

7 November 2017

Dear Consultee

Consultation on Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation

This letter invites your views on the new revised Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation. The guidance in this document is applicable to fire safety in existing residential premises in which there is sleeping accommodation including :

- hotels, tourism hostels, refuges
- holiday lets and holiday complexes, camping and caravan sites (other than privately used individual units)
- bunkhouses, bunk barns
- sleeping accommodation for pupils, students or employees
- all types of houses in multiple occupation (HMO)
- boarding houses, guest houses, bed and breakfast accommodation

The guidance is relevant for most businesses which offer existing sleeping accommodation, and will replace the series of sector specific guides for premises that are currently available on the [Scottish Government FireLaw webpages](#). These guides provide practical fire safety guidance for dutyholders to help them meet their requirements under the Fire (Scotland) Act 2005 and are in need of review and revision.

This guide offers fire safety advice in respect of certain existing premises with sleeping accommodation. It consolidates and supersedes a the following Scottish Government guides:

- [Practical Fire Safety Guidance for Small Premises Providing Sleeping Accommodation, 2010](#)
- [Practical Fire Safety Guidance for Medium and Large Premises Providing Sleeping Accommodation, 2008](#)
- [Practical Fire Safety Guidance for Small Bed and Breakfast and Self-catering Premises, 2010](#) (The content of this guide has been superseded into Annex 1 of the new guidance)

We believe that reducing the number of guides will make them easier to use for duty holders and enforcers, and provide greater clarity for particular premises.

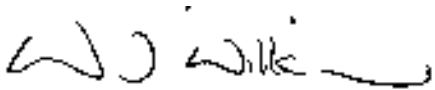
The new guidance contains a number of editorial changes to the existing three guides, and contains improvements to aid understanding of content and greater use of explanations.

The new guidance does not seek to impose new standards, nor is it intended to impose more onerous benchmarks: the requirements are set out in the Fire (Scotland) Act 2005 and the guidance is designed to assist duty holders in meeting them.

An Equality Impact Assessment and a Partial Business and Regulatory Impact Assessment are also available, and we would welcome any comments you may have on each of these documents, as well as on the guidance.

We appreciate that many businesses will be busy over the Christmas and New Year period, and have therefore extended the consultation period by an extra two weeks, from the standard 12 to 14 weeks, to provide you with more time to consider the draft guidance and respond.

Yours faithfully



Wendy Wilkinson
Deputy Director
Safer Communities Division

Responding to this Consultation

We are inviting responses to this consultation by **5 February 2018**.

You can respond either by:

Using the online response form available on the Scottish Government consultation webpages at:

<https://consult.gov.scot/fire-and-rescue/premises-with-sleeping-accommodation>.

or

by sending your response with the completed Respondent Information Form to:
FireSafetyConsultation@gov.scot

or

By post to:

Fire Safety Consultation
Fire and Rescue Unit
Area 1W
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

If you have any queries regarding the consultation please contact:

Linda White on 0131 244 0896.

Handling your response

If you respond using Citizen Space <https://consult.gov.scot/fire-and-rescue/premises-with-sleeping-accommodation>, you will be directed to the Respondent Information Form. Please indicate how you wish your response to be handled and, in particular, whether you are happy for your response to be published.

If you are unable to respond via Citizen Space, please complete and return the Respondent Information Form attached included in this document. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public, and after we have checked that they contain no potentially defamatory material, responses will be made available to the public at <http://consult.scotland.gov.uk>. If you use Citizen Space to respond, you will receive a copy of your response via email.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us. Responses will be published where we have been given permission to do so.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them to FireSafetyConsultation@gov.scot.

Scottish Government consultation process

Consultation is an essential part of the policy-making process. It gives us the opportunity to consider your opinion and expertise on a proposed area of work.

You can find all our consultations online: <http://consult.scotland.gov.uk>. Each consultation details the issues under consideration, as well as a way for you to give us your views, either online, by email or by post.

Consultations may involve seeking views in a number of different ways, such as public meetings, focus groups, or other online methods such as Dialogue (<https://www.ideas.gov.scot>)

Responses will be analysed and used as part of the decision making process, along with a range of other available information and evidence. We will publish a report of this analysis for every consultation. Depending on the nature of the consultation exercise the responses received may:

- indicate the need for policy development or review
- inform the development of a particular policy
- help decisions to be made between alternative policy proposals
- be used to finalise legislation before it is implemented

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.



Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation

Consultation Questions

1. Three fire safety guides are being combined to assist with reference and future updating. Do you have any suggestions for improving the structure of the combined guide?

Comments

2. Are there any changes that should be made to the content of the revised guide?

Yes

No

Please explain your answer

3. Is there any information or guidance that is not covered in the revision which you think needs to be included?

Yes

No

Please explain your answer

4. Do you have any other comments on the guidance document?

Comments

5. An Equality Impact Assessment and a Partial Business and Regulatory Impact Assessment are also available, and we welcome any comments you may have on each of these documents.

Comments