



Planning & Development
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CHECKLIST

DO I NEED PLANNING PERMISSION TO USE MY PROPERTY AS A SHORT TERM LET?

If you answer **YES** to **ANY** of the following questions you **NEED PLANNING PERMISSION**:

| | | |
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| 1. Is your property a flat? | Yes | No |
| 2. Do any of your guests have to access the property via any communal areas? (i.e., shared gardens, stairwells, etc.) | Yes | No |
| 3. Does your property share a communal parking area? (i.e., it does not have its own designated space) | Yes | No |
| 4. Will any of your guests be regularly checking in or out at unsociable hours? (between 9pm and before 7am) | Yes | No |
| 5. Does your property have an external hot tub, an external living area (or similar), for use by guests in a predominately residential area? | Yes | No |
| 6. Do you allow parties to be held in the property by guests? (including accepting stag and hen bookings etc) | Yes | No |
| 7. Will the use of your property as a short-term let impact security for neighbours? (i.e., the use of key boxes for access and shared areas, such as entranceways or gardens) | Yes | No |
| 8. Have you changed any public rooms into additional accommodation? (i.e., changing a living room to a bedroom) | Yes | No |
| 9. Do you consider that the use of the property might detract from the character or amenity of the area in any way? | Yes | No |

If you have answered **NO** to **ALL** of these questions you should not require planning permission, but you may wish to consider the submission of a Certificate of Lawfulness for a definite decision that the development is lawful. If you answer yes to any of the above questions but have been operating continuously as a short-term let for at least 10 years and are able to evidence this, then planning permission may not be required and you should

submit a Certificate of Lawfulness if you want formal confirmation planning permission is not required.

Notes:

1. This checklist is not a “Certificate of Lawful Use or Development” under Section 150 or 151 of the Town and Country Planning (Scotland) Act 1997 (as amended). If you wish to obtain written confirmation that planning permission is not required for a development or use, you will need to [submit an application for Certificate of Lawfulness](#).
2. If your property is a [listed building](#), ‘[Listed Building Consent](#)’ will be required to alter or extend it, irrespective of whether or not planning permission is required. A search of Listed Buildings can be carried out on [Historic Environment Scotland’s](#) website.
3. Consent from a landlord may also be required and, or title deeds checked.
4. This checklist deals with Planning Permission for a change of use only. Any alterations proposed to facilitate the change of use may be subject to planning permission. Please review the [do I need permission checklists on our website](#).
5. You may require a [Building Warrant](#) for the works proposed.
6. The developer should satisfy themselves that all necessary permissions, consents and licenses are in place prior to the commencement of any works or use.

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