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**COMAIRLE NAN EILEAN SIAR**

**THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (LICENSING OF SHORT-TERM LETS) ORDER 2022**

**Licence for Short-term Lets - 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.

The application form asks you various questions and the following supporting documentation will be expected.

**You do not need to submit this checklist – it is for your information only**

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| --- | --- |
| **Supporting Information – Required:** | **Done** |
| **Floor Plans:** Applicants are expected to submit a floor/layout plan of the premises of a standard that reflects the complexity of the premises, the number of floors and number of requested guests. Drawings/plans should at least have details of:   * room sizes, any steps, stairs, elevators or lifts, * sanitary and cooking facilities, * any steps, stairs, elevators or lifts, * any beds, including type (i.e. double, bunk beds). Where rollaway/folding/sofa beds are used their location and footprint should be clearly detailed in the floor plan, * location of any heat/smoke/ CO detectors or other fire systems, * any fires/wood burners/stoves & oil/gas boilers.   Simple drawings/sketches are acceptable for simple short-term lets but the Comhairle may ask for more detailed drawings, particularly for larger properties and those with guests on multiple floors or with a high guest to floor area ratio. It is expected that a single sized bed sleeps one person and a small double bed (or bigger) sleeps 2. Does not need to be to scale. | Yes |
| **Joint owner declaration(s) where there are joint owners of the premises** | Yes  N/A |
| **Gas Safety Certificates** – Signed & Dated | Yes  N/A |
| **Satisfactory Electrical Installation Condition Report (EICR) or Current Electrical Installation Certificate (CEIC)** – Signed & Dated | Yes |
| **Portable Appliance Tests Report (PAT)** – Signed & Dated | Yes |
| **Legionella Risk Assessment** – include water system plan – see completed example. | Yes |
| **SFRS Fire Safety Checklist** – all questions need to be answered. | Yes |
| **Buildings insurance:** proof of insurance, to include property address & date of policy. | Yes |
| **Public liability insurance:** proof of insurance, to include property address & date of policy. | Yes |
| **Fire safety: premises** – smoke, heat alarms and where necessary carbon monoxide. | Yes / No |
| **Fire safety: furniture and furnishings** – records showing compliance. | Yes / No |
| **Information for guests:** I have prepared the required information for guests and know the room location where I will put it for them on the premises. | Yes / No |
| **Listings: Energy Performance Certificate - EPC rating:** If Relevant -I have an EPC.  **Note:** A house being used for self-catering should have an EPC. An EPC is not required where only a room within a building is being let, ie home sharing, b&b, guesthouse. | Yes / No  N/A |