

Licensing for Short Term Lets

PRE-APPLICATION CHECKLIST

Note – please ensure you have everything noted below prior to making an application for a short-term let licence.

Supporting Information – Required		
Ownership:		
I am the sole owner of the premises.	Yes/No	
OR		
I am not the sole owner of the premises and I attach form(s) of Declaration in accordance with Paragraph 7.14 (c) https://www.pkc.gov.uk/media/50153/Short-term-Lets-Policy-Statement/pdf/Short_Term_Lets_Policy_State_ment which have been completed by all other owners.	Yes/No	Consent of Owner Form can be downloaded from: https://www.pkc.gov.uk/shorttermlets
Persons named on Application:		
Details of any criminal convictions for person(s) named on the application form. This includes any Company Directors or Partners and any other person(s) responsible for the management for the partnership or company. This also includes any person(s) named as the day-to-day manager.	Yes/No	Any person, including any business entity or any individual named on the licence application form in any capacity, must declare convictions, subject to the Rehabilitation of Offenders Act 1974. See Guidance: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974 If any person is in any doubt as to whether they require to declare convictions, they must obtain independent legal advice. If any business entity or individual named on the application form does not declare something which should have been declared, this may have an adverse effect on their application and may result in the applicant being asked to attend a Licensing Committee.
Details of personal addresses and dates of birth for all those named on the application form.	Yes/No	
I confirm to the best of my knowledge all those named on my application are fit and proper persons.	Yes/No	See section 3, Making an application for a licence, (e) Fit and proper person test: Short term lets - licensing scheme part 1: guidance for hosts and operators - gov.scot (www.gov.scot)
About the short-term let		
Evidence of an operation of a short-term let on or before 1 October 2022 (<i>for existing hosts applying during the transitional period</i>).	Yes/No	Evidence must include the name and address of the short term let accommodation, date of stay, and payment made for visits prior to 1 October 2022. Examples may include full invoice, booking confirmation, welcome email, etc. We must be able to see an association between the monies paid, the address of the accommodation, and the date of stay. If you use a letting agency, you may want to request this sort of evidence from them. Remove guests' personal details prior to submission.
Is your short-term let property an unconventional dwelling house.	Yes/No	E.g. A yurt, tepee, etc.
Does the unconventional dwelling house have a Postcode?	Yes/No	If not, then you will be required to provide a location plan which shows the location and the boundaries of your short term let premises. Please make sure it shows at least one named public road.

Type of Licence		
<p>I know which type of licence I want to apply for:</p> <ul style="list-style-type: none"> • Secondary letting - The letting of property where you do not normally live and is not your primary residence, for example a second home; • Home letting - using all or part of your own home for short-term lets whilst you are absent, for example whilst you are on holiday • Home sharing - using all or part of your own home for short-term lets whilst you are there • Home letting and home sharing - you operate short-term lets from your own home while you are living there and also for periods when you are absent. 	Yes/No	<p>See: What needs a Licence, paragraph 4 of: https://www.pkc.gov.uk/media/50153/Short-term-Lets-Policy-Statement/pdf/Short_Term_Lets_Policy_Statement</p>
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.	Yes/No	
I confirm to the best of my knowledge all those named on my application are fit and proper persons.	Yes/No	
General Safety Standards		
General Safety: I have taken all reasonable steps to ensure the property is safe for residential use.	Yes/No	
Maximum Occupancy: I know how many guests I want to accommodate.	Yes/No	
Repairing standard: I have worked out whether my premises is a dwellinghouse and whether the repairing standard applies to me.	Yes/No	See: paragraphs 2.34 -2.36 Short Term Lets - Licensing Guidance Part 1 (www.gov.scot)
[If relevant] Energy Performance Certificate (EPC): My premises has a valid EPC certificate issued within the last 10 years and the EPC rating is: [state answer A to G].	Yes/No	Note: A dwellinghouse being used for secondary letting / home letting should have an EPC. An EPC is not required where only a room within a building is being let. Rating (A to G): _____
Fire Safety		
Fire safety: premises – Meets current statutory guidance for provision of fire, smoke and heat detection. Adequate steps taken to ensure fire prevention, including fitting and maintaining working smoke and carbon monoxide alarms.	Yes/No	Further details: https://www.gov.scot/publications/tolerable-standard-guidance-satisfactory-fire-carbon-monoxide-detection/documents/
Fire Safety Risk Assessment	Yes/No	https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/
Fire safety: furniture and furnishings – all furniture and furnishings guests have access to comply with fire safety regulations, and I have records that demonstrate compliance.	Yes/No	See: Annex A - Mandatory Conditions, Fire safety, paragraph 4: https://www.pkc.gov.uk/media/50153/Short-term-Lets-Policy-Statement/pdf/Short_Term_Lets_Policy_Statement
Gas Safety		
There are gas appliance(s) installed in the property.	Yes/No	
I have an up-to-date Gas Safety Certificates (dated within the last 12 months).	Yes/No	Valid to: _____

Electrical Safety		
I have:		
Made sure my electrical fittings and items are in good working order.	Yes/No	
<p>Obtained an Electrical Installation Condition Report (EICR)</p> <p>Please note: only registered electricians should carry out an EICR.</p>	Yes/No	<p>An EICR is an inspection of the whole of an existing installation.</p> <p>An EIC is a certificate stating that certain electrical work has been completed at the property and has been done to the required standard. <u>These will not be accepted as a substitute for an EICR</u> unless the work done is that of a complete installation, rewiring or the entire installation is brand new, for example a new build house. If the latter is the case, then an EIC can be used instead of an EICR.</p> <p>Please Note: that home sharing/home letting must include the entire premises, not only areas available to guests. If your secondary letting accommodation is a part of your primary premises, but is not a home share/home let, an EICR for the let premises only is sufficient. The EICR must be dated within the last 5 years and renewed every 5 years.</p>
I have an up-to-date EICR. (The EICR must be dated within the last 5 years and renewed every 5 years.)	Yes/No	Valid to:
<p>Obtained a Portable Appliance Testing (PAT) Report by a competent person.</p> <p>The person carrying out the testing work requires to be competent to do it. When undertaking combined inspection and testing, a greater level of knowledge and experience is needed, and the person will need:</p> <ul style="list-style-type: none"> the right equipment to do the tests the ability to use this test equipment properly the ability to properly understand the test results 	Yes/No	<p><i>All white goods/plug in appliances (portable appliances) that are supplied by the host/operator must be PAT tested. A test must be completed at least every 12 months or as specified on a previous PAT Report. A PAT report should include:</i></p> <ul style="list-style-type: none"> The full address of short term let accommodation where Portable Appliances (PA) are available for guests use/access Details of the testing company(if applicable) The tester name must be printed. The testers signature must be included. A list of all appliances provided within the short term let accommodation Rooms where those appliances are located Test results of each appliance recorded as a Pass or Fail Date appliances tested and recommended due date of next test. <p><i>For any portable appliances purchased in the last 12 months, a signed and dated written declaration to that effect must be provided. A PAT Declaration should include:</i></p> <ul style="list-style-type: none"> A description of the portable appliances tested The full address of short term let accommodation where Portable Appliances (PA) are available for guests use/access. The name of person making the declaration
I have an up-to-date PAT Report or PAT Declaration. (A test must be completed at least every 12 months or as specified on a previous PAT Report.)	Yes/No	Valid to:

Water Safety		
Water supply:		
I have established that my premises are supplied with water by Scottish Water.	Yes/No	See: Public Water Supply (dwqr.scot)
OR		
I have established that my premises has a private water supply and I comply with the relevant regulations.	Yes/No	See: https://www.mygov.scot/private-water-rights-responsibilities
Water Safety: Legionella		
I have completed a legionella risk assessment (this applies to both public and private water supplies).	Yes/No	Legionnaires Risk Assessment template can be found on the downloads section here: https://www.pkc.gov.uk/shorttermlets Date Legionella Risk Assessment last completed: _____
Water Safety: Hot Tubs, Spa-Pool Systems and Legionella		
I have a hot tub or other spa-pool system in place at my short-term let. I have reviewed the Health and Safety Executive guidance on 'Control of legionella and other infectious agents in spa-pool systems'.	Yes/No	Control of legionella and other infectious agents in spa-pool systems - HSG282 - HSE
Other		
Information for Guests: I have prepared the required information for guests and know where I will display it for them on the premises. (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.	Yes/No	
Planning Permission: I have applied for planning permission (if required).	Yes/No	See: https://www.pkc.gov.uk/article/22785/Do-I-need-planning-permission-for-a-short-term-let
You will be asked in your application to provide room sizes where sleeping accommodation is provided including living rooms or any other rooms where sofa beds or futons are offered.		
Listings		
Licence Number: I have made plans to display my licence number when granted on adverts and listings.	Yes/No	
<i>[If relevant]</i> EPC rating: I have made plans to display my Energy Efficiency Rating from my EPC when granted on adverts and listings. Note: A house being used for self-catering should have an EPC. An EPC is not required when only a room within a building is being let.	Yes/No	

Buildings Insurance: I have checked that there is valid buildings insurance in place for the premises.	Yes/No	Buildings Insurance expiry date: _____
Public Liability Insurance: I have checked that there is valid public liability insurance (at least £5 million) in place whilst my premises is let as a short-term let.	Yes/No	Please ensure that your Public Liability insurance is that of £5 million, minimum. Note that Public Liability insurance differs from other liability insurances such as property, employment etc. Other forms of liability insurance are not acceptable as the Scottish Government legislation requires Public Liability insurance for short-term let operators, alongside appropriate building insurance. Public Liability Insurance expiry date: _____
Fees		
I am aware of the fee that I will be charged, payment is required on submission of my application: Short Term Let Fees (pkc.gov.uk)		See Fees: https:// www.pkc.gov.uk/shorttermlets
False or Misleading Information		
I have not provided any false or misleading information to the licensing authority.		
Before Submission of Application		
Please ensure you have checked all the information is correct before you submit your application as you may not be eligible for a refund should your application be rejected for wrong or incomplete information. i.e. omission of host, operator or owner details. This will include omitting to include all persons connected to the short-term let or applying for a wrong type of licence.		

Last updated 04 April 2024