



## SELF-CATERING

## INSPECTION CHECKLIST

# Self-Catering: Inspection checklist

This checklist is designed to help you to prepare for your inspection from Tourism Northern Ireland (Tourism NI). Before you can trade, your property must be certified by Tourism NI. To enable us to award a certificate, you should have the premises ready as if a guest was arriving.

If we cannot award a certificate on the day you will have to reapply and pay an additional fee.

This checklist is intended as a guide and is not comprehensive. It contains both legislative requirements and suggestions as to how to meet these requirements. Full information about the Tourism (Northern Ireland) Order 1992 can be found at:  
[www.legislation.gov.uk/nisi/1992/235/contents](http://www.legislation.gov.uk/nisi/1992/235/contents)

A member of the Certification team will discuss the legislation with you and any outstanding requirements.

The inspection is a two-way process and, for many, this is the start of your journey with Tourism NI and the development of your business. If you have any questions, we are happy to discuss these with you at any time. During the visit we may also provide general business advice and marketing, however this can be developed further during Quality Grading visits.

It is essential that your premises is compliant with all statutory bodies. The onus is on you as the operator to ensure compliance. Further advice can be found at:  
[www.tourismni.com/startup-advice/legal--licensing/](http://www.tourismni.com/startup-advice/legal--licensing/)

No.	General	Checked
1	The property is for the exclusive use of one visitor or party of visitors.	
2	The property is of durable construction, structurally safe and in good repair.	
3	The property is clean, well-presented and ready for guests to stay.	
4	The property is in good decorative order and is well-maintained throughout.	
5	Access roads, paths, gardens and surrounding areas should be well-kept, adequately maintained and safe for guests to use.	
6	The property must provide access to laundry facilities if certified for the first time on or after 11/11/09. For example, a washing machine in the kitchen, utility room or adjacent building.	
7	The property must be serviced between each let and at least weekly for longer-lets.	
8	You should have adequate arrangements in place for the reception of arriving and departing visitors. For example, meeting the guests on arrival, key collection from local letting agent, or key safe at the premises.	

No.	Lounge & dining areas	Checked
9	The property must have an area suitable for use as a lounge and dining area. They may be open-plan or separate from each other and the kitchen.	
10	They must contain furniture and fittings of good quality and condition to cater for the maximum number of guests. For example, if the property sleeps five people, then there must be comfortable lounge seating for five and a dining table with seating for five.	
11	The lounge and dining areas must be clean and in good decorative order, with suitable flooring in good quality and condition, for example, wood, carpet, tiles or laminate	

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No.	Catering facilities	Checked
12	A kitchen must be provided in the premises and it should be adequate to provide hot meals for all guests at any one time. It must provide facilities, equipment and fittings of good quality and condition for the storage, refrigeration, preparation, cooking and service of food, as well as the storage and cleaning of all utensils, equipment and tableware.	
	<b>The kitchen should have:</b>	
13	Cooking facilities. For example, cooking rings appropriate for the number of people the property sleeps, and an oven with roasting and grilling facilities.	
14	A sink with hot and cold water.	
15	Adequate worktop space for the preparation and service of food.	
16	Suitable storage facilities, for example fitted kitchen cupboards or units.	
17	Refrigerator; many properties will also have a freezer facility.	
18	Crockery, cutlery and glassware sufficient to cater for the maximum number of guests and visitors they may have. Matching items are recommended.	
19	Adequate pots, pans and cooking utensils to allow for the preparation of meals for the maximum number of guests. Please see separate kitchen inventory list for guidance at the following <a href="#">link</a> .	
20	Adequate ventilation. For example, an opening window and/or extraction	

No.	Bedrooms	Checked
	<b>Visitors' sleeping accommodation must contain:</b>	
21	A bed or beds for each visitor the unit is intended to hold. These must be provided in bedrooms. Any sofa bed, pull outs, trundle beds, etc. are permitted but will not be included in your bed count and must be appropriately advertised.	
22	Mattresses, bed bases and headboards must be of good quality and in good condition.	
23	Bed linen, pillows and blankets or duvets should be provided for each bed. Mattress protectors and pillow protectors are strongly recommended for hygiene reasons.	
24	Adequate furniture and fittings of good quality and condition for the hanging and storage of guests' clothing. For example, a wardrobe or suitable equivalent, drawer space and a bedside shelf or unit for each bed space. A bedside light, within easy reach of the bed, is recommended for each occupant.	
25	Bedroom window coverings that can ensure privacy and light exclusion. For example, blackout blinds or curtains with blackout linings. Where bedrooms overlook the road or any public area, privacy blinds or voiles are required.	
26	Bedrooms should be in good decorative order and have suitable flooring.	

# Self-Catering: Inspection checklist

No.	Bathrooms & toilets	Checked
27	The property must provide a separate room with bathroom and toilet facilities.	
28	It should be in good decorative condition. For example, with all tiles, sealant/grouting and pull cords well maintained.	
29	It should have suitable flooring for easy cleaning and hygiene.	
30	A wash hand basin with hot and cold running water and WC.	
31	A bath or shower which must be of good quality and in good condition, with continuous supply of hot and cold running water.	
32	A mirror, towel rail and a disposal bin with lid.	
33	A toiletries cupboard. This is required for the storage of toiletries, personal effects or medication. We recommend that it is out of reach of children.	

No.	Heating, lighting & ventilation	Checked
34	The premises must contain effective means of natural lighting and ventilation and have sufficient general lighting in all areas. We recommend that all light fittings having a shade.	
35	The premises should have a means of heating capable of maintaining a room temperature of 18.5°C. This can be gas or oil central heating, electric, solar or any other method of heating.	
36	Adequate storage facilities for clothing, bed linen and other household materials. For example a hot press and/or cupboard in the hallway where you can also store cleaning material, towels, iron, ironing board, etc.	

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No.	After the Inspection	Checked
37	Display your Tourism NI Certificate in a prominent location, which is easily seen by visitors before or immediately after entering the property. We recommend that you display a copy on all online listings to reassure visitors.	
38	A Visitors' register must be kept, including the name, address, nationality and date of arrival and departure for each guest. Details must be maintained for one year, in accordance with the Data Protection Act 2018. Registration details must be stored securely online or in a handwritten register.	
	<b>We recommend that you provide:</b>	
39	<ul style="list-style-type: none"> <li>• Public liability insurance.</li> <li>• An information pack with emergency numbers and instructions on operating household equipment.</li> <li>• Terms and Conditions.</li> <li>• Tourist information.</li> </ul>	
40	You can apply to join Tourism NI's Quality Grading Scheme directly with your assessor, by calling 028 9044 1682 or online once your property is certified: <a href="https://forms.tourismni.com">https://forms.tourismni.com</a>	
41	Once your property has been certified you can follow the next steps and marketing tips at this <a href="https://www.tourismni.com/business-guidance/sector/accommodation/accommodation-getting-started/advice-and-next-steps/">https://www.tourismni.com/business-guidance/sector/accommodation/accommodation-getting-started/advice-and-next-steps/</a>	

It is also important that your premises is compliant with all other statutory bodies and their relevant legislation. The onus is on you as the operator to ensure compliance. Below is a list of examples:

- Northern Ireland Fire and Rescue Service - A Fire Safety Risk Assessment is required under The Fire and Rescue Services (NI) Order 2006. This must be carried out, and any fire safety measures identified by the Fire Safety Risk Assessment must be implemented.  
Further information can be found at:  
<https://www.nifrs.org/home/staying-safe/business-fire-safety/fire%20risk-assessments/>
- Consideration should be given to providing Carbon Monoxide detector(s) where there are appliances that burn fuels such as gas, oil, coal, etc.  
Further information can be found at: [www.hseni.gov.uk/articles/carbon-monoxide](http://www.hseni.gov.uk/articles/carbon-monoxide)
- You should ensure that, where relevant, your premises is compliant with Building Control, Planning and the Disability Discrimination Act.
- You can find a more detailed list at <https://tourismni.com/startup-advice/legal--licensing/>