![Scottish Fire and Rescue Service logo - Working together for a safer Scotland]

Short Term Let (STL) Licensing
Fire Safety Checklist

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); or 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 m^2 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*	☐	☐

		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?](#) (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](#)