

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 Statement which have been completed by all other owners.	Yes/No	Consent of Owner Form can be downloaded from: https://www.pkc.gov.uk/shorttermlets
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: https://www.gov.scot/publications/short-term-lets-scotland-licensing-scheme-part-1-guidance-hosts-operators-2/
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	Advertisements, payments of bookings made and evidence of guests staying prior to the 1 October 2022. Remove guests' personal details and any bank 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		
I know which type of licence I want to apply for: <ul style="list-style-type: none"> • Secondary letting • Home letting • Home sharing • Home letting and home sharing. 	Yes/No	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
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: How licensing works, paragraphs 2.7 – 2.11 with examples: https://www.gov.scot/publications/short-term-lets-scotland-licensing-scheme-part-1-guidance-hosts-operators/pages/2/
[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]. 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.	Yes/No Rating:	
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: Fire+and+Smoke+Alarms+-+Tolerable+Standard+-+Guidance+-+November+2018+%28002%29.pdf (www.gov.scot)
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		
Gas safety: There are gas appliance(s) installed in the property.	Yes/No	
I have 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	
Obtain an Electrical Installation Condition Report (EICR) on any fixed electrical installations. EICR must be dated within the last 5 years. Renew every 5 years.	Yes/No	Valid to:
Obtain a Portable Appliance Testing (PAT) report by a competent person on moveable appliances to which guests have access to.	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
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.		
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.		
Fees		
I am aware of the fee that I will be charged, payment is required on submission of my application: Microsoft Word - 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.		

Last Updated 29/11/2022