



### INSTRUKCJA WYPEŁNIANIA FORMULARZA VENICE ACCESS FEE

W celu wygenerowania kodu QR uprawniającego do wjazdu do Wenecji należy wejść na stronę:  
[cda.ve.it – Venice Access Fee](https://cda.ve.it)

Następnie należy wybrać odpowiednią opcję:

1. dla klientów, którzy wykupili City Break „Wenecja” z Biurem Podróży ITAKA – ***Exemptions***,
2. dla klientów, którzy nie będą zakwaterowani w obiektach noclegowych na terenie gminy Wenecja – ***Payment of the fee***.

Dzieci do 14 lat są zwolnione z opłat i konieczności wygenerowania QR kodu.

Jeśli nie masz pewności, czy przysługuje Ci zwolnienie z opłaty **Venice Access Fee**, zapoznaj się z informacjami dotyczącymi wyjątków i zwolnień dostępnymi na stronie:

[Venice Access Fee – Exemptions](#) lub skontaktuj się z Biurem Obsługi Klienta pod adresem:  
[cok@itaka.pl](mailto:cok@itaka.pl).

1. dla klientów, którzy wykupili City Break „Wenecja” z Biurem Podróży ITAKA wybierz – *Access exemptions*

The screenshot shows a website interface with two main sections. The left section is titled 'Exemptions' with a pencil icon. It contains text explaining that exemptions can be self-certified by submitting a form, and that a QR code can be obtained after verification. Below this text is a red button labeled 'Access exemptions'. The right section is titled 'Payment of the fee' with a menu icon. It contains text instructing users to access a portal for payment certification, followed by a red button labeled 'Go to Access Fee'.

2. Następnie wybierz *I am a guest of an accommodation facility located in the municipality of Venice* - Jestem gościem obiektu noclegowego zlokalizowanego na terenie gminy Wenecja. Sekcja przeznaczona dla osób zatrzymujących się w hotelu lub innym obiekcie noclegowym na terenie gminy Wenecja.

The screenshot shows a selection screen titled 'Reason for requesting exemption' with the instruction 'Choose the reason of access at the ancient city of Venice'. It features a grid of seven options, each with a title, a brief description, and a right-pointing arrow:


- I am a guest of an accommodation facility located in the municipality of Venice**: Section dedicated to those staying in a hotel or other accommodation facility in the municipality of Venice.
- I am a worker**: Section dedicated to those who work in the Ancient City of Venice or in the minor islands.
- I am a relative**: Section dedicated to relatives of residents in the historic city or the minor islands, to relatives and in-laws up to the first degree of natural persons owning residential properties in the historic city of Venice or in the minor islands, and to relatives attending a funeral in the historic city of Venice or in the minor islands.
- I need to participate in a sporting event**: Section dedicated to those who must participate in a sport event in the Ancient City of Venice or in the minor islands.
- I am the owner, including under a timeshare arrangement, of a property for which I pay IMU, or I am a member of the household**: Section dedicated to property owners, including under a timeshare arrangement, or members of their household, who own property in the Municipality of Venice.
- I am a tenant or assignee of property**: Section dedicated to holders of a lease of a property in Venice or civil servants assignee of accommodation.
- I need to invite acquaintances**: Section dedicated to residents, tenants or assignees of service housing in the Ancient City of Venice or in the minor islands who need to grant an exemption to an acquaintance who visits them.
- I am on a school trip**: Section dedicated to educational visits by secondary school students.
- I need to access for other reasons**: (This option is currently empty).

3. *I am a guest in an accommodation facility located in the Municipality of Venice -  
Jestem gościem obiektu noclegowego zlokalizowanego na terenie gminy Wenecja.*

**I am a guest in an accommodation facility located in the Municipality of Venice**

Persons staying overnight in an accommodation facility located in the Municipality of Venice are required to pay the Tourist Tax to the property manager. For this reason, these guests are exempt from paying the Access Fee. Please note that in order to benefit from the Access Fee exemption, it is always necessary to register your profile. The Access Fee exemption is valid from the day of arrival until the day of departure.

**Request exemption**



**BACK**

*Persons staying overnight in an accommodation facility located in the Municipality of Venice are required to pay the Tourist Tax to the property manager. For this reason, these guests are exempt from paying the Access Fee. Please note that in order to benefit from the Access Fee exemption, it is always necessary to register your profile. The Access Fee exemption is valid from the day of arrival until the day of departure. -*

Osoby nocujące w obiekcie noclegowym znajdującym się na terenie gminy Wenecja są zobowiązane do uiszczenia podatku turystycznego na rzecz obiektu noclegowego. Z tego powodu goście ci są zwolnieni z opłaty wstępu (Access Fee). Aby skorzystać ze zwolnienia z opłaty Access Fee, konieczna jest jednak wcześniejsza rejestracja swojego profilu. Zwolnienie obowiązuje od dnia przyjazdu do dnia wyjazdu.

Wybierz *Request exemption* - Wniosek o zwolnienie z opłaty.

4. *Days of validity (permanence) of the exemption - Okres ważności (pobytu) zwolnienia.*

**Selected exemption type:** Persons staying in the accommodation facilities of the Municipality of Venice located within the municipal territory and providing any type of temporary paid accommodation, because they are required to pay the Tourist Tax to the manager of the accommodation facility. The Access Fee exemption is granted from the day of arrival at the accommodation facility until the day of departure. The exemption must be requested for each person staying at the accommodation facility.

**Days of validity (permanence) of the exemption**

**Start date \***

Select the start day

Dates must be entered through the calendar and not manually

**End date \***

Select the end date

Dates must be entered through the calendar and not manually

**BACK** **NEXT**

*Selected exemption type: Persons staying in the accommodation facilities of the Municipality of Venice located within the municipal territory and providing any type of temporary paid accommodation, because they are required to pay the Tourist Tax to the manager of the accommodation facility. The Access Fee exemption is granted from the day of arrival at the accommodation facility until the day of departure. The exemption must be requested for each person staying at the accommodation facility. -*

Wybrany rodzaj zwolnienia: osoby przebywające w obiektach noclegowych gminy Wenecja, zlokalizowanych na terenie gminy i świadczących odpłatne usługi tymczasowego zakwaterowania, ponieważ są zobowiązane do uiszczenia podatku turystycznego na rzecz zarządcy obiektu noclegowego. Zwolnienie z opłaty Access Fee obowiązuje od dnia przyjazdu do obiektu noclegowego do dnia wyjazdu. Zwolnienie należy zgłosić dla każdej osoby korzystającej z zakwaterowania.

*Start date* - Data rozpoczęcia

*End date* – Data zakończenia

Wybierz datę przyjazdu do obiektu noclegowego oraz datę wyjazdu.

*Back* – Wróć

*Next* – Dalej

## 5. *Main Holder* - Główny zgłaszający

**Main Holder**  
Enter the data of the [declarant main holder](#).

<b>Name*</b>	<input type="text" value="Name"/>
<b>Surname*</b>	<input type="text" value="Surname"/>
<b>Date of birth*</b>	<input type="text" value="Date of birth*"/>
<b>Place of birth*</b>	<input type="text" value="Place of birth"/>
<b>Email*</b>	<input type="text" value="Email address"/>
<b>Repeat email*</b>	<input type="text" value="Repeat email"/>
<b>Residence*</b>	<input type="text" value="Please enter your residential address"/>
<b>Accommodation and address name*</b>	<input type="text" value="Enter the name and the address of the accommodation facility"/> <span>✕</span> <b>MANUAL ENTRY</b>

*Name* - imię

*Surname* - nazwisko

*Date of Birth* – data urodzenia

*Place of Birth* – miejsce urodzenia

*Email* – adres email

*Repeat email* – powtórz adres email

*Residence* – kraj zamieszkania

*Accommodation and address name* - nazwa obiektu noclegowego i adres

Nazwę obiektu noclegowego oraz jego adres otrzymasz od swojego sprzedawcy na około 7 dni przed rozpoczęciem wyjazdu.

## 6. Przeczytaj, a następnie zaznacz zgody i zapoznaj się z polityką prywatności

Declares to be aware that the exemption from the payment of the Access Fee does not result in the exemption from the payment of the Tourist Tax. The Tourist Tax is therefore due and must be paid to the manager of the accommodation facility.

[Read the privacy policy to enable the checkbox](#)

Pursuant to the European Regulation 27/04/2016, No. 2016/679, and Legislative Decree 30/06/2003, No. 196, I declare that I have read the privacy policy

you must read and agree to the terms of data processing in order to proceed

**BACK** **NEXT**

*Declares to be aware that the exemption from the payment of the Access Fee does not result in the exemption from the payment of the Tourist Tax. The Tourist Tax is therefore due and must be paid to the manager of the accommodation facility. -*

Oświadczam, że jestem świadomy, iż zwolnienie z opłaty Access Fee nie oznacza zwolnienia z obowiązku uiszczenia podatku turystycznego. Podatek turystyczny nadal obowiązuje i musi zostać opłacony na rzecz zarządcy obiektu noclegowego.

*Read the privacy policy to enable the checkbox Pursuant to the European Regulation 27/04/2016, No. 2016/679, and Legislative Decree 30/06/2003, No. 196, I declare that I have read the privacy policy -*

Zapoznaj się z polityką prywatności, aby aktywować pole wyboru.

Zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27.04.2016 r. oraz Dekretem Legislacyjnym z dnia 30.06.2003 r. nr 196 oświadczam, że zapoznałem/am się z polityką prywatności.

*Back – Wróć      Next – Dalej*

## 7. Sprawdź poprawność wprowadzonych danych

**Main holder**

NAME	SURNAME	PLACE OF BIRTH	DATE OF BIRTH
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Additional holders**  
Here you can enter and view personal data for any additional holders

NAME	SURNAME	PLACE OF BIRTH	DATE OF BIRTH	
No additional holder present				
<input type="button" value="ADD HOLDER"/>				

*Additional holders - Dodatkowi uczestnicy*

*Here you can enter and view personal data for any additional holders –*

Tutaj możesz wprowadzić i wyświetlić dane osobowe innych uczestników.

NAME	SURNAME	PLACE OF BIRTH	DATE OF BIRTH	
<input type="text" value="Holder's Name"/>	<input type="text" value="Holder's Surname"/>	<input type="text" value="Holder's Place of birth"/>	<input type="text" value="Holder's Date of birth"/>	<input type="button" value="REMOVE"/>
<input type="button" value="ADD HOLDER"/>				

Jeżeli do swojego wniosku chcesz dodać uczestnika wyjazdu wybierz:

*Add Holder – dodaj uczestnika*

*Holder's Name - imię*

*Holder's Surname - nazwisko*

*Holder's Date of Birth – data urodzenia*

*Holder's Place of Birth – miejsce urodzenia*

*Back – Wróć*

*Next – Dalej*

## 8. Contact information – Informacje kontaktowe

**Contact information**

Select the method by which you wish to complete the request. If you select PHONE you will need to enter a phone number and make a toll-free call to the number listed on the next page in the time indicated while if you select EMAIL you will need to enter an email where you will receive an OTP code to type in on the next page.

**PHONE** **EMAIL**

**BACK** **NEXT**

*Select the method by which you wish to complete the request. If you select PHONE you will need to enter a phone number and make a toll-free call to the number listed on the next page in the time indicated while if you select EMAIL you will need to enter an email where you will receive an OTP code to type in on the next page. –*

Wybierz sposób, w jaki chcesz zrealizować zgłoszenie. Jeśli wybierzesz **TELEFON**, będziesz musiał/a podać numer telefonu i wykonać bezpłatne połączenie na numer podany na następnej stronie w wyznaczonym czasie. Jeśli wybierzesz **E-MAIL**, będziesz musiał/a podać adres e-mail, na który otrzymasz kod OTP do wpisania na kolejnej stronie.

### Zalecamy wybór **E-mail**

At the email address below you will receive an OTP code that you must type in on the next page.  
The email with the OTP code comes from a no\_reply address that may be blocked by your mail provider, we also suggest checking in the spam folder.

**ATTENTION. By changing the email below you will also receive the exemption voucher at the new address provided.**

**Email\***

**Repeat email\***

**BACK** **NEXT**

*At the email address below you will receive an OTP code that you must type in on the next page. - Na poniższy adres e-mail otrzymasz kod OTP, który należy wpisać na następnej stronie.*

*Back – Wróć      Next – Dalej*

## 9. Potwierdź podane we wniosku dane

**Data Summary**  
Carefully recheck all entered fields before continuing

**Exemption data**

Exemption Type:  I am a guest in an accommodation facility located in the Municipality of Venice  
Period:

**Main holder**

Name surname:   
Date of birth:   
Place of birth:   
Email:

Residence:  
Accommodation and address name:

Declares to be aware that the exemption from the payment of the Access Fee does not result in the exemption from the YES payment of the Tourist Tax. The Tourist Tax is therefore due and must be paid to the manager of the accommodation facility. :

**Additional holders**

No additional holder present

*Back* – Wróć

*Confirm* – Potwierdź

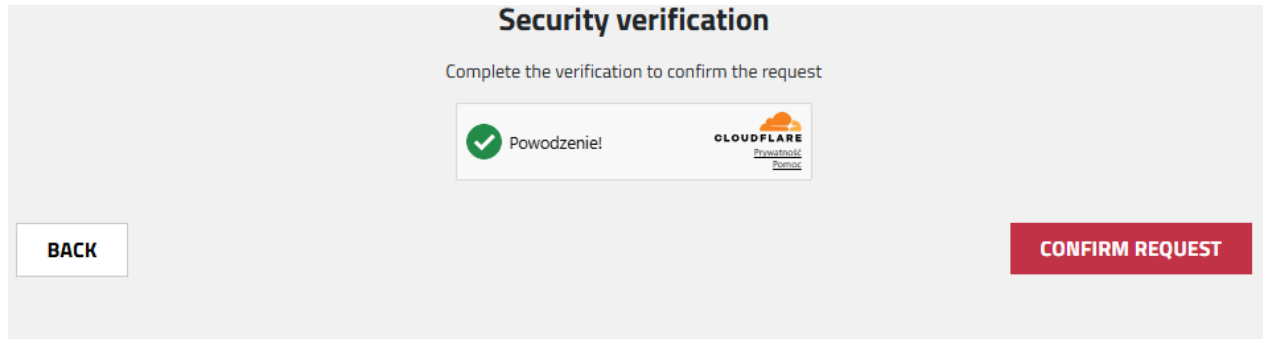
## 10. Następnie na podany we wniosku adres mailowy przyjdzie kod

**Enter the code you received via the OTP email indicated  
within 286 seconds**

OTP Code\*

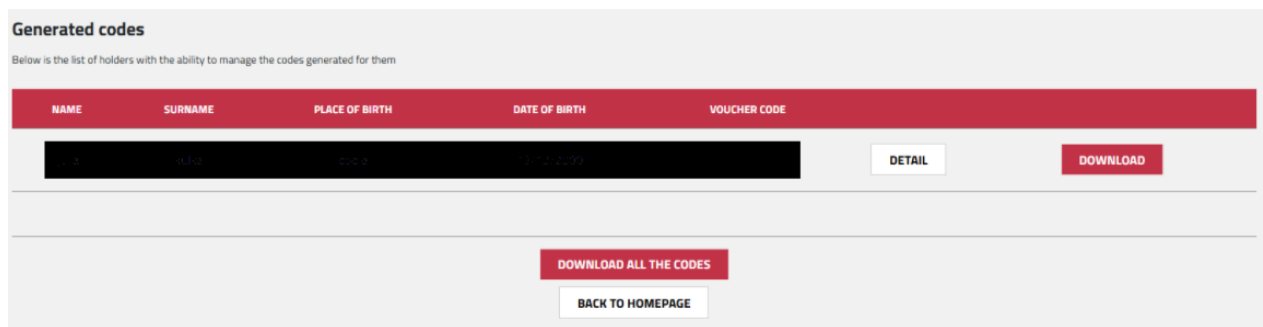
Wpisz kod i wybierz *Confirm OTP code* – potwierdź OTP kod

11. Jeżeli kod został wpisany poprawnie wniosek przejdzie weryfikację



Wybierz *Confirm Request* - Potwierdź zgłoszenie

12. *Generated codes* - Wygenerowane kody



*Download* – Pobierz

### 13. Wygenerowany kod QR



Initials of the name and surname

Code

Number of people

Valid for day/s

FROM TO



This voucher contains your code, which is personal and not transferable to any third party. You may be asked to present it to the authorised inspection staff.

The voucher can also be displayed digitally, help us preserve the planet.

If the voucher includes multiple people, it is recommended that they are all able to show a copy, even if only digital, of the voucher in the event that the group splits up.

Dates are displayed in the format day/month/year dd/mm/yyyy (example: 3 May 2024 is displayed as 03/05/2024)

#### Usage information

The presentation of the exclusion/exemption voucher, together with an identity document allowing the ticket to be matched to the person presenting it, may be required during inspections.

The validity of the exclusion/exemption voucher is linked to the reasons for which it is requested, and the Municipal Administration reserves the right to verify the declared grounds for the exclusion/exemption.

Privacy Notice: [https://cda.comune.venezia.it/assets/assets/informativa\\_privacy\\_en.pdf](https://cda.comune.venezia.it/assets/assets/informativa_privacy_en.pdf)

1. Dla klientów, którzy nie będą zakwaterowani w obiektach noclegowych na terenie gminy Wenecja wybierz – *Go to Access Fee*

**Exemptions**

Exemptions can be self-certified in the event of checks by submitting the appropriate form, which can be downloaded here, duly completed. This procedure involves identification by the public official responsible for the check.

To obtain the QR code and, in the event of a check, be subject only to verification of your personal details, you can access the following portal.

[Access exemptions](#)

**Payment of the fee**

Access the portal to obtain the document certifying payment.

[Go to Access Fee](#)

2. *Pay the Access Fee* - Zapłacić opłatę Access Fee

**Venice Access Fee**

*The application dates for the year 2026 have been officially set.  
For any further updates, please follow the City of Venice's official web communication channels and this website <https://cdave.it/en/>.*

[Pay the Access Fee](#)

3. *Select your visit date and pay the Access Fee* - Wybierz datę wizyty i zapłać opłatę Access Fee.

## Select your visit date and pay the Access Fee

**!** Are you exempt/excluded?

If you live in Veneto, stay in accommodation within the Municipality of Venice, or fall into one of the exemption/exclusion categories, you will NOT need to purchase the Access Fee on this site.

[See the list of exemptions/exclusions.](#)

May 2026						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	<b>8</b> 10 €	9 10 €	10 10 €
11	12	13	14	15 5 €	16 5 €	17 5 €
18	19	20	21	22 5 €	23 5 €	24 5 €
25	26	27	28	29 5 €	30 5 €	31 5 €

**5 € daily** for those who pay the Access Fee by the fourth last day before the day of access

**10 € daily** for those who pay the Access Fee after the fourth last day before the day of access

*5 € daily for those who pay the Access Fee by the fourth last day before the day of access – 5 € dziennie dla osób, które uiszczą opłatę Access Fee najpóźniej do czwartego dnia przed dniem wejścia.*

*10 € daily for those who pay the Access Fee after the fourth last day before the day of access - 10 € dziennie dla osób, które uiszczą opłatę Access Fee po upływie czwartego dnia przed dniem wejścia.*

*Cancel – Anuluj*

*Continue – Kontynuuj*

#### 4. Select visitors - Wybierz odwiedzających

## Select visitors

Date of visit: ven

Visitors	–	1	+
Minors (free) 0-14 years	–	0	+
Total			€

**! Minors under 14**

Minors under the age of 14 are excluded from the payment of the access fee: to prove their age, if it is not apparent, the presentation of an identity document is accepted as sufficient proof

A maximum of 10 vouchers are available for each payment transaction.  
Each visitor is required to be in possession of a copy of the voucher purchased

*Minors under the age of 14 are excluded from the payment of the access fee: to prove their age, if it is not apparent, the presentation of an identity document is accepted as sufficient proof. A maximum of 10 vouchers are available for each payment transaction. Each visitor is required to be in possession of a copy of the voucher purchased. -*

Osoby niepełnoletnie poniżej 14. roku życia są zwolnione z opłaty Access Fee. W celu potwierdzenia wieku, jeśli nie jest on oczywisty, wystarczającym dowodem jest okazanie dokumentu tożsamości. Dla każdej transakcji płatniczej dostępnych jest maksymalnie 10 voucherów. Każdy odwiedzający jest zobowiązany do posiadania kopii zakupionego vouchera.

Cancel – Anuluj      Continue – Kontynuuj

5. *Visitor Data* - Dane odwiedzającego

## Visitor data

**Visitor 1**

Name

Last name

**Add new visitor** 

*Name* – imię

*Last name* – nazwisko

*Add new visitor* - Dodaj nowego odwiedzającego

*Back* – Wróć

*Continue* – Kontynuuj

6. *Data for sending tickets* – Dane do wystania biletów

## Data for sending tickets

Email and phone number will be used to send the tickets and in case of recovery or cancellation of the booking.

Name

Last name

Email

Area code

Phone

*Name* - imię

*Last name* - nazwisko

*Email* – adres email

*Area code* – numer kierunkowy

*Phone* – numer telefonu

*Back* – Wróć

*Continue* – Kontynuuj

7. *Reservation summary* – Podsumowanie rezerwacji

## Reservation summary

### Access Fee

ven 8 mag 2026 ✎

1 x Admission ( €)

€

Total price

€

### Visitors ✎

•

### Contact data ✎

I accept the [terms and conditions](#).

I accept the [privacy policy](#).

#### ⓘ Cancellation and refund guarantee


Please note that you can cancel your booking up to the day before your visit.

Przeczytaj, a następnie zaznacz zgody i zapoznaj się z polityką prywatności

8. *Payment* – Płatność


## Payment

Choose how to pay


 Credit card payment

 Paypal

Zapłać z **PayPal**

 Powodzenie!



 Secure payment