

Orkney Islands Council STL Licences: Guidance

Annex E

Licences for Short-term Lets – Application Checklist.

A list similar to this is suggested by the Scottish Government to provide a helpful starting point for checking you have the relevant information required in order to submit an application for a licence. Getting your application right first time will make the process easier for you and your licensing authority and will help you to get a decision more quickly. The Council has shortened this list to those elements which relate to mandatory licence conditions or are required as supporting information.

Supporting Information – Required:	
Floor Plans: I attach Floor Plans in accordance with Annex C of this Guidance.	Yes / No
Fire Safety Checklist: I attach a completed Fire Safety Checklist in accordance with paragraph 4.2 of this Guidance.	Yes / No
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 Annex D of this Guidance which have been completed by all other owners.	Yes / No
Mandatory Conditions (see section 3 and Annex B of this Guidance):	
Type of licence.	
I know which type of licence I want to apply for – see paragraph 18 of Annex B of this Guidance: <ul style="list-style-type: none"> • secondary letting, • home letting, • home sharing, or • home letting and home sharing. 	Yes / No
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
General Safety and 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 (excluding children under 10 years old) and I consider that I can do this safely.	Yes / No

Repairing Standard – I am aware that the Repairing Standard applies to my premises.	Yes / No
My premises meet the Repairing Standard. Note: https://www.gov.scot/publications/repairing-standard-statutory-guidance-private-landlords/	Yes / No
[If relevant] 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 house being used as self-catering 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 – I have installed satisfactory equipment to detect and warn against fire or suspected fire, and carbon monoxide.	Yes / No
Fire safety: furniture and furnishings – my furniture and furnishings comply with fire safety regulations and I have records that demonstrate compliance.	Yes / No
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
Electrical Safety	
I have:	
Made sure my electrical fittings and items are in good working order.	Yes / No
Arranged for an electrical safety inspection to be carried out by a competent person.	Yes / No
Obtained an Electrical Installation Condition Report on any fixed installations.	Yes / No
Obtained a Portable Appliance Testing Report on moveable appliances to which my guests have access and labelled inspected items.	Yes / No
Note: These items may be requested as part of the application and / or on any inspection of the premises.	
Water Safety	
Water supply: I have established that my premises are supplied with water by Scottish Water.	Yes / No
OR I have established that my premises has a private water supply and I comply with the relevant regulations.	Yes / No
Water safety: legionella	
I have completed a legionella risk assessment (this applies to both public and private water supplies). Note: information is available at legionella risk assessment .	Yes / No

Other	
Information for guests: I have prepared the required information for guests – including specific gas safety information in accordance with the Council’s additional standard licence condition – and know where I will put it for them on the premises.	Yes / No
Planning permission: I understand that I require to have the relevant planning permission for the property, and that my application will be passed to the Council’s Planning Service for screening. To the best of my knowledge, the relevant planning permission is in place.	Yes / No
Listings: licence number: I have made plans to display my licence number on adverts and listings.	Yes / No
<i>[If relevant]</i> Listings: EPC rating: I have made plans to display my Energy Efficiency Rating from my EPC on adverts and listings. 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.	Yes / No
Buildings insurance: I have checked that there is valid buildings insurance in place for the premises.	Yes / No
Public liability insurance: I have checked that there is valid public liability insurance in place whilst my premises is let as a short-term let.	Yes / No
Fees	
I know the fee that I will be charged and I am ready to pay it with my application – see paragraphs 12.1, 13.2, 13.3 and 13.4 of this Guidance.	Yes / No
False or misleading information	
I have not provided any false or misleading information to the licensing authority.	Yes / No

Version: 2022-08-24.

Updated: 2022-10-05: Private water supply – legionella risk assessment; Planning permission.

Updated: 2022-10-12 – Supporting Information – Required: Fire Safety Checklist.

Updated: 2022-10-14 – EPC Rating information.

Updated: 2023-12-14 – Additional standard licence condition to require provision of specific gas safety information.

Updated: 2024-03-01 – Repairing Standard applies to all STL premises.