

The documents marked * are those which we must have to make the application valid.

12. Checklist

Fee*

Completed and signed application*

Annotated floor plan with room descriptions, numbers, sizes, fire detection provision, fire doors, and position of amenities.*

Copy of Electrical Installation Condition Report*

Copy of Landlords Gas Safety Certificate (if applicable)*

Contractual agreement between a licence holder and a manager (if applicable)*

Copy of fire alarm design, installation and commissioning certificate (if applicable)

Copy of emergency lighting design, installation and commissioning certificate (where applicable)

Copy of fire extinguisher service certificate (where applicable)

Copy of PAT Testing certificate (if applicable)