**Appendix 2**



**APPLICATION CHECKLIST**

This list is intended to provide a helpful starting point for checking you have the relevant information required in order to submit an application for a short-term let licence. Getting your application right first time will make the process easier for you and will help you to get a decision more quickly.

**Preliminary**

I have read the guidance provided. Yes / No

I have identified the owners and those involved with the day-to-day

management of the premises I am seeking a licence for. Yes / No

I have the permission of the owners of the premises to use it for this

purpose. Yes / No

To the best of my knowledge, I and the other people named on my

application are fit and proper persons. Yes / No

**Responsibility for the property**

Agents

I have identified those involved with the day-to-day management of

the premises and know that I cannot change them without the licensing

authority’s approval. Yes / No

**General safety and standards**

General safety

I have taken all reasonable steps to ensure the premises are safe for

residential use. Yes / No

Occupancy

I know how many guests I want to accommodate and I consider that

I can do this safely. Yes / No

Repairing standard

I have worked out whether the premises is a dwellinghouse and whether Yes / No

the repairing standard applies to me.

[if relevant] – the premises meets the repairing standard. Yes / No

EPC

[if relevant] the premises has a valid EPC certificate issued within the

last 10 years. Yes / No

Fire Safety

There is satisfactory equipment to detect and warn against fire or suspected

fire, and carbon monoxide installed in the premises. Yes / No

Furniture and furnishings – all furniture and furnishings in the premises

comply with fire safety regulations and I have records that demonstrate

compliance. Yes / No

I have completed the Scottish Fire and Rescue Service checklist for short-term

lets and enclosed this with my application. Yes / No

Gas Safety

[if relevant] I have an up to date Gas Safety Certificate (dated within

the last 12 months). Yes / No

Electrical Safety

I have made sure the electrical fittings and items in the premises are in good

working order. Yes / No

I have arranged for an electrical safety inspection to be carried out by a

competent person. Yes / No

I have obtained an Electrical Installation Condition Report on any fixed

installations and provided a copy of it. Yes / No

I have obtained a Portable Appliance Testing Report on moveable appliances

to which guests have access and labelled inspected items. Yes / No

Water Safety

I have established that the premises are supplied with water by Scottish

Water or, that the premises has a private water supply. Yes / No

[if relevant]I have checked my responsibilities under the Water Intended For Human Consumption (Private Supplies) (Scotland) Regulations 2017 and taken any necessary action to comply with the Regulations e.g. obtained a satisfactory

water sample. Yes / No

Legionella

I have completed a legionella risk assessment. Yes / No

**Other**

Information for guests

I have prepared information for guests and know where I will put it for

them on the premises Yes / No

Planning Permission

I have established whether I need to submit evidence that I have planning

permission (or a certificate of lawful use of development) or have made an application. Yes / No

Listings

Licence number – I have made plans to display my licence number on

adverts and listings. Yes / No

[if relevant] I have made plans to display my EPC rating on adverts and

listings. Yes / No

Insurance

Buildings insurance – I have checked that there is valid buildings

insurance in place for the premises. Yes / No

Public liability insurance – I have checked that there is valid public liability

insurance for not less than £5 million in place for the premises for the

duration of each short-term let agreement. Yes / No

**Other matters to consider**

Food safety – I understand the food hygiene and safety rules that

apply to me. Yes / No (further information available on Moray Council’s website at <http://www.moray.gov.uk/moray_standard/page_1788.html>)

I comply with legal requirements that relate to fire safety set out in the

Fire (Scotland) Act 2005. Yes / No

I have checked the title deeds of my premises. Yes / No

I will declare my income from my short-term let activity for tax purposes. Yes / No

I have checked with the lender of any standard security held over the premises

that I am allowed to use my premises for short-term lets

 Yes / No / NotApplicable

I am complying with other legal requirements that affect me, my business

or the premises Yes / No

I have considered engaging with my neighbours. Yes / No

Anyone can object to a short-term let licence so where relevant this may

make the application process more straightforward.

**Fees**

I know the fee that I will be charged and I am ready to pay it with my

application. Yes / No

**I have submitted the following to Moray Council:-**

Application Form Yes / No

Additional Information Sheet(s) Yes / No

Supporting Documentation Yes / No

Mandatory:

Detailed floor/layout plan of the premises Yes / No

Scottish Fire and Rescue Service Safety Checklist Yes / No

Legionella Risk Assessment Yes / No

Buildings Insurance Certificate Yes / No

Public Liability Insurance Certificate Yes / No

Licence Fee Yes / No

If relevant:

Owner(s) consent declaration Yes / No

Gas Safety Certificate for the premises Yes / No

Electrical Installation Condition Report Yes / No

Portable Appliance Testing Report Yes / No

Energy Performance Certificate Yes / No

I will complete and display the Public Notice form when the Council tells me my licence application is valid. Yes / No

I will submit the Certificate of Compliance to the Council at the expiry of the

statutory notice period. Yes / No

Full Name of Applicant ……………………………………………

Signature of Applicant ……………………………………………

Or

Signature of Agent on behalf of Applicant ……………………………………………

Full Name of Agent ……………………………………………

Date ……………………………………………