



**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)? | | <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 ² internal floor space? | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | |
| Section B: | | Yes | No |
| 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 |
|---|---|--------------------------|--------------------------|
| Doors and Exits | 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"/> |
| 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? <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"/> |
| Automatic Fire Detection | 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"/> |
| 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? | <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"/> |
| General | 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](#)