



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

SUPPORTING INFORMATION – REQUIRED:	DONE
<p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	Yes <input type="checkbox"/>
Joint owner declaration(s) where there are joint owners of the premises	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Gas Safety Certificates – Signed & Dated	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Satisfactory Electrical Installation Condition Report (EICR) or Current Electrical Installation Certificate (CEIC) – Signed & Dated	Yes <input type="checkbox"/>
Portable Appliance Tests Report (PAT) – Signed & Dated	Yes <input type="checkbox"/>
Legionella Risk Assessment – include water system plan – see completed example.	Yes <input type="checkbox"/>
SFRS Fire Safety Checklist – all questions need to be answered.	Yes <input type="checkbox"/>
Buildings insurance: proof of insurance, to include property address & date of policy.	Yes <input type="checkbox"/>
Public liability insurance: proof of insurance, to include property address & date of policy.	Yes <input type="checkbox"/>
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
<p>Listings: Energy Performance Certificate - EPC rating: If Relevant - I have an EPC.</p> <p>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.</p>	Yes / No N/A