



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

<b>Address</b>			
		<b>Postcode</b>	
<b>Dutyholder</b>		<b>Contact Tel No</b>	
<b>Contact Email</b>			
<b>Premises STL Reference</b>			
<b>Section A:</b>	<b>Premises Profile</b>	<b>Yes</b>	<b>No</b>
1. Is the maximum occupancy of the premises for 10 persons or less (including children); or Is the premises being used for home letting / home sharing / secondary letting for 8 guests or less (including children)?		<input type="checkbox"/>	<input type="checkbox"/>
2. 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)?		<input type="checkbox"/>	<input type="checkbox"/>
3. Does the premises have letting accommodation on one or two floors only?		<input type="checkbox"/>	<input type="checkbox"/>
4. Is the premises storey areas less than 200 m <sup>2</sup> internal floor space?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Section B:</b>		<b>Yes</b>	<b>No</b>
5. Have you carried out and recorded a Fire Safety Risk Assessment which is available for inspection?		<input type="checkbox"/>	<input type="checkbox"/>
6. Has the Fire Safety Risk Assessment fully considered the diverse range of needs that guests may have in relation to fire safety?		<input type="checkbox"/>	<input type="checkbox"/>
7. Has the Fire Safety Risk Assessment been reviewed in the previous 12 months? <i>Where answer is "No" see guidance below for further advice</i>		<input type="checkbox"/>	<input type="checkbox"/>
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?		<input type="checkbox"/>	<input type="checkbox"/>
Can you confirm that no inner rooms are used as sleeping accommodation?		<input type="checkbox"/>	<input type="checkbox"/>
Are escape routes (including communal areas, where present) clearly signed as such and kept free from obstruction at all times?		<input type="checkbox"/>	<input type="checkbox"/>
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? <i>Where answer is "No" see guidance below for further advice</i>		<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
<b>8. Doors and Exits</b>	Do all final exit doors, including the main entrance used by guests, open from the inside without use of a key? <i>Where answer is "No" see guidance below for further advice and engage with your Local Authority Licensing section.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Firefighting Equipment (Extinguishers)</b>	Is the firefighting equipment adequate for the risk in the premises (number, type, location)? ** as assessed through the premises Fire Safety Risk Assessment? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Is firefighting equipment maintained annually and recorded on the test labels and/or log book? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Automatic Fire Detection</b>	<b>Is the level of automatic fire detection adequate within the premises as assessed through the premises Fire Safety Risk</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the system tested weekly/monthly/annually and the results recorded in a Log Book? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Emergency Lighting</b>	<b>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?</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Is any equipment provided tested and maintained with the results of tests recorded in a Log Book? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. General</b>	Is there an up to date Fire Log Book including test certificates available for audit? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Declaration</b> (See Dutyholder Responsibilities below)	<b>I understand I have legal responsibilities under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. I confirm that I have read, understood and accurately answered the questions in this Fire Safety Checklist</b>	<input type="checkbox"/> Yes	

### Dutyholder Responsibilities

The Dutyholder has legal responsibilities under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 for ensuring fire safety in their premises. Accurate completion of this Fire Safety Checklist is the responsibility of the Dutyholder. As Dutyholder, you must ensure that you read, understand and accurately answer each question. If you do not understand a question, or do not have the information available to answer any of the questions, you should not complete or submit the Fire Safety Checklist until you do.

### Further Guidance and Advice for Dutyholders

You can find further guidance at [www.firescotland.gov.uk/your-safety/business-advice/](http://www.firescotland.gov.uk/your-safety/business-advice/) and at the links below.

- [1. Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation](#) (Where answers are yes in all of section A Annex 2 may be used.)
- [2. Non-domestic fire safety](#)