PART E

The master checklist — the duties that apply today

Sixteen sections. Work through them in order for one property, then repeat for the next.

Property _____

Checklist started (date) _____

1. Written fire risk assessment

LAW IN FORCE

THE RULE

If you charge people to stay in your property as guests, fire safety law applies to you — even for a single night. Under the Regulatory Reform (Fire Safety) Order 2005 you are the "responsible person" and must carry out a suitable and sufficient fire risk assessment. **Since 1 October 2023 you must record the assessment in full** — all its findings, not just the significant ones — together with your fire safety arrangements, and record the identity of the person who carried it out. The government's guide "Making your small paying guest accommodation safe from fire" is the official guidance for small lets (a single premises of ground floor, or ground and first floor, sleeping up to 10 guests with no more than four bedrooms on the first floor — including houses, cottages, chalets, flats, and also caravans, pods, bothies, lodges, shepherds' huts, tents, treehouses and yurts). Larger or more complex premises should use the government's "Fire safety risk assessment: sleeping accommodation" guide instead.

Common mistakes: "Small lets don't need a written FRA" and "you only need to write down the significant findings" — both were the pre-October 2023 position and are now wrong. The kit's Fire Safety Pack contains the assessment template, structured on the Home Office guide's five steps. There is no statutory review interval — review after any significant change, and regularly.

Item		Date	Evidence / where filed
Fire risk assessment carried out for this property	☐		
Assessment recorded **in full** — all findings, plus fire safety arrangements	☐		
Identity of the person who carried it out recorded	☐		
Actions from the assessment completed or diarised	☐		
Review date set (and after any significant change)	☐		

Sources: Regulatory Reform (Fire Safety) Order 2005; Building Safety Act 2022, s.156 (in force 1 October 2023); Home Office, "Making your small paying guest accommodation safe from fire" (published 30 March 2023, updated 20 January 2025).

2. Gas safety checks and records

LAW IN FORCE

THE RULE

If your let has gas appliances, fittings or flues, you must have them checked for safety **at least every 12 months by a Gas Safe registered engineer**, and keep the Landlord's Gas Safety Record (often called a CP12). Keep gas safety records for **at least 2 years**. HSE's landlord duties apply to anyone who rents out a property under a lease **or a licence of less than 7 years** — holiday lets provided under a licence are within scope.

Common mistake: "Holiday lets aren't landlord arrangements, so gas checks are optional." They are a legal duty on this letting model.

Item	Date	Evidence / where filed