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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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