



Professional Association of Self-Caterers UK

PASC UK NEWSLETTER

25 April 2023 Issue 158

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COMMENTARY

During the last week we have been trying to focus on the two English Consultations, One on Statutory Registration and one on a Planning Consultation for a use class for Holiday Lets, and to get work underway on further Fire Guidance, particularly for larger properties and to try and resolve the issues around the new guidance for small properties.

We will have a series of Meetings/Webinars to discuss all the above so keep an eye on the Webinar schedule for announcements.

More on all three of these below.

We also met with other colleagues at a meeting organised by the Tourism Alliance with the Liberal Democrats in London. We met with Tim Farron MP, who has been major critic of our sector and Jamie Stone MP.



The meeting was very cordial, the LibDems support a cut in VAT for Tourism and a proper Business Rates review. We were given good time to explain our position on the Statutory Registration Scheme, (more below) and how it needs to be robust enough to be effective, (and importantly that this has to come first before any other legislative interventions into our sector), and the clear data resulting from it available before any other major measures are considered. They were interested in the Planning Consultation, and like many, PASC UK included, were having to look at that in far more detail than the relatively straightforward Statutory Registration Consultation. We agreed to share notes on it and meet again before the Consultations close on 7 June.

We also attended our first meeting as an Executive Board Member of the Wales Tourism Alliance in Llandrindod Wells on Thursday. Those that have businesses in Wales will know that it's bleak in Wales at the moment, with artificial targets of occupancy (182 days) that you have to hit to avoid in many cases seriously punitive Council Tax, Statutory Licensing, not registration and a looming Bed Tax. We will be focussing on getting more exemptions to the 182-day threshold and working against the 'fines' imposed on Members who did not achieve the 70 day threshold during Covid.

This week we will have several meetings with the team at DCMS (The Westminster Govt Dept that we primarily interact with) to discuss the Consultation into Statutory Registration, with the first part to cover being why there have been so many potential exclusions from the scheme, including 'professional self-caterers'. We are confident that this can be overcome quite easily, but the more exemptions, the weaker the scheme, see below for more detail.

We will also speak on a panel about Tourism at the Welsh Conservative Party Conference on Friday 28 April.

The Webinar on the Office of Tax Simplification (OTS) paper proposing that FHL allowances may be removed was really well attended to the point that we may well repeat in the summer particularly if there is any further sign of impending change. The recording is now on the website in the Members area.

Lastly, please do keep sending in your recommendations for entries in the PASC UK Trade Directory, this will provide a hugely useful resource to all. Huge thanks for the large number of responses received so far, the list of recommendations that we are looking for is included lower down the Newsletter.

Any questions please let us know. Best regards

Alistair

2023 MEMBERSHIP PACKS UPDATE AND NOTE TO CHECK ADDRESSES UPDATE

The distribution of the Annual Members Pack will start straight after the first May Bank Holiday. It will only be sent to those Members whose subscriptions are up to date.

The pack includes a copy of the New 2023 Pink Book, (see last week's newsletter) plus Membership Certificate and Member offers. **Could we ask all Members to check the postal correspondence address we have for them in the Members area, so that packs are sent where you want them?** Each year we get Members saying that we sent it to the property address, not their address, we can only send it to the address we have on the system from when you joined 😊 Thanks.

CONSULTATION ON REGISTRATION FOR HOLIDAY LETS IN ENGLAND UPDATE

We urge you not to respond until we have provided further information and suggested responses and why, thanks.

We have laid out a draft policy below. This will be discussed and Members will be able to have their input on this. Please register for the meetings that will be scheduled for this purpose.

The suggested responses to each of the Consultation questions will follow.

Draft Policy on Statutory Registration April 2023

Introduction

Despite some issues with the questions and Scope in the Consultation, which was published before we could conclude our meetings, and has excluded professional self-caterers, bed and breakfasts and asks further questions about exemption for many more who let property for money, these are the headlines that will form the basis of the PASC UK suggested responses to the Statutory Registration Consultation. We understand that this is in line with the primary hospitality associations.

Conclusion of base policies regarding the Statutory Registration Consultation.

All paid accommodation has to register

The Statutory Registration Scheme must be all-England

Registration cycle should be annual

The property's valid registration numbers must be present on all advertising platforms

The annual registration fee should not be more than £100 per property

This would achieve the long-standing policy objective of a 'level playing field' for all businesses, and at the same time finally provide the key data on this vibrant, diverse sector. Notes on each base policy and infographics to illustrate the process of registration follow:

Who should have to apply for Statutory Registration?

All property that is let even for a single night must register. From 1 October 2023 every property, regardless of size, how many days let and where they advertise must have a written Fire Risk Assessment by law. This therefore becomes the base level for Statutory Registration.

It also removes all the potential grey areas. If there are exemptions, such as in the Scope which excludes professional self-caterers (there's no definition) many might claim they did not register because they thought they were 'professional'. If they allow an occasional use, for example room to let, how would this ever be measured? Exemptions will also considerably muddy the water for local data.

Policy: All paid accommodation has to Register.

Why it must be a National Scheme?

Three options are in the Consultation, and all that PASC UK works with have been unanimous from the start that the policy must be for an All-England scheme. This has always been about a level playing field for operators on a health and safety basis. Unless it is an All-England Scheme then it will not be able to be used for marketing that accommodation is safe and legal in England. Without it being All-England, there will be no National Data.

Policy: The Statutory Registration Scheme must be all-England

Frequency of Registration

The frequency should be annual because the primary health and safety requirements of a Fire Risk Assessments and a Gas Certificates are annual.

Policy: Annual.

Should properties require a valid Registration Number to advertise their property, should this number be displayed?

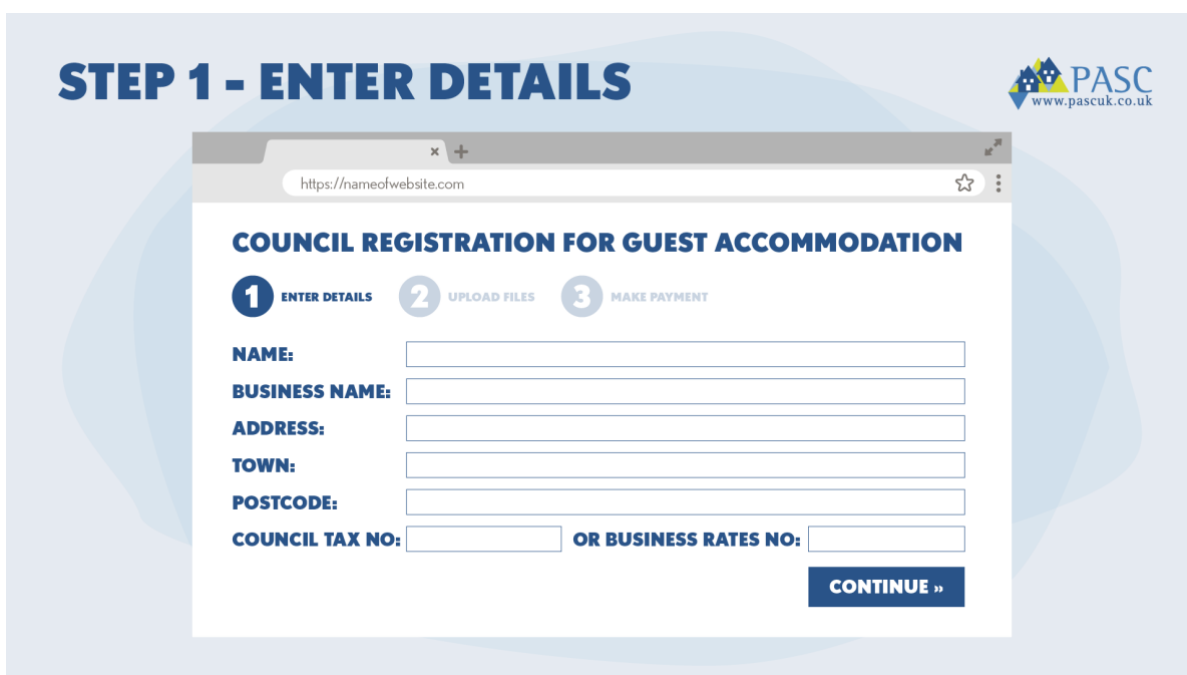
Without having to have a Registration Number and a requirement to display it on advertising, (platforms can do this and many do display abroad already), nothing actually changes, bad actors can continue to advertise, those that think it does not apply to them continue to advertise and there still is no 'level playing field'.

Policy: The property's valid registration numbers must be present on all advertising platforms

What might the Registration Process look like?

We have drawn up some infographics to show how we think the online registration process would look. To the tens of thousands of businesses that registered for Visit England's 'Good to Go' Covid Scheme and the AA's 'Covid Confident' this will be very familiar.

Step 1. Collect Basic Business details.



The image shows a screenshot of a web browser displaying a registration form. The page title is "STEP 1 - ENTER DETAILS" and the logo for PASC (www.pascuk.co.uk) is in the top right corner. The form is titled "COUNCIL REGISTRATION FOR GUEST ACCOMMODATION" and has three steps: 1. ENTER DETAILS, 2. UPLOAD FILES, and 3. MAKE PAYMENT. The form fields are: NAME, BUSINESS NAME, ADDRESS, TOWN, POSTCODE, COUNCIL TAX NO., and OR BUSINESS RATES NO. A "CONTINUE" button is at the bottom right.

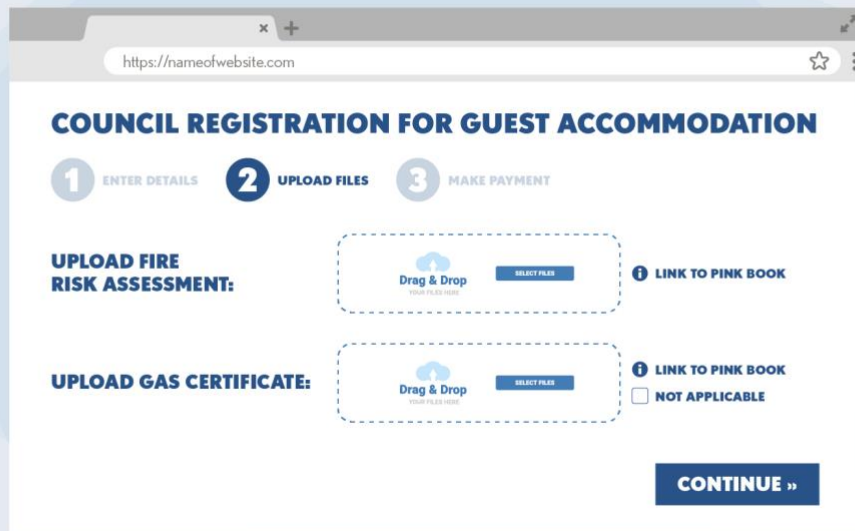
Step 2. Provide the required health and safety compliance documents, e.g., Fire Risk Assessment (FRAs), Gas Safety Certificate. We suggest that for further information on legislative issues that there is a link to the relevant section of the online version of the Visit England Pink Book.

<https://www.visitbritain.org/business-advice/know-your-legal-obligations>

We believe in keeping the requested information to a practical minimum, based on actual legal requirements was sensible, and would follow the 'proportionate' approach suggested by the Minister.

However, the Consultation asks if up to 22 pieces of documentation are required, including duplications. Our focus remains primarily around the legal Health and Safety requirements but understand that this Consultation is being launched in parallel with another Consultation where more property details will be required.

STEP 2 - EXAMPLE UPLOAD PAGE



COUNCIL REGISTRATION FOR GUEST ACCOMMODATION

1 ENTER DETAILS 2 **UPLOAD FILES** 3 MAKE PAYMENT

UPLOAD FIRE RISK ASSESSMENT:

Drag & Drop **LINK TO PINK BOOK**

UPLOAD GAS CERTIFICATE:

Drag & Drop **LINK TO PINK BOOK**
 NOT APPLICABLE

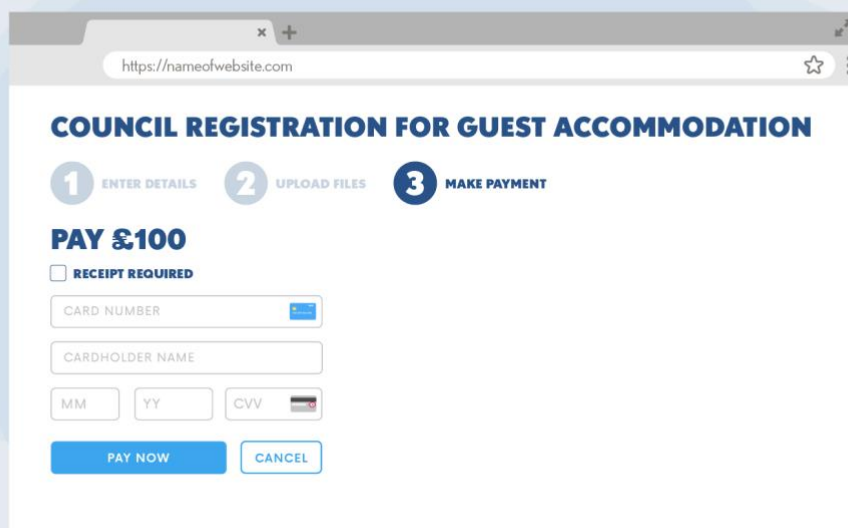
CONTINUE »

Step 3. It is critical that the scheme is properly financed, otherwise it will just wither and die. Councils shouldn't be asked to manage a scheme from existing budgets when they can't meet Statutory Requirements. Compliant businesses will benefit from the 'levelling of the playing field' and should pay for it.

Fees must be proportionate and £100 per property had long been our maximum fee for this process. (One registration fee per Business Rates Rateable Value (RV) or Council Tax reference number. Larger businesses will have multiple units on one RV or Council Tax Reference, similar to TV licensing).

Policy. Not more than £100 per property.

STEP 3 - MAKE PAYMENT



COUNCIL REGISTRATION FOR GUEST ACCOMMODATION

1 ENTER DETAILS 2 UPLOAD FILES 3 **MAKE PAYMENT**

PAY £100

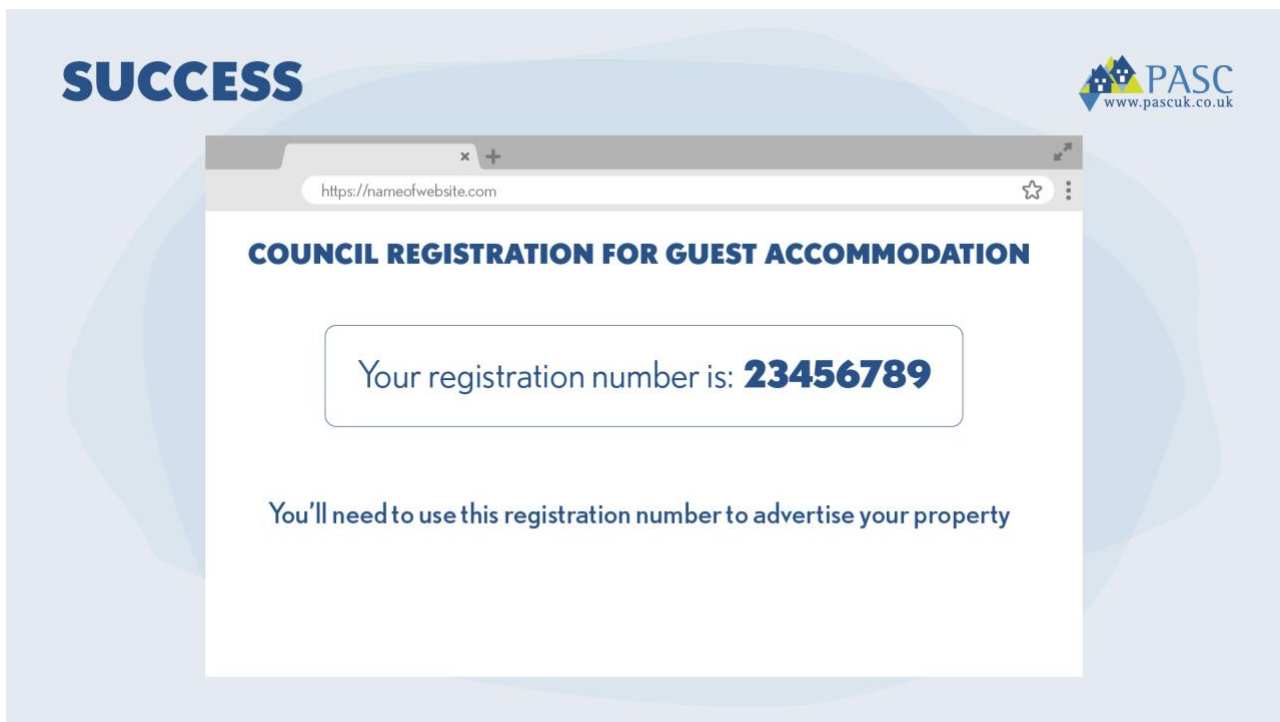
RECEIPT REQUIRED

CARD NUMBER

CARDHOLDER NAME

MM YY CVV

Step 4. Business receives their Registration Number on completion of provision of documents and successful payment and are free to continue trading displaying their Registration Number.



Links to Consultations

The Consultation into a Registration Scheme for Holiday Lets:

<https://www.gov.uk/government/consultations/consultation-on-a-registration-scheme-for-short-term-lets-in-england/consultation-on-a-registration-scheme-for-short-term-lets-in-england>

The Consultation of a use class for short term lets:

<https://www.gov.uk/government/consultations/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights>

CONSULTATION ON ADDING A NEW CLASS OF PLANNING IN ENGLAND FOR HOLIDAY LETS UPDATE

We urge you not to respond until we have provided further information and suggested responses and why, thanks.

We have almost concluded commissioning a paper from a planning expert to assist with both understanding this Consultation, the possible consequences of each of the measures proposed and how best to respond. We have the final brief agreed and are just awaiting detail and costs.

This will be followed up by dedicated webinars and updates on this Consultation, plus guidance in good time as to how you might want to respond to this consultation.

Link to the Consultation here: **We urge you not to respond until we have provided further information, thanks.**

<https://www.gov.uk/government/consultations/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights/introduction-of-a-use-class-for-short-term-lets-and-associated-permitted-development-rights>

UPDATE ON THE NEW FIRE GUIDANCE 2023 AND PAPERS AVAILABLE

We still have to hear back from the Home Office about the key questions arising from the new Fire Guidance. Will feed that back as soon as we have it. We are also still interviewing experts who will write up both papers and help with webinars to provide guidance on the more contentious areas and provide guidance on larger properties. We ask for patience on this, as we are trying to find someone who will come up with sensible, proportionate guidance, and not err to sprinklers everywhere.

As many have missed all of the New Fire guidance we are repeating this section again, our apologies to those that have read it 😊

Fire Paper 1, Small Properties

Update: We are in the process of trying to get clarity on some key issues in the new publication, especially this part:

This Guide is not appropriate if:

- your premises fall outside the scope described above; or
- the design of fire safety measures in your premises differs materially from those discussed and recommended in this Guide. (e.g. a 2 storey property with an open plan ground floor or a flat with a bedroom accessed only through another room)

We are urgently seeking clarification on this as well as clarity on fire doors from the Home Office and will update you asap.

From previous week.....

The first, which is to help with the newly published Fire Guidance on small holidays lets is available here: <https://www.pascuk.co.uk/reports/>

This is to be used in conjunction with the paper called 'Do You have Paying Guests' ... 'A Guide to Making Your Small Paying-Guest-Accommodation Safe from Fire' and can be found in full here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1147723/A_guide_to_making_your_small_paying-guest-accommodation_safe_from_fire.pdf

Section 8 of this Paper provides a Template Fire Risk Assessment for smaller properties, examples of which are also given in the paper, plus what measures need to be taken.

We have asked for this template to be made available by the Home Office as a standalone word doc. **We have chased this.**

Update on larger properties

Fire Safety in Larger Accommodation Premises

Before Easter, we provided you with a briefing on the changes to the guidance on complying with the Fire Safety Order 2005 that will come into effect on 1 October 2023.

However, this new guidance, "[A Guide To Making Your Small Paying-Guest-Accommodation Safe From Fire](#)" is only applicable to:

- Single premises of ground floor, or ground and first floor, providing sleeping accommodation for a maximum of 10 persons, with no more than four bedrooms on the first floor, such as houses, cottages, and chalets
- Individual flats (whether within a purpose-built block of flats or a house that has been converted into flats), other than unusually large flats (e.g. as often found in mansion blocks in London)
- Smaller types of outdoor accommodation which fall under the same duties such as holiday caravans, camping and glamping pods, bothies, lodges, shepherds' huts, tents, tree houses and yurts

If you have a property that accommodates more than 10 people or your premises have sleeping accommodation above the first floor then this guidance does not apply. Instead, the relevant guidance is "Fire Safety Risk Assessment: Sleeping Accommodation". You can access that here: <https://bit.ly/43vvRgW>

While this guidance applies to all premises where the main use is sleeping accommodation, ranging from single self-catering units through to large hotels, if you provide accommodation that complies with the smaller property requirements listed above, you should just use the new guidance. The reason for this is twofold: first, "Fire Safety Risk Assessment: Sleeping Accommodation" was written in 2006 and last updated in 2012, meaning that new "Guide To Making Your Small Paying-Guest-Accommodation Safe From Fire" is more up-to-date and, second, that the information in the new guidance is more specific to your premises while the older guidance is more generic as it applies to all types of accommodation.

(It should be borne in mind that because this guidance was last updated in 2012, a revised version could well be produced shortly as part of the Government's overhaul of fire safety guidance following Grenfell. If this happens, we will immediately inform PASC UK members, we are checking this now).

The "Fire Safety Risk Assessment: Sleeping Accommodation" guidance has essentially the same format as other fire safety guidance in that it provides information on how to undertake a fire safety assessment for your premises – identifying fire hazards and people at risk, installing equipment and

developing systems for mitigating these risks, providing instructions and training and then keeping your fire risk assessment under review.

However, as you would expect of guidance that applies to larger accommodation premises, the guidance contained in The Fire Safety Risk Assessment: Sleeping Accommodation is more complex as it covers larger building types and businesses which have employees and a large numbers of guests on the premises at the same time. As such, it requires the appointment of a “responsible person” for fire safety who has specific fire safety training, as well as communication of fire safety requirements to other staff.

Some of the requirements include:

- You must appoint one or more competent persons, depending on the size and use of your premises to undertake your fire safety assessment and be in charge of fire safety measures. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- You must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- You must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- You must provide appropriate information, instruction and training to your employees, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.

While you are still able to nominate yourself as the competent, responsible person and undertake the Fire Risk Assessment, we would advise that, the more the size of your business exceeds the 10 person maximum of the guidance for small accommodation businesses, or the larger/more complex your premises become compared to the simple examples provided in that guidance, the more you should consider employing someone to undertake a professional fire safety assessment.

If you decided to employ someone to undertake your fire safety assessment, there are two principal methods by which people can demonstrate their competence;

- Professional Body Registration schemes
- Certification by a Certification Body that is UKAS accredited for the activity.

Here is a link to guidance on how to choose a competent Fire Risk Assessor, which includes links to different professional associations. <https://bit.ly/3L5uoqv>

If you employ a Fire Risk Assessor, it is important to remember that you still have legal responsibility for your Fire Risk Assessment and its implementation. As such, you need to be able to demonstrate that you took reasonable steps to ensure the person you employed was competent and that you implemented the assessment properly.

Finally

PASC UK will commission a report and webinars on assisting owners with larger properties carry out Fire Risk Assessments if the Home Office do not confirm that a further guide to address this is imminent.

For those that want to see all the legislation behind all these changes...

<https://www.gov.uk/government/collections/fire-safety-legislation-guidance-for-those-with-legal-duties>

A big change is that **all short let properties let for money will have to have a written Fire Risk Assessment from 1st October 2023**. Currently it is only a legal requirement to have one if you have five employees or more.

It is also an obligation even if you only let one room, once in year...

The law applies to all short-term lets that are not let as a principal residence – even if you rent out a room in your home only once.

However you advertise your property for paying guests, you have a responsibility to make sure your guests are safe from fire.

We will shortly be announcing a series of webinars to assist Members, to help them navigate Fire Risk Assessments etc. We are currently getting speakers organised for these webinars, which when held, will be recorded and available to all..... More next week.....

BUSINESS RATES 2023 UPDATE 25 APRIL

Last week we finally got sight of the new 2023 Self-Catering Practice Note.

Here it is: <https://bit.ly/3mFoWkM>

You need to scroll down to here to find it on that page:

9. Valuation Support

[Show](#)

Practice note 1: 2023 - holiday accommodation (self-catering)

[Show](#)

The new 2023 Rating list now applies to all that are registered for Business Rates. This Practice Note is the basis under which your Rateable Value has been calculated and under which all Checks, Challenges and Appeals need to be carried out.

There are lots of questions arising from this new Practice Note, so have arranged a meeting week commencing 1st May with the Self-catering Team at the VOA.

The main questions apply to those of us that have less than five units and whether Check Challenge Appeal is live in Wales yet. If you have 5 or more units it is pretty simple to understand, and as soon as we have had the meeting should be in a position to help those Members 'Check' RV's that they feel are too high.

Those will 1-4 Units this is going to take a while longer I'm afraid as there are lots of changes to this Practice Note, which we are not yet fully conversant with.

Please be patient whilst we get a fuller understanding of the changes, so that we can help Members wishing to 'Check' their 2023 Rateable Value. We are also waiting for confirmation that the 'Check, Challenge, Appeal' that works well in England will be available in Wales.

We may then be able to help those Members that have had increases through the 'Check' system to get them reduced. Please by all means log with the Chair that you would like to look at your Business Rates by sending a note to chair@pascuk.co.uk Note. This service is only available to paid Members.

ANOTHER TOURISM MINISTER IN ENGLAND

Following the resignation of Dominic Raab, the Prime Minister has conducted a small reshuffle.



As part of that Number 10 has announced that the Rt Hon Sir John Whittingdale MP (Maldon) will be appointed as Minister of State jointly in DCMS and DSIT (Science, Innovation, and Technology) when the current Minister, Julia Lopez MP, goes on maternity leave in the coming weeks.

Once again..... we look forward to working with the new Minister through the two current Consultations.

NEW PASC UK WEBINAR PROGRAMME FOR MAY 2023

We will be adding to the Webinar programme in May/June over the coming weeks. Previous webinars can be viewed on the PASC UK Website at: <https://www.pascuk.co.uk/webinars/> Members only recordings are in the Members area.

1/ PASC UK MEMBERS WEBINAR

Date 1100 on Tuesday 2 MAY 2023

This meeting will be recorded and placed in the Members area on the website

We will be pulling together content for this Meeting over the coming weeks.

It will include:

- Further Update on Fire Regs, with particular reference to properties that fall outside the new Guidance
- Update on Statutory Registration and discussion around the key questions
- Update on Planning Consultation and how to respond
- AOB

There will be more included in this meeting, and we will update as get nearer the date.

To book you need to click on the link below to register and provide your business name please. Register here: https://us06web.zoom.us/webinar/register/WN_Q-4DHUrfQ12ul59BT5wgvA

2/ PASC UK BUYING CLUB WEBINAR

Date 1100 on Thursday 11 MAY 2023

This meeting will be recorded and placed in the Members area on the website

We will be pulling together content for this Meeting over the coming weeks.

It will include:

- New Member Benefits
- Update on Energy Buying Club
- And much more

There will be more included in this meeting, and we will update as get nearer the date.

To book you need to click on the link below to register and provide your business name please. Register here: https://us06web.zoom.us/webinar/register/WN_dH6R8mtNRv-oADZLKaPbQQ

UPDATED REQUEST FOR HELP FOR THE TRADE DIRECTORY

Firstly, huge thanks to all those who have sent in details of suppliers. We have received a really good response to this and have now broadened the ask to enable us to have more suppliers in some of the other categories that we will launch with.

Please can you therefore supply your recommendations for any of the following please. Please try and use the format below, as it will save us huge amounts of time populating the trade Directory. Just send an email to chair@pascuk.co.uk with category in the Subject Line and details as laid out below in the body of the email. Many thanks.

Company name:

Website:

Tel:

Contact:

Email:

What they offer? e.g. PAT Testing, Photography, Chimney Sweep, mortgage brokers for holiday lets etc

Area/Region covered:

Categories we are aiming to launch with are and would welcome your recommendations:

Direct Booking Channels

Fire Testing

Pat Testing

Electrical Testing

Gas Testing

Chimney Sweeps

Website design

Photography/Video/Drone

Channel Managers

Green energy/Electric Vehicle Charging installers

Artwork/Logos

Accountants

Solicitors

Insurance Companies

Marketing/SEO and Social Media support

RESETTING YOUR PASSWORD FOR THE PASC UK MEMBERS AREA

You are able to check your account details and download any of the 25 Members only PASC UK papers. The full list of the PASC UK Members Papers is detailed below.

Anticipated questions:

1/ How do I log in?

On the main PASC website you will see a link in the top right-hand corner called "Member Login". Click this link and enter your email address and password. Once logged in you will be in the members area.

2/ I can't find my password.

Click on the "Member login" link on the far right of the menu on our website and click the "forgot password" link which is in blue text just below the "log in" button. Enter your email address in the field and click "request password reset" button.

3/ Who do I contact if I cannot get in?

If you are having difficulty, please email admin@pascuk.co.uk and Justin will investigate for you.

4/ My username doesn't match my email address, does it matter?

No, it doesn't, usually your username would be your email address, but through address changes and mis-typing, some don't match up. However, the only place those are used is in the login field, all correspondence will go to your usual email address. Unfortunately, it isn't possible to change the username once it has been set.

NEWSLETTER INDEX (WHERE TO FIND PREVIOUS INFORMATION)

All previous content is indexed and can be found on the 2022 Index on the Newsletter page. Look for PASC UK Index 2022. This will be updated weekly.

<https://www.pascuk.co.uk/newsletters/>

WALES INFORMATION AND WHERE TO FIND IT

If you are affected by what is happening in Wales and do not get the direct Wales only communications, please email me at chair@pascuk.co.uk put **Wales Newsletter** in the subject line and we will add you to the Wales Only circulation list.

Previous Wales Newsletters can all be found here: <https://www.pascuk.co.uk/wales-182-days-reports/>

GENERAL INFORMATION SECTION

PASC UK SOCIAL MEDIA

Please consider following PASC UK on Social Media, it gives us a way to contact you quickly in the event of any changes or announcements that are made. We promise not to bombard you and to try to keep it relevant and topical.

PASC UK on Twitter @PascUK

PASC UK on Facebook @pascukltd

This is where the latest news between newsletters gets posted.

MEMBERS AREA IS NOW LIVE

The Members area of the PASC UK website opened last week. Initially you will be able to check your account details and download any of the 25 Members only PASC UK papers. No longer will you need to ask Justin or myself 😊. The full list of the PASC UK Members Papers is detailed below. No longer will you need to ask Justin or myself 😊 We will add additional features over the next couple of weeks.

Anticipated questions:

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PASC UK MEMBERS ONLY PAPERS

This is the current list of Members Only papers available in the Members area of the website.

- [PASC UK Business Rates Claim Note England](#)

A guide to 'Claiming' your property in England. You cannot 'check' You cannot 'Check' your properties Business Rates until you have done this.

- [PASC UK Business Rates Check Note England](#)

The guide will take you through 'checking' your Business Rates in England. It is vital that you book a call with the Chair before completing and submitting this 'Check'.

- [PASC UK Template Privacy Policy June 2022](#)

All businesses in the UK are required to have an up-to-date Privacy and Cookie. Not having one can lead to fines. This document provides you with a template policy.

- [PASC UK Template, Privacy Policies explained June 22](#)

This document explains Privacy Policies

- [PASC UK Template Cookie Policy and Guidance June 22](#)

This document gives further guidance on Cookie and Privacy Policies

- [PASC UK Guidance on using CCTV 2021](#)

Having CCTV at business premises can bring benefits, however there are several stages of legal compliance that you need to go through to operate such a system.

- [PASC UK Template CCTV Policy June 2022](#)

This document provides you with a basic CCTV Template Policy.

- [PASC UK Guidance on completing a short form LIA](#)

A 'Legitimate Interests Assessment' is a requirement if you have CCTV. This will guide you through creating one.

- [PASC UK Template LIA](#)

This document is a template Legitimate Interests Assessment for CCTV

- [PASC UK Template Breach Risk Assessment \(Req if you have a GDPR breach\)](#)

This template will guide you through the steps to take if you have a breach of GDPR.

- [PASC UK Record of Processing \(This is what data that you store and for how long?\)](#)

This template gives you the headings for the types of data that you store and for how long.

- [PASC UK Template Internet Fair Usage Policy](#)

This template document can be inserted into your Terms and Conditions to cover fair internet usage at your business.

- [PASC UK EV Charging Guidance](#)

This guidance takes you through putting together an EV Charging Policy at your business, necessary even if you do not have EV charge points, to help protect against charging out of the window.

- [PASC UK EV Charging Policy for Member's T's & C's](#)

This template document can be inserted into your Terms and Conditions to cover EV charging at your business, whether you provide the facility or not so as to help maintain insurance cover.

- [PASC UK Ghosting Report](#)

Ghosting is the practice that is employed by some self-catering agents whereby they leave your property on their website after you have left, with 'this property no longer available' Book one of these. This report tells you the steps you can take to have the property removed.

- [PASC UK Risk summary of 3rd Party suppliers at Holiday lets](#)

Having third party suppliers giving services to our guests at our businesses requires careful planning, in order not to void insurance. This paper explains the steps to take to maintain insurance cover. Covers chefs, mobile cooking companies, hot tub rental, bouncy castles. Entertainers etc.

- [PASC UK ICO Registration Paper](#)

This paper explains whether or not your business needs to register with the ICO. In 99% of cases PASC UK Members will need to do so. It costs £40 to register.

- [PASC UK ICO Registration FAQ's](#)

This document answers the most common questions about registering with the ICO and why you need to.

- [PASC UK Guidance on damage caused by guest and your T's & C's](#)

This document provides Members with another clause for their T's and C's. this one to protect you if guests cause damage to the property such that you have to cancel subsequent bookings and who pays.

- [PASC UK Template for clause in T's C's ref guest damage](#)

This is the template clause to add to your Terms and Conditions to protect you if guest damage causes future cancellations.

- [PASC UK Guest Comms Paper](#)

Improving the flow of Guest Communications from initial contact prebooking to post departure is one of the key elements to improving guest satisfaction and driving up repeat bookings. This paper should be taken in conjunction with the webinar on this subject in the Webinars section.

- [PASC UK Influencer Paper](#)

Many Members have reported being contacted by influencer or media offering coverage of your property in exchange for a free stay. There are several legal aspects to Members being offered this that they need to be aware of. These are covered in this Paper.

PASC UK MEMBERS LOGO UPDATED

We have updated the logos for Members to display on their websites. We now have a full set of Welsh versions too. A full variety of shapes and formats are available to suit all layouts.



MEMBER BENEFITS SUMMARISED

To carry out the lobbying work that we do on behalf of the Sector we need funding. 90% plus of this funding comes from Membership Subscriptions.

Members will get.

- Access to Telephone Support
- Prompt email support
- Access to Members Benefits and Discounts. (Buying Group Membership details below)
- Members only Webinars, (Including ask the Chair sessions)
- Book Surgery Appointments with the Chair
- Specific Discounts on key products
- PASC UK Guides to reducing Business Rates
- Hard Copy of the Visit England Pink Book
- 25 and growing Special Interest Papers including legal docs such Privacy and Cookie Policies

What will be available to non-members?

- The PASC UK Covid newsletters
- Email support when available. (Members support comes first).
- Free Webinars
- Cleaning protocols
- Some General interest Papers

We are currently making major investments in supporting you better and all this costs money, these include.

- Sponsorship of the Visit England Pink book, to help promote the safe and legal aspects of our sector
- Membership fees to the Tourism Alliance, UK Hospitality and Wales Tourism Alliance
- Surveys and reports to use data-based arguments to win support for the sector
- Legal papers to help inform and protect Members.

If you have not yet joined PASC UK, please consider joining NOW. Details below the Buying Club information. <https://bit.ly/3ptd4RU> Thanks.

BUYING CLUB MEMBER BENEFIT FOR PAID PASC UK MEMBERS

We are really pleased to announce a partnership with Purchasing for Business.

More details on the new PASC UK website here: <https://bit.ly/3ptd4RU>

This is a Buying Club, it's free to join if you are a paid up PASC UK Member. There will be no additional fee for Members to join the Club.

SUPPORT LOBBYING BY JOINING PASC UK

There is a huge amount of work and lobbying to do to help support you all in the self-catering sector. We don't ask very often, however, if we are to fight on so many fronts, we simply need more funds. There are thousands of you that have had the benefit of this newsletter and the lobbying done on behalf of the sector.

We are now asking that as many of you as possible join PASC UK. The fight is on so many fronts, and we get much better results when we engage proper legal advice and proper PR firms to assist with campaigns. Memberships to other organisations that provide common lobbying, information feeds and support also cost many thousands of pounds a year.

Membership fees are as follows: All per annum.

- Single cottage £70
- 2 – 4 Units £125
- 5 – 10 Units £200
- 11 + Units £300

For companies like cleaning firms, or industry support companies, Trade Membership is £200, and you will get a listing in the Trade Directory on the new website.

Members get telephone support and priority email support.

You can join here, simple form, takes 2 mins, and you'll get an invoice, payable by BACS or Credit Card. Just click on this link to go to the joining page: <https://www.pascuk.co.uk/join-pasc-uk/>

Wishing each and every one of you all the best during these trying times.

Best regards

Alistair Handyside MBE

Executive Chair

The Professional Association of Self-Caterers UK

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DISCLAIMER

We are in completely uncharted territory here, and any suggestions that we make are merely that and you should carefully consider your own business policies, and if necessary, consult with your Professional Advisors. PASC is your lobbying Association, not a legal service. In addition, please be very wary of some of the advice given on internet communities, blogs and social media. There appear to be thousands of experts out there where my understanding is that there are very few.

To that end, any information you get from any source you must double check. I will always try and put the actual link to the information in the newsletters so that you can read and assess yourselves. These are unprecedented times, please take exceptional care.