

Short Term Lets Checklist

PLEASE COMPLETE THIS CHECKLIST AND SUBMIT TOGETHER WITH YOUR COMPLETED APPLICATION FORM, ALL REQUIRED SUPPORTING DOCUMENTATION, THE CORRECT APPLICATION FEE

I have provided the following - please tick ✓			
Fully completed application form		Required for all STL licence applications	
Correct application fee			
Completed Fire Safety Checklist			
Completed a Legionella assessment		Applicant Self declaration	
Current Public Liability Insurance certificate		Applicant Self declaration that documentation is held for the premises	
Current Buildings Insurance cert		Applicant Self declaration that documentation is held for the premises	
Planning permission information – <i>Secondary letting only</i>		Copy of document provided	
Current Electrical Installation Condition Report		Copy of document provided	
Annual Portable Appliance Test Certificate (PAT)		Copy of document provided	
Completed Short Term Lets Fire Safety Checklist		Copy required for all STL applications	
Current Annual Gas Safety certificate - (<i>for properties with a gas supply</i>)		Copy document provided	N/A
A4 layout plan of premises <i>Plan must include room sizes, fire escape routes and whether the accommodation is intended for guests with mobility impairment</i>		Required for all STL licence applications	
Partnership agreement – (<i>where applicable</i>)		<i>attached</i>	N/A
Owner/s consent to operate property as a Short Term Let – (<i>where applicable</i>)		<i>attached</i>	N/A