



Professional Association of Self-Caterers UK

PASC UK NEWSLETTER

27 June 2023 Issue 167

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COMMENTARY

Following on from the previous Fire Webinars we have now planned the next series. Each Webinar will feature a keynote presenter plus at least three applications and technologies that you can apply in your properties to mitigate fire risk. We have also planned Phase 2 of the Fire work and that is underway and covered below. The key Fire Webinar to watch from Phase 1 can be seen here: <https://www.pascuk.co.uk/webinars/>

Over the last two weeks we have included the note from our solicitors on the Renters (Reform) Bill that will start being laid before Parliament this month, and it would have the effect of making it impossible to do 'Winter Lets' as many have previously done. We have repeated once more this below. **Not really very much response to this, so please let us know if this will affect you, we will**

only be adding this as a major piece of work if there are sufficient Members affected. Contact chair@pascuk.co.uk

More on form VO6048 which many of you will have received now. Our advice is to follow the note below, and go online and the updated online forms, as we have managed to get these changed so that they are clearer and also download the updated VO6048 Guidance Notes from the website. As we get further responses from the Valuation Office, the Guidance Notes are updated, and have been again this week.

The EV Charging and WiFi webinar is now available to view at <https://www.pascuk.co.uk/webinars/> and the supporting paper on EV Charging can be downloaded here: <https://www.pascuk.co.uk/reports/>

Lastly, if you burn logs at your business, please take part in the DERFRA survey below. We need as many as possible please to take part. The agenda is pretty clear, they wouldn't be asking if they weren't thinking of stopping us or regulating us still further.

Any questions please let us know. Best regards

Alistair

NEW PASC UK WEBINAR PROGRAMME FOR JUNE 2023

Please find below the July/August webinar programme.

Previous webinars and meetings can be viewed on the PASC UK Website at: <https://www.pascuk.co.uk/webinars/> Members only recordings are in the Members area.

1/ FIRE WEBINAR ONE OPEN TO ALL

Date: 1400 on Tuesday 11 July

This webinar will be recorded and placed in the public area on the website. Each of the three Fire Webinars will have a different keynote presenter, plus each will feature at least three key applications and technologies to mitigate fire risk. Each webinar will feature different applications and technologies so that we can cover as many as possible in this second series of Fire Webinars.

Initial presenters

- Alistair Handyside, Chair PASC UK.
- Paul Bray, PASC UK Retained Fire safety expert
- Guest Speaker, TBA
- 3 X Key product presentations to mitigate fire risk

Register here: https://us06web.zoom.us/webinar/register/WN_JEKIFTDuT-OVf7WMsEQL8Q

We'll need your business name too please; you'll receive a link to the webinar after registration.

2/ FIRE WEBINAR TWO OPEN TO ALL

Date: 1100 on Tuesday 18 July

This webinar will be recorded and placed in the public area on the website. Each of the three Fire Webinars will have a different keynote presenter, plus each will feature at least three key applications and technologies to mitigate fire risk. Each webinar will feature different applications and technologies so that we can cover as many as possible in this second series of Fire Webinars.

Initial presenters

- Alistair Handyside, Chair PASC UK.
- Paul Bray, PASC UK Retained Fire safety expert
- A different Guest Speaker, TBA
- 3 X Additional Key product presentations to mitigate fire risk

Register here: https://us06web.zoom.us/webinar/register/WN_1L6VytMWTGGDV0Pyf8Rgag

We'll need your business name too please; you'll receive a link to the webinar after registration

3/ FIRE WEBINAR THREE OPEN TO ALL

Date: 1100 on Tuesday 1 August

This webinar will be recorded and placed in the public area on the website. Each of the three Fire Webinars will have a different keynote presenter, plus each will feature at least three key applications and technologies to mitigate fire risk. Each webinar will feature different applications and technologies so that we can cover as many as possible in this second series of Fire Webinars.

Initial presenters

- Alistair Handyside, Chair PASC UK.
- Paul Bray, PASC UK Retained Fire safety expert
- Another different Guest Speaker, TBA
- 3 X Additional Key product presentations to mitigate fire risk

Register here: https://us06web.zoom.us/webinar/register/WN_0Gi9ixxmQKmbFt5FiLmWPA

We'll need your business name too please; you'll receive a link to the webinar after registration

FIRE GUIDANCE SUPPORT UPDATE

UPDATE 27 June

We have updated this section, including the section at the bottom which explains the work we will be doing to support Members.

This includes a case study of the Fire Risk Assessment and the mitigation required for our won large property, which has open plan kitchens, three floors and sleeps twenty. The inspection visit took place last Friday, and the report which will form part of the case study is already underway.

Currently all these changes are effective in England, our understanding, have spoken to officials in Wales, is that they will be updating all Fire Guidance and the legal requirement to have a Fire Risk Assessment in line with England as soon as possible, we will keep everyone up to date on this.

There are huge issues for many owners going forward regarding Fire Safety and there is a section below covering this. Many of those who watched the Fire Webinars will be looking for professional assistance in getting their Fire Risk Assessment updated in time for 1 October 2023. We have published below and on the website a list of where Fire Risk Assessors can be found. There are not a huge number, so recommend that those thinking about this, get one booked as soon as they can, notes and guidance on this below.

Over recent weeks we have covered background to the law regarding fire risk in short-term letting properties and are now in the process of trying to help provide guidance in moving forward with compliant Fire Risk Assessments.

There are huge challenges particularly with two storey (or more) buildings, buildings with open plan ground floors, buildings of more than four bedrooms, or sleep more than ten.

Work to support owners of properties with these challenges will form the main thrust of the fire support work this summer. We will be working with both the Home Office and Fire Safety experts as we go forwards on this.

If you have a property that falls into the descriptions above and are not easily covered by the **Home Office Guidance on Making your small paying guest accommodation safe from fire 2023** you will most likely need to employ the services of an expert to help you with your Fire Risk Assessment.

Written assessments, full length, covering all aspects of fire risk, become a legal requirement for all properties from 1 October 2023, regardless of how many nights you let.

There is guidance available in the **Fire Safety Risk Assessment Sleeping Accommodation** Guide and some mitigations for these kind of properties in the PASC UK Fire Guidance available here:

Main Home Office Papers

Home Office Guidance on Making your small paying guest accommodation safe from fire 2023

This paper covers small units, without open plan downstairs, not more than four bedrooms, sleeping no more than twelve in two storey buildings.

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

Fire Safety Risk Assessment Sleeping Accommodation

This paper goes some way to helping with larger properties, but is an old paper, published in 2006 and is currently being updated by the Home Office. Earliest date expected is around the end of the year.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/422192/9281_Sleeping_Accommodation_v2.pdf

Current PASC UK Supporting Papers

To help owners navigate through this, and to supplement the Government Papers mentioned above, we have commissioned three initial papers from our Fire expert, Paul Bray, GFireE, Fire Safety Consultant.

The papers are number 1,2 and 3. They can be found here: <https://www.pascuk.co.uk/reports/> and also here: https://www.pascuk.co.uk/fire_checks_and_safety/

- Paper One: **The Regulatory Reform Fire Safety Order 2005**

This is a background paper explaining the legal background of the Fire Regs and the Fire Regs.

- Paper 2: **Additional Notes to the Home Office Guidance on Making your small paying guest accommodation safe from fire 2023**

This paper provides additional notes to use in conjunction with the Home Office Guidance on Making your small paying guest accommodation safe from fire paper.

- Paper 3: **Applying the Sleeping Risk Guide to existing holiday accommodation**

This paper provides the first paper on providing additional information for larger properties.

How to find a Competent Fire Risk Assessor?

You may need to hire a competent fire risk assessor when approaching your next fire risk assessment, especially if you do not consider yourself to be competent, if you have a complex or larger property, and also if you have not conducted a fire risk assessment before.

A Google search for 'fire safety risk assessor' - avoiding 'sponsored' paid-for entries at the top, which you are advised to ignore - will produce a long list of potential providers. These may not be registered or accredited. Be aware that only the minority of those selling fire risk assessor services are currently accredited to recognised schemes - according to the Home Office, only around 20% are currently accredited.

A competent fire risk assessor should be registered/accredited by a professional body. There is a wide range of accreditation bodies and schemes.

Here are links to **professional bodies** that provide a **register of accredited assessors**:

1/ Fire Sector Federation (FSF) <https://www.firesectorfederation.co.uk/>

The site has a section on fire risk assessment:

<https://www.firesectorfederation.co.uk/fire-risk-assessment/>

And a National Listing of Fire Risk Assessors:

https://www.firesectorfederation.co.uk/fire-risk-assessment/fire-risk-assessment-directory/page/4/?wpbdp_view=all_listings

There is an alphabetical listing. Unfortunately, even the 'Advanced Search' does not allow you to search geographically.

2/ **Institution of Fire Engineers (IFE)** <https://www.ife.org.uk/Fire-Risk-Assessors-Register>

The site provides a directory of registered fire risk assessors:

Click on the right-link 'Fire Risk Assessor Search', click on the disclaimer button, and you will be taken to a map. Coverage is patchy nationally.

IFE also links to the London Fire Brigade document explaining how to choose a competent fire risk assessor:

[https://www.ife.org.uk/write/MediaUploads/Membership/FRR/8 Tips for choosing a competent Fire Risk Assessor.pdf](https://www.ife.org.uk/write/MediaUploads/Membership/FRR/8_Tips_for_choosing_a_competent_Fire_Risk_Assessor.pdf)

3. **Institute of Fire Safety Managers (IFSM)** <https://ifsm.org.uk/fire-risk-assessors/>

This identifies Tier 1, 2, and 3 assessors, based on the Tiered Fire Risk Assessors Register (TFRAR).

Click on 'Find an Assessor', then click on Tier. For the majority of PASC members, the Tier 2 assessor is the level required. There is a list as well as an interactive map to find a nearby assessor. Again, coverage is patchy nationally.

<https://ifsm.org.uk/tier-level/tier-2-competent-fire-risk-assessors-register-cfrar/>

4. **Institute of Fire Prevention Officers (IFPO)** <https://ifpo.org.uk/fra-register/>

This site has regional maps of IFPO-registered fire risk assessors:

You then need to drill down into individual assessors in your region to find someone near you. There should be several assessors in your region.

Remember always to check on the assessor's qualifications and experience and ask for examples of previous work. Let us know how you get on, so we can share and learn from your experiences.

Next Steps

PASC UK will be providing the following over the coming weeks.

- Fire Safety procedures at Changeover. Paper and Webinar (Underway)
- Fire FAQ'S (Underway)
- Fire Mitigation Technology. Papers and Webinars (See Webinar Programme)
- Regular updates on mitigation measures for buildings outside the **Home Office Guidance on Making your small paying guest accommodation safe from fire 2023**

- Work with Home Office and Fire Experts to come up with reasonable and proportionate mitigations for those with properties outside the **Home Office Guidance on Making your small paying guest accommodation safe from fire 2023**. (Underway)
- Prepare a case study of a Fire Risk Assessment (FRA) of our own property for Members, this will include a FRA covering our large, ten-bedroom, three storey property with open plan kitchens. (Underway)
- More will be added over the coming weeks

Members questions are welcome on any issues that they have with their Fire Risk Assessments, and we will answer as best we can. We are not ourselves fire safety experts and will do our best to try and offer solutions or signposts to solutions. We are afraid that we cannot answer non-Members questions on fire issues.

EV CHARGING GRANTS UPDATE

A grant is currently available for EV charging points, through the Government's EV Workplace Charging Scheme (WCS), which is open to small accommodation businesses. We understand that the application process has recently been modified, so that the only permitted evidence items for your business are:

- VAT registration number
- Companies House registration number
- Business Rates registration number

We are currently seeking clarification from the Government on this point, given that there has not been an announcement regarding any change in the rules, or the evidence requirements.

UPDATE ON FILLING IN FORM VO6048 27 June

We have recently published guidance on the PASC UK website about the new VOA6048 forms sent out by the Valuation Office Agency. We have had further feedback this week and the Guidance Notes on the website have been updated again are here: <https://www.pascuk.co.uk/reports/>

As we have managed to get changes to the online versions of form VO6048 (too late for the paper version) we recommend that you download a new, updated, clean copy from: <https://www.gov.uk/government/publications/request-for-rental-information-self-catering-holiday-homes>

We have been pursuing clarification from the VOA on some aspects of the new forms that were not clear. The clarifications and corrections have now arrived, in part.

VOA have changed the forms in response to PASC UK questions and queries, but only the online versions at present. It is highly unlikely that printed versions will be changed this year.

If you want a blank copy you can download from the Gov.uk website, link above.

There are still issues around reporting net-of-VAT expenses, for some.

1. The date fields on page 3, section 10 - these fields are now labelled as:

"We will assume the information you provide relates to the last financial year (1 April 2022 to 31 March 2023). If the information you have provided covers a different accounting period, please provide your Year End date here:

(Previously, there was no field label, so it was unclear which date was required).

2. The VOA has amended the date fields heading columns on Wales page 4, section 11 (long form), to reflect the fact you will not yet have complete accounts running into 2024.

We have amended the PASC UK guidance documents (England and Wales) to reflect this latest guidance received from VOA this week.

3. VAT

We are still in discussions about reporting net-of-VAT figures, for those of you who do not do full VAT accounting (either not VAT registered or registered on a flat-rate scheme). It's possible that this requirement came in before the arrival of the HMRC VAT flat-rate schemes in 2002.

If you have certified accounts (from an accountant or auditor), you can submit these with the form, and just tick the form box to say you are attaching these.

Otherwise, if you are not VAT registered, or are on a VAT flat-rate scheme, and do not have certified accounts, you could submit net-VAT figures for income, and then submit either gross-VAT figures or estimated net-VAT figures for expenses, with a note in the Further Information section at the end, to report what you have done. (The Further Information appears on all versions of the form, for all Home Nations.)

We have also asked the VOA to revise their VO6048 postal form titles (England/Wales), to reflect the Home Nation they are applicable to, for next year.

At present, forms on the website are clear from page headings, but postal forms have no identifiers.

Updated PASC UK Guidance Notes can be found here: <https://www.pascuk.co.uk/reports/>

RENT (REFORM) BILL, IMPACT ON WINTER LETS IN ENGLAND

We are not getting as much feedback on this as expected, with less than ten Members so far affected. Please contact us if you will be affected by no longer being able to do longer term fixed lets as a result of this new legislation.

We commissioned Stephens Scown, our Solicitors, to review the threat level from the Renters (Reform) Bill on 'winter lets'.

The threat is very clear, it will, if it goes through unchanged mean that self-caterers will no longer be able to carry on with longer fixed term lets.

The detail of the advice is below, we will also post it on the website. We are currently coordinating with other Associations to see what we can collectively do and will report on this next week. Any questions or points you would like to raise, please let us know by emailing chair@pascuk.co.uk

1. SUMMARY OF ADVICE

On consideration of the research, the Renters (Reform) Bill will have a catastrophic impact on the 'winter let' industry. Although landlords will be able to issue rolling tenancies, they are going to struggle to regain possession without the trust that the tenant themselves will give two months' notice to allow the property to be available in time for the holiday season. I would suggest making this clear to local MPs so this can be raised at the second reading of the Bill.

2. LEGAL ANALYSIS

2.1 The legal background of the Renters (Reform) Bill and when will it take effect.

2.1.1 The Department for Levelling Up, Housing and Communities introduced the Renters (Reform) Bill "the Bill" to Parliament for its first reading in May 2023. It was first mentioned in the 2019 Queen's Speech and then the White Paper 'A Fairer Private Rented Sector' was published in 2022.

2.1.2 The full title of the Bill is to make provision changing the law about rented homes, including provision abolishing fixed term assured tenancies and assured shorthold tenancies; imposing obligations on landlords and others in relation to rented homes and temporary and supported accommodation; and for connected purposes.

2.1.3 In order to become legislation, the Bill must go through a lengthy parliamentary process in both the House of Commons and the House of Lords before it achieves Royal Assent and becomes legislation. The average time to take a Bill from proposal to law is around a year. The Bill is currently in the House of Commons and has had its First Reading. The date for its second reading has not yet been announced; this is when MP's will debate the contents of the Bill.

2.1.4 Once approved as legislation, there is likely to be a staged introduction. There will be at least six months' notice before all new tenancies move into the periodic system known as the first implementation date. The second implementation date will take place at least 12 months after the first implementation date where all existing tenancies are likely to move to the new system. This is of course based on the Bill in its current form.

2.2 The current position of 'Winter Lets'

2.2.1 It is a common practise to let holiday accommodation over the winter months to provide income during the off season. The assumption being that the occupant will move out at the expiry of the fixed term/in time for the property to be readied for the holiday letting season again.

2.2.2 It is important to outline the difference between a holiday letting and a winter let. A

winter let is in reality, an assured shorthold tenancy. A holiday let must be for the purpose of occupying for a holiday. Any attempt to offer a tenancy under the guise of a holiday let can be described as a 'sham tenancy'. See 2.3.1 below for the importance of the distinction.

2.3 How will 'Winter Let's be affected?

2.3.1 Abolition of fixed term tenancies

Under current legislation, a landlord can offer a fixed term tenancy for the winter months. Essentially, the landlord creates an assured shorthold tenancy. As it is provided for a fixed period, when this fixed period comes to an end, the tenant vacates in order for the landlord to provide holiday letting accommodation again.

Part 1, Chapter 1 of the Bill proposes that all assured shorthold tenancies are to be abolished. Instead of fixed-term tenancies, all rented properties will move to rolling contracts with rent periods not exceeding a month.

This will affect 'winter lets' as no fixed term period can be offered. Any attempt by landlords to create a fixed term tenancy or serve a notice to quit, can result in a fine from the local authority.

The end of fixed term tenancies means tenants would need to give two months' notice to their landlord to leave or landlords would need to evidence one of the amended grounds in Schedule 2 of the Housing Act 1988 (see 2.3.2 below).

2.3.2 Abolition of serving 'no fault' notice

Under current legislation, if a winter let tenant did not vacate, they could be issued with a s.21 notice or possession could be obtained by reliance on Ground 3 of Schedule 2 of the Housing Act 1988. The Bill abolishes 'no fault' section 21 notices and aims to 'strengthen the grounds for eviction' and Schedule 1 outlines proposed amendments to Schedule 2 of the Housing Act 1988. Part 1, Chapter 1 of the Bill outlines the changes to the grounds of possession; some of the grounds will be amended and some new grounds will be created.

At present, Ground 3 of Schedule 2 of the Housing Act 1988 provides a mandatory ground for possession. This applies where the tenancy is for a fixed term of not more than eight months and at some time during the 12 months prior to the start of the tenancy, it was occupied for the purpose of a holiday. Under the Bill, there is a proposed change that this Ground will be repealed. This means a landlord won't be able to use the ground to evict a tenant in order to let it out as holiday accommodation; it does not mean that a landlord is prohibited from letting a property on a rolling contract (see 2.3.1 above) but it makes gaining possession if the tenant does not leave, much more difficult.

In order to re-gain possession, the landlord would need to rely on a different ground of possession; there is no holiday accommodation ground within the proposed Bill. The landlord would need to show for example, that there are rent arrears or anti-social behaviour or would need to show one of the 'landlord need' grounds such as if the landlord needs to occupy the property themselves/ for the need of their family or if they need to sell the property. The Grounds as drafted in the proposed Bill do not provide a ground for winter let landlords to

recover the property back for holiday lettings. There are also sanctions proposed in Chapter Page 3. 4, Part 2 of the Bill if a landlord has used the ground in such a way to mislead the tenant i.e., he says he's selling the Property but isn't.

2.3.3 Financial requirement to join database.

Currently, there is no requirement for a landlord to join a 'register'. Part 1, Chapter 3 of the Bill introduces a Private Rented Sector Database which will make it a legal requirement for landlords to join the register and insert details about themselves and their properties. There will be a cost for this, which is unknown at this stage. The effect of this on winter lets, is that all landlords will need to register on the Portal. Under Part 1, Chapter 3, Section 39 of the Bill, there is a proposal for restrictions on marketing, advertising, and letting a dwelling unless there is an active landlord and active dwelling entry in the database. There will also be the added administration tasks of ensuring the database is kept up to date. Landlords will also be asked to sign up to a government approved redress scheme in an attempt to keep matters out of Court.

2.3.4 Requirement to allow pets.

Under the Bill, all private renters will have the right to request a pet and the landlord cannot unreasonably refuse this request. This is set out in Chapter 1, Part 1 of the Bill. The Bill suggests an amendment to section 16 of the Housing Act 1988 inserting a section 16A 'Requesting consent to keep a pet'. It suggests it be an implied term of every assured tenancy that a tenant may keep a pet if the tenant asks to do so and the landlord consents, such consent not to be unreasonably refused by the landlord and the landlord to give or refuse consent in writing on or before the 42nd day after the request. It would be reasonable for a landlord to refuse if keeping a pet would put the landlord in breach of an agreement with a superior landlord, but it is difficult to say what other circumstances would constitute 'a reasonable refusal.' The Bill suggests the inclusion of 16C 'Indemnity and insurance for pets' where it proposed it be an implied term that at the time the landlord informs the tenant in writing of his consent for a pet, they may attach a condition that the tenant maintain insurance that covers the risk of pet damage and the tenant pay the landlords reasonable costs of maintaining the insurance (a premium), but this requirement is likely to have an effect on landlords with winter let tenants wishing to bring their pets with them. An insurance policy isn't going to stop, for example, noise nuisance to neighbouring properties.

Any questions, please contact chair@pascuk.co.uk

YES CONSULTING PMS RESULTS PUBLISHED

Yes Consulting recently undertook a short-term rental PMS (Property Management System) survey, focusing on the ideal price for a PMS and the software challenges managers face using them.

If you are looking at installing a PMS at your business, or just want to see the feedback on the industry leaders have a look at the survey results here: https://www.smarthosts.org/post/pms-survey-results-are-you-paying-too-much?utm_source=substack&utm_medium=email

DEFRA SURVEY INTO BURNING LOGS IN HOSPITALITY

Long term readers will be aware of the rules on the kind of logs that we can burn in hospitality businesses. Now DEFRA have come up with a survey on how widespread the burning of logs in hospitality is, and how much we burn.

We know that you are getting a bit of survey burn, but if you burn logs in your business, in wood burners, open fires, fire pits etc, please fill in this survey. The worst possible outcome is a ban, and DEFRA being able to say that only a few of us responded 😞 We have done it here, and it takes a few minutes, but is not onerous. Thanks.

You can take part here: <https://online.ipsosinteractive.com/mriweb/mriweb.dll?i.project=S23008302>

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 mistyping, 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:

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.

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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 \(This is about to be updated for 2023, launch expected end of May 2023\)](#)

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 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 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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Professional Association of Self-Caterers UK

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.

