please indicate 0 guests and the number of days in the month.*

Closed for the season: Properties not open year round should mark "Closed for the Season" on the final report for the season. When submitting using the online form please answer "Yes" for the Final Report. **If you will no longer be operating your business please contact our department as soon as possible.**

Trip Purpose:

Percent Vacationing: Is the number of people who stayed during that month and their purpose for traveling was for a vacation/pleasure trip, divided by your total number of guests, multiplied by 100.

Percent Business: Is the number of people who stayed during that month and their purpose for traveling was for business, divided by your total number of guests, multiplied by 100.

Percent Convention: Is the number of people who stayed during that month and their purpose for traveling was for a convention, divided by your total number of guests, multiplied by 100.

Percent Motorcoach: Is the number of people who stayed during that month and their mode of traveling was with a motorcoach tour, divided by your total number of guests, multiplied by 100.

If you have any questions regarding these monthly reports please contact:

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