**Temporary Licence Checklist for Upcoming Events in South Ayrshire.**

**Note - This check list must be fully completed to submit your application.**

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| **I have enclosed the following in support of my one-off temporary application:**  | **✓:** | **Additional information or comments below:**  |
| Completed application form. | [ ]  |  |
| Correct application fee (£120)  | [ ]  |  |
| Completed Scottish Fire and Rescue Service Checklist (Document can be found via webpage)  | [ ]  |  |
| Photographic evidence of all smoke, heat and co2 alarms throughout the property | [ ]  |  |
| Annual gas certificate (For premises with a gas supply) | [ ]  | Valid to: |
| Electrical Installation Condition Report (Must be valid for 5 years)  | [ ]  | Valid to:  |
| Portable Appliance Testing Report | [ ]  | Valid to:  |
| Legionella Risk Assessment (Template can be found via webpage)  | [ ]  |  |
| Private Water Supply Declaration (Letter declaring that you have a Private Water Supply, with your signature) | [ ]  |  |
| Floor plan (Both hand-drawing and scales acceptable)  | [ ]  |  |
| EPC Certificate (for premises which are dwellinghouses) | [ ]  | Valid to:  |
| Buildings Insurance  | [ ]  | Valid to: |
| Public Liability Insurance | [ ]  | Valid to:  |
| Proof of consent from owner (if applicable) | [ ]  |  |
| **Additional Conditions Considerations:**  | **✓:**  | **Additional information or comments:**  |
| Hot Tub Cleaning Procedure Evidence (if applicable  | **☐** |  |
| Wood Burning Stove Appliance Evidence  | **☐** |  |

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| **Please tick to confirm that you have completed and understand the following:**  | **✓:** |
| **Identified the owners and those involved in the day-to-day management of my premises.** | [ ]  |
| **Ensured that to the best of my knowledge all those named on my application are fit and proper persons.** | [ ]  |
| **Prepared information that will be available to guests at the premises including:****(a) a certified copy of the licence and the licence conditions,****(b) fire, gas and electrical safety information,****(c) details of how to summon the assistance of emergency services,****(d) a copy of the gas safety report,****(e) a copy of the Electrical Installation Condition Report, and****(f) a copy of the Portable Appliance Testing Report.** | [ ]  |
| **Proof that furniture and furnishings/the furniture and furnishings guests have access to comply with fire safety regulations** | [ ]  |
| **Meets current statutory guidance for provision of fire, smoke, and heat detection** | [ ]  |
| **Meets statutory guidance for carbon monoxide alarms.** | [ ]  |
| **Meets obligations regarding the Tolerable and Repairing standard (applicable to dwellinghouses)** | [ ]  |
| **Read and understood the mandatory conditions that will apply to my licence on our webpage** | [ ]  |
| **Read and understood the additional conditions that will apply to my licence on our webpage**  | [ ]  |
| **Read and understood the excluded accommodation and tenancy types on our webpage**  | [ ]  |
| **Read and understood South Ayrshire Councils policy which can be found via:**<https://south-ayrshire.gov.uk/media/6936/South-Ayrshire-Council-Short-Term-Let-Licensing-Scheme/pdf/South_Ayrshire_Council_Short_Term_Let_Licensing_Scheme.pdf?m=1677682269310> | [ ]  |