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|  | **SHORT TERM LET (STL) LICENSING  FIRE SAFETY CHECKLIST** |

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| **Address** |  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | **Postcode** | |  | | |
| **Dutyholder** | |  | | | | **Contact Tel No** | |  | | | |
| **Contact Email** | | |  | | | | | | | | |
| **Premises STL Reference** | | | | |  | | | | | | |
| **Section A: Premises Profile** | | | | | | | | | | **Yes** | **No** |
|  | | | | | | | | | |
| Is the maximum occupancy of the premises for 10 persons or less (including children)? | | | | | | | | | |  |  |
| Is the premises being used for home sharing for 8 guests or less (including children)? | | | | | | | | | |  |  |
| Does the premises have an escape route from each short term let bedroom via a hall and/or stair to at least one final exit door (which has direct access to the outside)? | | | | | | | | | |  |  |
| Does the premises have letting accommodation on the ground and/or first floor only? | | | | | | | | | |  |  |
| Is the premises storey areas less than 200 m2 internal floor space? | | | | | | | | | |  |  |
|  | | | | | | | | | | | |
| **Section B:** | | | | | | | | | | **Yes** | **No** |
|  | | | | | | | | | |
| Have you carried out and recorded a Fire Safety Risk Assessment which is available for inspection? | | | | | | | | | |  |  |
| Has the Fire Safety Risk Assessment fully considered the diverse range of needs that guests may have in relation to fire safety? | | | | | | | | | |  |  |
| Has the Fire Safety Risk Assessment been reviewed in the previous 12 months?  *Where answer is “No” see guidance below for further advice* | | | | | | | | | |  |  |
|  | | | | Have escape routes (fire resisting construction and self-closing fire doors where appropriate) been assessed as adequate for the property type through the premises Fire Safety Risk Assessment? | | | | | |  |  |
| Can you confirm that no inner rooms are used as sleeping accommodation? | | | | | |  |  |
| Are escape routes (including communal areas, where present) clearly signed as such and kept free from obstruction at all times? | | | | | |  |  |
| Have you recorded the evacuation procedures and ensured that guests are aware of them? E.g. have they been provided with the information in the form of a fire action notice or via a welcome folder?  *Where answer is “No” see guidance below for further advice* | | | | | |  |  |

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|  | | **Yes** | **No** |
| **Doors and Exits** | Do all final exit doors, including the main entrance used by guests, open from the inside without use of a key?  *Where answer is “No” see guidance below for further advice* |  |  |
| **Firefighting Equipment (Extinguishers)** | Is the firefighting equipment adequate for the risk in the premises (number, type, location)? \*\* as assessed through the premises Fire Safety Risk Assessment?  *Where answer is “No” see guidance below for further advice* |  |  |
| Is firefighting equipment maintained annually and recorded on the test labels and/or log book?  *Where answer is “No” see guidance below for further advice* |  |  |
| **Automatic Fire Detection** | Is the level of automatic fire detection adequate within the premises as assessed through the premises Fire Safety Risk Assessment? |  |  |
| Is the system tested weekly/monthly/annually and the results recorded in a Log Book?  *Where answer is “No” see guidance below for further advice* |  |  |
| **Emergency Lighting** | Is there adequate provision for the lighting of emergency routes in the event of a mains failure as assessed through the premises Fire Safety Risk Assessment? |  |  |
| Is any equipment provided tested and maintained with the results of tests recorded in a Log Book?  *Where answer is “No” see guidance below for further advice* |  |  |
| **General** | Is there an up to date Fire Log Book including test certificates available for audit?  *Where answer is “No” see guidance below for further advice* |  |  |

**Guidance Advice for Dutyholders**

1. [Do You Have Paying Guests?](https://www.gov.uk/government/publications/do-you-have-paying-guests) (Currently National Fire Chiefs Council Guidance for English based properties. This will be superseded by Scottish Guides in due course)
2. [Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation](https://www.gov.scot/publications/practical-fire-safety-guidance-existing-premises-sleeping-accommodation-2/) (Where answers are yes in all of section A Annex 2 may be used.)
3. [Non-domestic fire safety](https://www.gov.scot/policies/fire-and-rescue/non-domestic-fire-safety/)

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