**Application checklist**

This list helps you check you have the relevant information to submit an application for a licence. Getting your application right first time will help you to get a decision more quickly. A shortened version of this can be found at the bottom for ease.

**You must not submit your application without providing the below documentation which is required to determine your licence. Failure to do so will result in delays in deciding your application, could result in further scrutiny from a panel of elected officials and you will still be charged the fee.**

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| **Personal Information** |
| I have identified the owners and those involved with the day-to-day management of my premises and can provide proof of this (**Title Deeds, Official Letter uploaded**). |  |
| I have the permission of the owners of the premises (or their representative) in writing to use it for this purpose (**Letter of proof uploaded**). |  |
| To the best of my knowledge, I and the other people I will name on my application are fit and proper persons **(You must name all involved, owners, Joint owners, Managing agents and any company involvement, you must declare any convictions**). |  |
| I have contact details for the people and organisations I will name on my application form. (**will need to disclose as part of application**) |  |

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| **Application Evidence**  |  |
| **Responsibility for the property** | **Agents** – I have identified those involved with the day-to-day management of my premises and know that I cannot change them without the licensing authority’s approval. (**Agents will need to verified**) |  |
| **General safety and 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.(**Standard floor plans will be required to be uploaded, see guidance on occupancy levels)** |  |
| **Repairing standard** – I have worked out whether my premises is a dwellinghouse and whether the repairing standard applies to me.(**Confirmation required**) that’s premises meets the Tolerable and Repairing standard. |  |
| **EPC** – my premises has a valid EPC certificate issued within the last 10 years. (**Certificate required)** |  |
| **Fire safety** | **Fire safety: premises** – I have installed satisfactory equipment to detect and warn against fire or suspected fire, and carbon monoxide. (**Evidence required, either pictures, video or visit from team)** |  |
| **Fire safety: furniture and furnishings** - my furniture and furnishings / furniture and furnishing guests have access to comply with fire safety regulations and I have records that demonstrate compliance. |  |
| I comply with legal requirements that relate to **fire safety** set out in the Fire (Scotland) Act 2005 (**Complete Scottish Fire and Rescue Checklist and Upload)** |  |
| **Gas safety** | **Gas safety** – I have an up to date Gas Safety Certificate (dated within the last 12 months). (**Upload Certificate)** |  |
| **Electrical safety** | **Electrical safety –** I have made sure my electrical fittings and items are in good working order; |  |
| obtained an **Electrical Installation Condition Report** on any fixed installations; and |  |
| obtained a **Portable Appliance Testing Report** on moveable appliances to which my guests have access and labelled inspected items. (**EICR and PAT test certificate required)** |  |
| **Water supply** – I have established that my premises are supplied with water by Scottish Water **or** I have established that my premises has a private water supply and I comply with the relevant regulations. (**If private water, Evidence required)** |  |
| **Water safety** | I have completed a **legionella risk assessment**. (**Upload Assessment)** |  |
| **Information for guests** – I have prepared information for guests and know where I will put it for them on the premises. |  |
| **Other** | **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. |  |
| **Listings: licence number** – I have made plans to display my licence number on adverts and listings.  |  |
| **Listings: EPC rating**– 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. **(Upload Evidence)** |  |
| **Public liability insurance** - I have checked that there is valid public liability insurance in place whilst my premises is let as a short-term let. (**Upload Evidence)** |  |
| **Non-Domestic Rates –** I have checked whether my let is liable for Council Tax or Non-Domestic Rates |  |
| **Waste –** if my property is classed through Non-Domestic Rates, provisions are in place for private waste collection (**Upload Evidence)** |  |

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| **Conditions**  |
| You are aware that there is several mandatory and additional conditions which will apply to your let with those named on the licence responsible for ensuring continued compliance of.  |  |
| **Other matters to consider** |
| **Food safety** - I understand the food hygiene and safety rules that apply to me. |  |
| 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**  |  |
| If operating prior to **1st October 2022** you will require to provide evidence of this, such as confirmed bookings or dated advertised listings (**Evidence required)** |  |

**Checklist**

***Note - this check list must be fully completed in order to submit your application***

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| **I have enclosed the following –** please tick to confirm (or enter N/A) |
| Completed application form | [ ]  |
| Correct application fee | [ ]  | See guidance notes |
| Completed Fire Risk Assessment | [ ]  |  |
| Annual gas certificate *(for premises with a gas supply)* | [ ]  | Valid to: |
| Electrical Installation Condition Report | [ ]  | Valid to:  |
| Portable Appliance Testing Report | [ ]  | Valid to:  |
| Legionella Risk Assessment | [ ]  |  |
| Planning permission *(for premises within a control area or where requested by the licensing authority)* | [ ]  | Planning application reference number:  |
| Floor plan | [ ]  | See guidance notes |
| 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) | [ ]  |  |
| Evidence of operation as a short-term let on or before 1 October 2023 *(for existing hosts applying during transitional period)* | [ ]  |  |

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| **I have:** – please tick to confirm (or enter N/A) |
| 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.** | [ ]  |
| Applied for planning permission (if required).  | [ ]  |
| Noted the requirement to display my licence number and EPC rating on listings for my premises | [ ]  |
| Checked if any additional licence conditions apply to me / my premises | [ ]  |
| **Proof that furniture and furnishings/the furniture and furnishings guests have access to comply with fire safety regulations** | [ ]  |
| **Read and understood the mandatory conditions that will apply to my licence** | [ ]  |
| **Read and understood the additional conditions that will apply to my licence**  | [ ]  |

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| **My premises:** – please tick to confirm (or enter N/A) |
| **Meets current statutory guidance for provision of fire, smoke and heat detection** | [ ]  |
| **Meets statutory guidance for carbon monoxide alarms** | [ ]  |
| Meets the required regulations for private water supplies *(for premises with a private water supply i.e not provided by Scottish Water)* | [ ]  |
| Meets obligations with regard to the Tolerable and Repairing standard *(applicable to dwellinghouses)* | [ ]  |