



**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>	
Is the maximum occupancy of the premises for 10 persons or less (including children); or Is the premises being used for home sharing for 8 guests or less (including children)?		<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
Does the premises have letting accommodation on the ground and/or first floor only?		<input type="checkbox"/>	<input type="checkbox"/>	
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>	
Have you carried out and recorded a Fire Safety Risk Assessment which is available for inspection?		<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
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>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</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>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>Automatic Fire Detection</b>	Is the level of automatic fire detection adequate within the premises as assessed through the premises Fire Safety Risk Assessment?	<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>Emergency Lighting</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?	<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>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"/>

### **Guidance Advice for Dutyholders**

1. [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](#) (Where answers are yes in all of section A Annex 2 may be used.)
3. [Non-domestic fire safety](#)