



Professional Association of Self-Caterers UK

PASC UK SHORT NEWSLETTER

6 June 2023 Issue 164

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COMMENTARY

This week we are just focussing on the two Consultations, that have deadlines to complete by tomorrow, Wednesday the 7th June, and the work we have been doing to support Members trying to make sure they are compliant with the new Fire Guidance.

Next week we will have lots of good, forward-looking news and papers to announce, but for this week, it's just the following.....

- 1/ [Please respond to the Consultation on Statutory Registration](#)
- 2/ [Please respond to the consultation on possible Planning Class changes for Short Term Lets](#)
- 3/ [Sign up for either the Members or non-Members Fire Guidance Webinars](#)
- 4/ [Read the new Fire Papers 2 and 3 so that you can prepare questions for the Webinars](#)

It is also clear that the Rent Reform Bill that will start being laid before Parliament in June would have the effect of making it impossible to do 'Winter Lets' as many have previously done. We have commissioned a legal paper on this for publication next week, and what steps can be taken to collectively lobby against this.

We are tracking the downloads of the Guidance Notes on the Consultations and numbers are really good and bode well for a really numerous and positive response from you all. If you have not yet actually responded, please do set aside some time to do so, before Wednesday afternoon. Thanks.

Any questions please let us know. Best regards

Alistair

NEW PASC UK WEBINAR PROGRAMME FOR JUNE/JULY 2023

Please find below the June/July 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/ WEBINAR TO COVER CHANGES TO FIRE GUIDANCE FOR MEMBERS ONLY

Date: 1100 on Tuesday 13 June

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

This webinar is being broadcast in support of the new fire support papers that will be published beforehand, see Fire update in this Newsletter. Register here. Max 500, we will ask for Business info.

https://us06web.zoom.us/webinar/register/WN_C3dr5GvzQNi12BQQcOw1vQ

You'll receive a link to the webinar after registration.

2/ WEBINAR TO COVER CHANGES TO FIRE GUIDANCE OPEN TO ALL

Date: 1100 on Thursday 15 June

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

This webinar is being broadcast in support of the new fire support papers that will be published beforehand, see Fire update in this Newsletter. Register here. Max 500, we will ask for Business info.

https://us06web.zoom.us/webinar/register/WN_rqjEVcNeSUakYWNzZXfHXg

You'll receive a link to the webinar after registration.

3/ WEBINAR ON EV CHARGING AND TECH OPEN TO ALL

Date: 1100 on Thursday 22 June

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

Initial presenters

- Alistair Handyside, Chair PASC UK. Case Study on Installation and Grant Process
- Steven Core, Director Voltshare. The Equipment, the offer and the install
- Tom Shelbourne, MD West Country Tech. WiFi Solutions for complexes
- Plus, more TBA

This will be launched in conjunction with the new EV Charging Paper 2023 and there is an offer from Voltshare in this newsletter.

Register here: https://us06web.zoom.us/webinar/register/WN_QETYsseJT6CQq0W1feq-VA

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

4/ WEBINAR ON SELLING YOUR BUSINESS MEMBERS ONLY

Date: 1100 on Tuesday 27 June (Provisional Date, will be confirmed next week)

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

This will be an update on the previous webinar on the subject and will come from a both a marketing and financial approach, with an accountancy firm giving their take on what potential steps you may take. More detail next week.

5/ SUPERCONTROL INTEGRATIONS OPEN TO ALL

Date: 1100 on Tuesday 4 July (Presenters and link will be confirmed next week)

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

Just finalising content and speakers, more next week.

FINAL PUSH TO RESPOND TO CONSULTATION ON REGISTRATION FOR HOLIDAY LETS IN ENGLAND

We are getting large numbers of downloads of the Guidance Notes, views of webinars and downloads of policy statements on this Consultation. It is the easier of the two to respond to. The deadline for responding to this Consultation is **tomorrow, the 7th of June**. All supporting documents are available here: <https://www.pascuk.co.uk/england-consultations/>

We ask that as many of you as possible now respond to this Consultation, thanks.

FINAL GUIDANCE NOTES ON RESPONDING TO STATUTORY REGISTRATION CONSULATION ARE ON THE WEBSITE

The Most important document to download is the Guidance on how you might respond, question by question. This can be found at <https://www.pascuk.co.uk/england-consultations/>
On that webpage, you can also find the following:

- The PASC UK Policy Paper on Statutory Registration

- The Tourism Alliance Policy Paper on Statutory Registration
- Guidance Notes on how to respond to the Consultation.
- A Video interview with the Chair, answering the top 10 questions about Statutory Registration (12 mins).
- A recording of the Tourism Alliance Webinar on Statutory Registration with Q&A
- A recording of the PASC UK Webinar on Statutory Registration with Q&A

FINAL PUSH TO RESPOND TO CONSULTATION ON ADDING A NEW CLASS OF PLANNING IN ENGLAND FOR HOLIDAY LETS

This Consultation is much more complex, and the danger is that many will just leave it in the too hard category. Please don't, a poor outcome could have a serious impact on our sector. One of the key points we need to make is that no changes should be made until the Registration Scheme is well set, and that Councils have clear transparent evidence before considering any Article 4 Interventions. Any changes should not be retrospective in nature.

The deadline for responding to this Consultation is **tomorrow, the 7th of June**. All supporting documents are available here: <https://www.pascuk.co.uk/england-consultations/>

We ask that as many of you as possible now respond to this Consultation, thanks.

FINAL GUIDANCE NOTES ON RESPONDING TO THE CONSULTATION ON A NEW CLASS OF PLANNING FOR SHORT TERM LETS ON THE WEBSITE.

We have now completed the Final version of the Guidance on how you might respond, question by question. This can be found at <https://www.pascuk.co.uk/england-consultations/>

We have commissioned an expert planning solicitor to write it. It needs to give Members a clearer understanding of the Consultation, the possible consequences of each of the measures proposed and how best to respond.

Our position on this is that we do not want to agree to changes in current ownership rights for properties and are deeply opposed to any retrospective changes.

The Webinars where questions were asked about this Consultation are in the Webinar section.

Link to the Consultation here:

<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>

NEW FIRE GUIDANCE SUPPORT PAPERS LAUNCHED

Background.

Why has the law changed for Paying guest accommodation?

As a business owner or responsible person, you have a duty to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (As amended) (the FSO). Up until recently, if you owned a

small guest house, complying with the FSO seemed very simple, some basic low-cost fire safety measures were all that was needed and Fire and Rescue Services applied a very light touch, in fact you probably never had a visit unless you asked for advice.

For those smaller premises, there was a very concise guide called the 'Do you having paying guests guide'. That as published by the Government in 2008.

Since then, the paying guest accommodation sector has changed beyond recognition. There has been a major expansion in the number and range of accommodation providers. The emergence of 'sharing' accommodation along with the growth of digital platforms to advertise and make bookings has created a situation which has altered the paying guest accommodation sector beyond recognition, especially within the short-term letting of residential premises.

Why has the Law changed?

The emergence of this new paying guest sector has created a situation where there was a massive imbalance between the traditional paying guest sector and the vast majority of the 'sharing paying guest accommodation' sector. The fire safety standards in the sharing sector, rarely met (or meets) the standards that most paying guest accommodation achieve.

This placed the guests at risk in the event of fire and was not good for the reputation of the paying guest accommodation sector.

So, as well as trying to resolve the imbalance, to create a level playing for all, the Government decided that they needed to update the existing guidance and to make sure the guidance was followed by all those that are legally obliged to do so.

So, they did the following.

1. They published new guidance - for small holiday lets, (no more than two storeys, and less than ten beds, with a simple layout) - [A guide to making your small paying-guest-accommodation safe from fire \(Small Guest House Guide\)](#) This document was published in March 2023. The Government are in the process of drafting a replacement guide for larger premises, but at present the [Fire Safety Risk Assessment for Sleeping Accommodation \(Sleeping Risk Guide\)](#) is the one to use.
2. The Government introduced new laws making it a requirement for paying guest accommodation owners to carrying out and make a record of their fire risk assessment– Section 156 of Building Safety Act 2022.
3. They also made it mandatory to follow the guidance they published by amending the FSO under powers provided in Section 2 of the Fire Safety Act 2021 which came into force in May 2022, so in effect from May 2022 any Government guidance provided as 'Article 50 guidance' is considered mandatory, even the older Sleeping Risk Guide.

So, this means that any person that operates any form of holiday accommodation, must comply.

- Failing to comply could result in legal action.

- Failing to comply will affect your insurance.
- Failing to comply could put your guests at risk in the event of a fire.
- Failing to comply could mean a small fire becomes a large fire, putting your guests at risk and closing down your business – 80% of businesses do not survive a significant fire.

New 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/>

- 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.

The above papers and accompanying webinars are just the beginning of a series of supporting papers and webinars intended to assist Members with their Fire safety and Fire Risk Assessments. The next elements of this work will be determined by the feedback and questions arising from the papers and the webinars.

Outstanding Questions or points raised by Members and now answered by Home Office:

1/ On the recent Webinar, a question was asked disputing whether wireless fire alarms systems are allowed. (This was in relation to ALL bedrooms needing to have one).

However, if, as will normally be the case, no such system is provided, there will be a need for interlinked domestic smoke alarms and heat alarms (of the type normally found in houses and flats) in all areas where a fire might start. Smoke alarms should be installed in hallways, corridors, staircases, lounges, dining rooms and bedrooms.

From the Home Office: On the first point (on whether wireless fire detection systems are allowed), the guide states (page 20, paragraph 2) that “All smoke and heat alarms in the premises should be

interlinked, so that, when any alarm device detects fire, all smoke and heat alarms give an audible alarm simultaneously. Interlinking may be by means of wiring or radio signalling.” This means that wireless systems are permitted.

2/ The paper raises questions about fire safety systems having to be tested every six months.

Six-monthly checks

- Any fire detection and alarm systems should be serviced by a competent contractor
 - Fire doors should be checked to make sure they remain in good condition, are not damaged, and remain a good fit in their frames
-
- From the Home Office: On the second point (which refers to six monthly **service/inspections**, rather than testing), the recommendation is based on the frequency recommended by the BSI standard BS-5839 on fire alarms and fire alarm systems for non-domestic buildings. For simpler premises, with domestic-type fire alarms only, a monthly **test** of the alarms by the RP should be sufficient (as recommended in the guide).

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?

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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

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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.

