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**Pre-Application Checklist**

**Required documentation**

The following documentation must be submitted as part of your application. These documents can be uploaded when making your online application.

**1. Floor plans** - For an assessment of the maximum number of guests which can be accommodated safely, and to support the formal consultation with Scottish Fire and Rescue, applicants must submit floor plan(s) for their property.

There is no need for professional plans provided that submitted plan (hand-drawn or computer generated) are sufficient in detail to support the application. Floor plans (for each floor) shall ideally be to a scale of 1:50 and adequately dimensioned.

The floor plans should include reference to:

* Room sizes of all rooms and an indication of room occupancy for bedrooms
* The location of any steps, stairs, elevators or lifts in the premises
* An indication of the purpose of each room (e.g living room, kitchen, sleeping accommodation)
* Fire escape routes
* Accommodation intended for guests with mobility impairment
* Smoke and heat detector locations
* Carbon Monoxide detectors (if an open flued appliance is fitted)

**2. Site plan** - A site plan, including boundaries, ideally to a scale of 1:500.

**3. Fire Safety** Checklist provided by the Scottish Fire and Rescue Service (SFRS) - Please ensure you have completed the appropriate fire risk safety assessment in place for your property and submit this with your application. Fire Safety is a mandatory aspect of the licence and the Scottish Fire Service has produced a Fire Safety Checklist that should be completed and submitted with your Application Form.

* [SFRS SLT Fire Safety checklist](https://www.argyll-bute.gov.uk/sites/default/files/2023-07/SFRS%20stl_checklist_thc_v8.docx)
* [Fire safety: guidance for existing properties with sleeping accommodation](https://www.gov.scot/publications/practical-fire-safety-guidance-existing-premises-sleeping-accommodation-2/)
* [Non-domestic fire safety](https://www.gov.scot/policies/fire-and-rescue/non-domestic-fire-safety/)

**4. Electrical Installation Conditions (EICR) report** - Does not apply to properties with no electrical fittings or items within the parts of the property which are not for guest use, or to which guests are not permitted to have access. The report must be dated within the last 5 years. Further information can be found in the [Guidance on Electrical Installations and Appliances](ttps://www.housingandpropertychamber.scot/sites/default/files/hpc/SCOTTISH%20GOVERNMENT%20GUIDANCE%20ON%20ELECTRICAL%20INSTALLATIONS%20ND%20APPLIANCES%20IN%20PRIVATE%20RENTED%20PROPERTY%20-%20REVISED%20NOV%202016_0.pdf).

**5. Gas Safety inspection certificate** - Does not apply to properties that have no gas installation. The inspection must have been carried out by a CORGI registered person. If your property has a gas supply, you must carry out annual gas safety inspections and hold a current gas safety certificate. Further information can be found on the [Gas Safe Register website](https://www.gassaferegister.co.uk/gas-safety/renting-a-property/landlord-gas-responsibilities/).

**6. Public liability insurance**

**7. Building and contents insurance**

**8. Evidence that you are an “existing host”** – If you have told us that you operated a short term let before 1 October 2022, you must send a document that proves this. Any document sent by you should not disclose any personal details of the guests or any financial information.

You should also give consideration to the following:

You must check that any lender consents to the use of a property as a Short Term Let.

If you are letting your property as the main or permanent residence to one or more individuals, you are operating as a private landlord and require to be [registered](https://www.argyll-bute.gov.uk/privatelandlords).

If you are letting to three or more unrelated people who share bathroom or kitchen facilities as their permanent address, you will require a [House in Multiple Occupation licence](https://www.argyll-bute.gov.uk/licences/house-multiple-occupation-licence).

Have you completed your legionella risk assessment. Confirmation of this will be required in your application.

**Checklist**

The table below is a checklist to help you consider if 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.

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| **Preliminary** |
| I am providing or intend to provide short-term lets – see definition of short-term lets in Annex A of [Scottish Government Guidance](https://www.gov.scot/publications/short-term-lets-scotland-licensing-scheme-part-1-guidance-hosts-operators-2/pages/1/). |  |
| I know the date by which I need to apply for a licence – see paragraph 1.29. |  |
| I know whether I can continue operating whilst my application is processed  – see paragraph 1.29. |  |
| I know which type of licence I want to apply for – see paragraph 8.10  • home letting  • home sharing  • home sharing and home letting; or  • secondary letting. |  |
| I have identified my licensing authority based on the address of my premises. You can find out which local authority your property is located in  by entering the postcode at the following webpage: [Find your local council](https://www.gov.uk/find-local-council)  [- GOV.UK (www.gov.uk)](https://www.gov.uk/find-local-council) |  |
| I have checked whether my licensing authority considers applications for temporary exemptions and, if so, whether I should apply for one – see details on temporary exemptions from paragraph 1.17. |  |
| I have checked whether my licensing authority considers applications for temporary licences and, if so, whether I should apply for one – see details on temporary licences from paragraph 1.24. |  |

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| **Applicants (see chapter 2)** | |
| I have identified the owners and those involved with the day-to-day management of my premises. |  |
| I have the permission of the owners of the premises (or their representative) in writing to use it for this purpose. |  |
| To the best of my knowledge, I and the other people I will name on my application are fit and proper persons. |  |
| I have contact details for the people and organisations I will name on my application form. |  |

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| **Mandatory conditions (see chapter 2)** | | |
| **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. |  |
| **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. |  |
| **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 repairing standard. |  |
| [If relevant] **EPC** – my premises has a valid EPC certificate issued within the last 10 years. |  |
| **Fire safety** | **Fire safety: premises** – I have installed satisfactory equipment to detect and warn against fire or suspected fire, and carbon monoxide. |  |
| **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. |  |
| **Gas safety** | Gas safety – I have an up to date Gas Safety Certificate (dated within the last 12 months). |  |
| **Electrical**  **safety** | **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 |  |
| obtained a **Portable Appliance Testing Report** on moveable appliances to which my guests have access and labelled inspected items. |  |
| **Water safety** | **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. |  |
| I have completed a **legionella risk assessment.** |  |
| **Other** | **Information for guests** – I have prepared information for guests and know where I will put it for them 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. |  |
| **Listings: licence number** – I have made plans to display my licence number on adverts and listings. |  |
| [If relevant] 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. |  |
| **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. |  |

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| **Additional conditions** | |
| I have checked whether my licensing authority has any **additional licence**  **conditions** and I can comply with the ones that are likely to apply to me –  see paragraph 2.56. |  |
| **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 – see from paragraphs 2.18. |  |
| 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** that I will charged and I am ready to pay it with my application- see paragraph 3.24. |  |

For further information, please contact Argyll and Bute Councils short-term let team on [short-termlets@argyll-bute.gov.uk](mailto:short-termlets@argyll-bute.gov.uk).