



**THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982  
(LICENSING OF SHORT-TERM LETS) ORDER 2022**

**PRE-APPLICATION CHECKLIST**

*(please check and complete by inserting tick in boxes and  
return with your completed application form for short-term let licence)*

**Fit and Proper Person Checks**

- I have read the mandatory conditions (that will apply to my licence) and the guidance notes provided (see information and guidance notes) on our short-term lets website.
- I have identified the owners and those involved with the day-to-day management of my premises
- Ensured to the best of my knowledge, all those named on my application are fit and proper persons
- I have contact details for the people and organisations I will name on my application form

**Mandatory Conditions**

**Responsibility for the Property**

- Agents** – I have identified those involved in the day-to-day management of the premises and know that I cannot change them without the licensing authority's approval

**General Safety Standards**

- General Safety** – I have taken all reasonable steps to ensure the property is safe for residential use.
- Occupancy** – I know how many guests I want to accommodate and I consider that I can do this safely. I have checked what the licensing authority will need to see regarding floor plans.
- Repairing Standard** – I have worked out whether my premises is a dwellinghouse and whether the repairing standard applies to me.
- (If Relevant)* My premises meets the tolerable repairing standard  
[Tolerable Standard - mygov.scot](https://www.mygov.scot)  
[The Repairing Standard - gov.scot \(www.gov.scot\)](https://www.gov.scot)

- (If Relevant) **EPC** – My premises has a valid EPC Certificate issued within the last 10 years and I have attached a copy to my application. [Energy Performance Certificates for Holiday Lets: guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/Resource/0045/0136/0136.pdf)

### Fire Safety

- Premises** – My premises meets current statutory guidance for provision of fire, smoke and heat detection. You must make sure you have taken adequate steps to ensure fire prevention, including fitting and maintaining working smoke and carbon monoxide alarms. Further details can be found in [Fire+and+Smoke+Alarms+-+Tolerable+Standard+-+Guidance+-+November+2018+%28002%29.pdf \(www.gov.scot\)](http://www.gov.scot/Resource/0045/0136/0136.pdf)
- Furniture and Furnishings** – My guests have access to comply with fire safety regulations and I have records that demonstrate compliance. *You must –*  
*(i) ensure that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988;*  
*(ii) keep records showing that all upholstered furnishings and mattresses within the premises comply with the Regulations.*
- I have undertaken a Fire Risk Assessment and provided a copy with my application – (an example of a risk assessment including guidance and blank forms can be found here [Fire safety risk assessment: forms and guidance - gov.scot \(www.gov.scot\)](http://www.gov.scot/Resource/0045/0136/0136.pdf) )

### Gas Safety (for premises with a gas supply)

- I have an up to date Gas Safety Certificate (dated within the last 12 months) and provided a copy with my application

### Electrical Safety

- I have made sure my electrical fittings and items are in good working order;
- Arranged for an **electrical safety inspection** to be carried out by a competent person;
  - Obtained an **Electrical Installation Condition Report** on any fixed installations, and have provided a copy of it
  - Obtained a **Portable Appliance Testing Report** on moveable appliances to which my guests have access and labelled inspected items and have provided a copy of it

## Water Safety

- Water Supply** – I have established that my premises are supplied with water and I comply with the relevant regulations
- Public Mains
- Private Supply - meets the required regulations for private water supplies (for premises with a private water supply i.e. not provided by Scottish Water) [Guidance on the Water Intended for Human Consumption \(Private Supplies\) \(Scotland\) Regulations 2017 \(dwgr.scot\)](#). **If you have a private water supply, please provide the most recent set of sample results for the property/supply.**
- I have completed a **Legionella Risk Assessment** and have attached a copy of it (*a template can be found on our short-term lets web page*)

## Hot Tubs / Swimming Pools

- Do you have a Hot Tub or Swimming Pool at the property (inside or outside) (YES / NO) or do you intend to install one (YES / NO)

## Other

- Information for Guests** – I have prepared information for guests and know where to locate, so it will be accessible on the premises
- Planning Permission** – I have established whether I need to submit evidence that I have planning permission (or a certificate of lawful use of development) or have made an application
- Floor / Layout Plan** – I have a floor plan of the premises, on a scale 1: 50 showing at least the following:-
- Rooms – living area/bedrooms/bedrooms available for guests;
  - Room sizes, including bedrooms;
  - Fire escapes;
  - Location of heat/smoke alarms;
  - Location of fire doors; and
  - Location of stairs/elevators/lifts; and
  - Location/position of any ramps, lifts or other facilities for the benefit of disabled people

Please note other scale floor plans may be acceptable, however please contact the Licensing Unit for further advice and guidance in this instance.

(For renewal applications, where there has been no change to the layout of the premises a floor plan would not be required with the application. For variation applications, where the variation relates to a change to the layout of the premises, a floor plan would be required with the application).

- Listings – Licence Number** – I have made plans to display my licence number on adverts and listings
- Listings – EPC Rating** (*if relevant*) – I have made plans to display my EPC rating on adverts and listings
- Buildings Insurance** – I have checked that there is valid buildings insurance in place for the premises and have provided a copy with my application
- Public Liability Insurance** – I have checked that there is valid public liability insurance (minimum £5 million) in place whilst my premises is let as a short-term let and have provided a copy with my application
- Existing Hosts** – Evidence of operation as a short-term let on or before 1 October 2022 (for existing hosts applying during transitional period (ie. advertisements, payments of booking/s made prior to the 1 October 2022).

**Additional Conditions**

- I have checked whether my licensing authority has **additional licence conditions** and I can comply with the ones that are likely to apply to me.

**Other Matters to Consider**

- Food Safety** – I understand the food hygiene and safety rules that apply to me
- I comply with legal requirements that relate to **fire safety** set out in the Fire (Scotland) Act 2005
- I have checked the **title deeds** of my premises
- I will declare my income from my short-term let activity for **tax** purposes
- I have checked with my **lender** that I am allowed to use my premises for this purpose
- I am complying with other legal requirements that affect me, my business or my premises
- I have considered **engaging with my neighbours**

**Fees**

- I know the **fee** applicable to my application and I am ready to pay on lodgement of my application

Signed .....

Dated .....