

# Licence Application Checklist

**Here's what we anticipate you will need to know or have before you submit an application form for a licence to short term let your Scottish property.**

Remember, if you have taken a booking from a paying guest before 1 October 2022 you have until 1 October 2023 to apply and you can continue to let until your licence is refused OR, if you haven't taken such a booking you will need a licence to let from 1 October 2022 and you can't let without one.

The Scottish Local Authority for where your property is based should now be ready to accept applications and have published the form and the process for applying. Most have and we have put together links to more information for each local authority's process as well as links to key guidance and documentation in [\*this blog\*](#).

*Please see notes in blue italics from Sykes for additional guidance or action to take.*

## First things to check

- ☐ I know which type of licence I want to apply for.

***There are 4 types of licence:***

- *secondary letting – letting accommodation that isn't your principal home;*
- *home letting – letting your principal home when you're not there;*
- *home sharing – letting part of your principal home when you're not there; or*
- *home letting and home sharing – see above.*

*We expect most of you will want to apply for a secondary letting licence.*

- ☐ I have identified my Scottish Local Authority based on the address of my property that I'm holiday letting.
- ☐ I have checked to see if my Scottish Local Authority has an over provision policy in place on their website that might affect my application - e.g. a restriction on the number of short term and holiday lets in their area.
- ☐ I have checked to see if my Scottish Local Authority considers applications for temporary exemptions from needing a licence to holiday let and, if so, I've considered if I should apply for one or not.

## Ownership

**These two questions won't be applicable if you alone own the property you are holiday letting.**

- ☐ I do not own the property or the land it's on, but I have the permission from the owner(s) of the property to use it as a holiday let and apply for a licence.  
*Please let us know where you don't own the property.*
- ☐ I own the property jointly with others and I have their consent to apply for a licence.  
*Please let us know if your name doesn't match the name on the Owner Statements you receive from us.*

## Main conditions

### General safety and standards

- ☐ **General safety** - I have taken all reasonable steps to ensure the property is safe for residential use.
- ☐ **Occupancy** - I know how many guests I want to accommodate and I consider that I can do this safely.
- ☐ **Repairing standard** - My maximum occupancy matches the one referred to on the advert for my holiday let and meets [repairing standard](#).  
*Please let us know if it doesn't.*
- ☐ **EPC** - My premises has a valid EPC certificate issued within the last 10 years.  
*Please share your rating with us in your Owner Portal.*  
*[See guidance here.](#)*

### Fire safety

- ☐ **Fire safety: premises** - I have installed satisfactory equipment to detect and warn against fire or suspected fire, and carbon monoxide.
- ☐ **Fire safety: furniture and furnishings** - My furniture and furnishings comply with fire safety regulations and I have records that demonstrate this.

*Please store your signed and dated fire risk assessment (that's less than 12 months old) and supporting documents in your Owner Portal.*

### Gas safety

- ☐ **Gas safety** - I have an up to date Gas Safety Certificate (dated within the last 12 months) that passed, or the outstanding actions referred to within it have now been taken and I have records to demonstrate this.  
*Please store this in your Owner Portal.*

### Electrical safety

- ☐ I have made sure my electrical fittings and items are in good working order.
- ☐ I have arranged for an **electrical safety inspection** to be carried out by a competent person within the last 5 years.
- ☐ I have obtained an **Electrical Installation Condition Report** on any fixed installations.
- ☐ I have obtained a **Portable Appliance Testing Report** on moveable appliances to which my guests have access and items are labelled for this.

## Water safety

- ☐ My property is supplied with water by Scottish Water or I have a private water supply and I have a copy of my private water supply report from my Scottish Local Authority within the last 5 years and annual water tests.

*Please store these in your Owner Portal.*

- ☐ I have or a competent person has (and you can do this yourself) completed a **legionella risk assessment** to determine the level of risk (if any) of the water at my property becoming contaminated with legionella.

## Other

- ☐ **Information for guests** - I have prepared a welcome pack for guests and know where I will put it for them within the property.

*Please remember to include the following items in your welcome pack:*

*(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.*

- ☐ **Planning permission** - I have all the planning permissions I need for the property.
- ☐ **Buildings insurance** - I have checked that there is valid buildings insurance in place for the property.
- ☐ **Public liability insurance** - I have checked that I have valid public liability insurance for my activities, with a minimum level of cover of £2 million (the amount required to let with LHH) or £5 million where your local authority requires it.

## Additional conditions

- ☐ I have checked whether my Scottish Local Authority refers to any **additional licence conditions** on its website and I can comply with the ones that are likely to apply to me.

## Other matters to consider

- ☐ **Food safety** - I understand the food hygiene and safety rules that apply to me.
- ☐ I comply with the legal requirements that relate to **fire safety** set out in the Fire (Scotland) Act 2005.

*These include properly completing, or size and complexity of property dependent getting a third party to complete, a fire risk assessment.*

*Please store this in your Owner Portal. For a template fire risk assessment suitable for a typical two storey family home with 4 bedrooms or less, see*

*<https://www.gov.scot/publications/practical-fire-safety-guidance-existing-premises-sleeping-accommodation/>*

- ☐ I have checked the **title deeds** of my property and they don't prevent me from holiday letting.
- ☐ I will declare my income from my short-term let activity for **tax** purposes.
- ☐ I have checked with my **lender** that I am allowed to use my property for holiday letting.
- ☐ I am complying with the **other legal requirements** that affect me, my business or my premises.
- ☐ I have considered **speaking with my neighbours** as I will need to put a sign up near my property that can be seen by the general public.

*They will know you have applied for a licence and they can raise objections or make representations that you'll be told about.*

## Fees

- ☐ I know the **fee** that I will be charged and I am ready to pay it with my application.  
*One Local Authority is currently consulting on what the fees will be, keep an eye on this and we will do too.*