**South Ayrshire Council Short Term Lets Q&A – The Open**

1. **Do I require a temporary short term let licence to let my property for The Open?**

Yes, you are legally required to have a temporary licence before accepting a booking for letting your property. Online applications can be submitted here [Short Term Let Licensing Scheme South Ayrshire - South Ayrshire Council (south-ayrshire.gov.uk)](https://www.south-ayrshire.gov.uk/article/40559/Short-term-let)

1. **Under which circumstances, will the Council consider temporary applications?**

Under the terms of the 1982 Act, temporary licence can be issued for a period or periods not exceeding 6 weeks in any period of 12 months. The Short Term Lets Service will endeavour to determine temporary application as quickly as possible or within 3 months of the application being received. The application fee for a temporary licence is £100 and further details on fees for full short term lets licenses can be found here [Short Term Let Licensing Scheme South Ayrshire - South Ayrshire Council (south-ayrshire.gov.uk)](https://www.south-ayrshire.gov.uk/article/40559/Short-term-let)

1. **How long will it take to process my application?**

The time taken to process an application will vary and will largely depend on the following factors:

a. The information and documentation provided with the application.

b. The volume of application being processed at any one time.

When the Short Term Lets Service receives a complete application, a copy will be sent to Police Scotland and the Scottish Fire & Rescue Service.

Every application for a STL licence has a 28 day statutory consultation timeframe as a minimum.

For temporary licence applications, the Short Term Lets Service will endeavour to process applications in time for the intended start date, provided there is a minimum of 28 days-notice provided from all evidence required provided. We urge you to read the temporary licence checklist before applying to ensure all information required is available as this may hold up you application if not all evidence is supplied, a copy of the temporary licence checklist can be found on [Short Term Let Licensing Scheme South Ayrshire - South Ayrshire Council (south-ayrshire.gov.uk)](https://www.south-ayrshire.gov.uk/article/40559/Short-term-let)

1. **Do I need to get all the safety certification if I am only doing Home Sharing/Home Letting?**

Scottish Government’s legislation states that safety certification is a requirement for all short term lets therefore you must get certification to apply for a short term let. The certification must cover all appliances that your guests have access to and all parts of the property which they have access to.

1. **Where can I find further information on completing my Fire Safety Risk Assessment?**

We accept risk assessments which have been completed by property owners and it is not necessary to pay to have an assessment completed (although you may wish to do this). We would strongly recommend that all applicants review the available guidance from the Scottish Fire & Rescue Service which is available here. Further information is available here: [Fire safety - existing premises with sleeping accommodation: practical guidance - gov.scot (www.gov.scot)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fpublications%2Fpractical-fire-safety-guidance-existing-premises-sleeping-accommodation-2%2F&data=05%7C01%7Cemily.enright%40sawdays.co.uk%7C1d62c4e95bce49f8e4a808dbb4fa61a5%7Cf102c23b10f345cf8692689e02dc482b%7C0%7C0%7C638302759711640475%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BTwGuSzRiTTvUnKCkl5GApgE3C8o6GAS2s5DGeN2B78%3D&reserved=0)

You may carry out a Fire Risk Assessment on your own property, further guidance and template documents for various property type can be found at [Fire safety risk assessment: forms and guidance - gov.scot (www.gov.scot)](https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/) that will help you with this. You may be asked to provide a copy of this as part of your application.

The Short Term Lets Service is unable to provide advice on fire risk or fire safety risk assessments.

1. **Do I need planning permission to operate my property as a short-term let?**

Applications for a temporary STL licence will **not** be required to evidence that they have applied for or obtained the relevant planning permission or certificate of lawfulness when submitting their licence application.

1. **Where can I find further information on completing a Legionella Risk Assessment?**

The Short Term Lets Service is unable to provide advice on the completion of Legionella Risk assessments. Information on Legionella and the associated risk-assessment from the Health & Safety Executive can be found here [Legionnaires' disease - Legionella and landlords' responsibilities (hse.gov.uk)](https://www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm)

1. **Do I need to submit architectural drawing to meet the floor plans requirement in the application pack?**

Hand drawn plans will be acceptable providing that they are reasonably to scale and adequately dimensioned. The floor plan must include as a minimum:

• Reference to the sizes of all rooms

• Fire escape routes

• Accommodation intended for guests with mobility impairment (if applicable)

For the Council and Scottish Fire & Rescue Service to undertake an assessment of the maximum number of guests that can be accommodated safely applicants must provide, as part of their application, floor plan(s) for their premises. Every effort should be made to submit clear and professional floor plans.

**If you have any questions regarding short term let regulations or need support on finding further information, please do not hesitate to contact our team on**[**shorttermlets@south-ayrshire.gov.uk**](mailto:shorttermlets@south-ayrshire.gov.uk)**or call us on 0300 123 0900**