

VISIT FROM ALASTIAR STODDART, LICENSING OFFICER

1. Guest book must have: EPC (front page), EICR (front page), PAT testing certificate, how to raise emergency services (which should mention Coast Guard as well as Fire, Police & Ambulance).
2. I also have the emergency evacuation plan and floor plan showing fire exits in the guestbook (he looked at these but not sure if they were on his check list).
3. Confirm mains water & in my case septic tank – and he asked for Septic Tank signs to be put



above the toilet e.g.)

4. PAT testing confirmed as required annually by Highland Council
5. Confirm number of bedroom & maximum guests (children 2 & under in cots do not count to the total)
6. One mattress and one piece of furniture checked for fire regulation label.
7. One portable appliance (e.g. Kettle) checked for PAT date
8. Details of heating type. If gas in the building or open fire(s) then appropriate certificates & carbon monoxide detector
9. Confirm check-in & check out times (not too late for neighbours!)
10. Any disturbance in last year (where Police were called)
11. Each application goes to Fire, Police, Building Control, Planning, Environmental Health and the Licensing Officer. They have six weeks to respond. Once clear, application goes to the Licensing Board which meets every 6 weeks. No licences yet issued.
12. Confirmed that EPC rating and STL Licence (when issued) must appear on all websites where the property is listed.