

# Short-term lets licence application form (*template*)

## PART 1: APPLICATION AND LICENCE TYPE

1. Please select the application type:

First application  Renewal  Change to existing licence

New application (where property has been used as licensed STL previously)

First application (existing operator\*)

*\*This option is only available for applications made on or before 1 April 2023 by existing operators (ie those operating the premises in which a licence is being applied for as a short-term let on or before 1 October 2023).*

*If you are applying to renew or alter your licence, please complete the following fields. If submitting a new application where the property has never been used as a licensed short-term let before, please proceed to question 2:*

Existing licence number

Existing licence expiry date

*If you are submitting a new application where the property has been used as a licensed short-term let before, please complete the following fields.*

Previous licence number

Previous licence expiry date

2. Please select the type of short-term let licence you require:

Home sharing

Home letting

Home sharing & home letting

Secondary letting

3. If you do not own the property which is the subject of this licence application, do you have proof of permission from the owner(s):

Yes

No

N/A

**If you are applying for a change to your existing licence, please indicate the reason for your request (e.g. a change of agent, changes to the property – e.g. an extension to increase maximum occupancy).**

## PART 2: PREMISES DETAILS

Premises Address ( <i>incl. postcode</i> )	
Unique Property Reference Number ( <i>if known</i> )	
Maximum number of occupants <sup>1</sup>	
Number of bedrooms	
EPC rating ( <i>if applicable – not required for home sharing or unconventional accommodation</i> )	

4. Please select the type of premises:

- Detached House       Semi-detached house   
Terraced House       Flat   
Unconventional accommodation

5. From the following options, please select the description that best describes your short-term let:

- Self-catering       B&B   
Guest house       Other form of home sharing   
Home letting

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<sup>1</sup> You may be required to submit a floor plan in order to verify the maximum number of occupants requested is appropriate. *[Licensing authorities to make it clear whether or not a floor plan is required, and what would be deemed an acceptable format]*

**PART 3: ABOUT YOU**

6. Are you applying as an individual or corporate entity?

Individual  Corporate Entity

**Fill in if you are applying as an individual:**

First name(s)	
Surname	
Date of Birth	
Place of Birth	
Address (if different from premises address)	
Email address	
Telephone number	
Current home address (if different from premises address)	

Please provide your home address history for the last 5 years with no gaps or overlaps, starting with the most recent. Please confirm the dates you resided at these properties:

Address (history for last 5 years)	Postcode	Date from (month/year)	Date to (month/year)

7. Do you have or intend to appoint an agent or day-to day manager?

Yes  No

If you answered yes to question 7, please provide details for your agent(s) or day to day manager(s).

**Agent(s) & Day to Day Manager(s)**

Full name	5 year address history	Date of birth	Email address	Telephone number

8. Is your property jointly owned?

Yes

No

If you answered yes to question 8, please provide details for all joint owners.

**Joint owner(s):**

Full name	5 year address history	Date of birth	Email address	Telephone number

**Individuals, please go to Part 4.**

**Corporate entities, please complete the relevant sections on the following pages.**

Fill in if you are applying as a corporate entity (e.g. company, partnership, trust or charity)

Corporate entity name	
Limited company number <i>(if applicable)</i>	
Your first name(s)	
Your surname	
Registered or principal office address	

Names and private addresses and dates and places of birth of its directors, partners or other persons responsible for its management, including trustees in the case of charities.

Full name	Personal address	Place of birth	Date of birth

Please complete for all other named persons on the licence (e.g. any agent or day-to-day manager):

Full name	5 year address history	DOB	Email address	Telephone number


SAMPLE

**PART 4: CONVICTIONS**

9. Has anybody named on the application been convicted of any offence? Please include details of any unspent convictions in the table below:

Name	Date	Court	Offence	Sentence

SAMPLE



## PART 5: APPLICATION CHECKLIST

**Note - this check list must be fully completed in order to submit your application**

<b>I have enclosed the following – please tick to confirm (or enter N/A)</b>		
Completed application form	<input type="checkbox"/>	
Correct application fee	<input type="checkbox"/>	See guidance notes
Completed Fire Risk Assessment	<input type="checkbox"/>	
Annual gas certificate ( <i>for premises with a gas supply</i> )	<input type="checkbox"/>	Valid to:
Electrical Installation Condition Report	<input type="checkbox"/>	Valid to:
Portable Appliance Testing Report	<input type="checkbox"/>	Valid to:
Legionella Risk Assessment	<input type="checkbox"/>	
Planning permission ( <i>for premises within a control area or where requested by the licensing authority</i> )	<input type="checkbox"/>	Planning application reference number:
Floor plan	<input type="checkbox"/>	See guidance notes
EPC Certificate ( <i>for premises which are dwellinghouses</i> )	<input type="checkbox"/>	Valid to:
Buildings Insurance	<input type="checkbox"/>	Valid to:
Public Liability Insurance	<input type="checkbox"/>	Valid to:
Proof of consent from owner (if applicable)	<input type="checkbox"/>	
Evidence of operation as a short-term let on or before 1 October 2023 ( <i>for existing hosts applying during transitional period</i> )	<input type="checkbox"/>	

<b>I have:</b> – please tick to confirm (or enter N/A)	
Identified the owners and those involved in the day-to-day management of my premises	<input type="checkbox"/>
Ensured that to the best of my knowledge all those named on my application are fit and proper persons	<input type="checkbox"/>
Prepared information that will be available to guests at the premises including: (a) a certified copy of the licence and the licence conditions, (b) fire, gas and electrical safety information, (c) details of how to summon the assistance of emergency services, (d) a copy of the gas safety report, (e) a copy of the Electrical Installation Condition Report, and (f) a copy of the Portable Appliance Testing Report.	<input type="checkbox"/>
Applied for planning permission (if required).	<input type="checkbox"/>
Noted the requirement to display my licence number and EPC rating on listings for my premises	<input type="checkbox"/>
Checked if any additional licence conditions apply to me / my premises	<input type="checkbox"/>

Proof that furniture and furnishings/the furniture and furnishings guests have access to comply with fire safety regulations	<input type="checkbox"/>
Read and understood the mandatory conditions that will apply to my licence	<input type="checkbox"/>
Read and understood the additional conditions that will apply to my licence <b>[if required by local authority]</b>	<input type="checkbox"/>

<b>My premises:</b> – please tick to confirm (or enter N/A)	
Meets current statutory guidance for provision of fire, smoke and heat detection	<input type="checkbox"/>
Meets statutory guidance for carbon monoxide alarms	<input type="checkbox"/>
Meets the required regulations for private water supplies ( <i>for premises with a private water supply i.e not provided by Scottish Water</i> )	<input type="checkbox"/>
Meets obligations with regard to the Tolerable and Repairing standard ( <i>applicable to dwellinghouses</i> )	<input type="checkbox"/>

*[Local authorities to add any further items to the checklist, e.g. if required by additional conditions]*

## PART 6: DECLARATION

*[Insert name of local authority]*, as licensing authority, will use information it holds about you to determine whether you are a fit and proper person to operate a short-term let. In addition, licensing authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. They may also share and seek relevant information with Police Scotland and, if appropriate, other relevant authorities.

Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

*[Licensing authorities may wish to add text on data processing /handling]*

I declare that I have read and understood the mandatory conditions that apply to short-term let licences and *[insert name of local authority]* standard conditions.

I will comply with the requirement to display a site notice in accordance with paragraph 2 of Schedule 1 of the Civic Government (Scotland) Act 1982

I declare that the information given in this application is correct to the best of my knowledge

Signed

Print name

Date

**[Drafting note: Scottish Government would find (optional) survey responses from operators helpful in order to establish success levels of a marketing campaign, and to find out the avenues that were most successful in raising awareness with Hosts/Operators – this may be better addressed separately to the licence application form template]**

### Survey questionnaire (Optional)

**Q1:** How did you hear about the licensing scheme? (Please choose all that apply):

Communication from platform or trade association;

- Local press;
- Local radio;
- National radio;
- Digital adverts;
- Communication from local authority;
- Communication with your MP / MSP;
- Other, please state

*[Licensing authorities may wish to include further questions that may be of interest – such as survey questions on how applicants found the application process]*

**Short-term let licensing**  
**Standard short-term let licensing conditions**

*[Local authorities to include any standard licensing conditions which apply to all short-term let licences, in addition to the mandatory conditions]*

<b>STL01</b>	
<b>STL02</b>	
<b>STL03</b>	
<b>STL04</b>	

SAMPLE

# PUBLIC NOTICE OF APPLICATION FOR SHORT-TERM LETS LICENCE

## The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022

New application

Renewal

Applicant name			
Applicant's address			
		Postcode	

Has applied to ***[insert licensing authority name]*** for a Short-term lets licence.

Short-term let premises address <i>(if different from applicant's address)</i>	
Type of licence applied for	Home sharing / home letting / home sharing & home letting / secondary letting <b><i>[DELETE as appropriate]</i></b>
Day-to-day manager / agent details <i>(if different from applicant)</i>	Name:  Address:

### **Representations**

Representations about the application may be made by any member of the public. Representations **must**:

- be in writing;
- specify the grounds of the objection or, as the case may be, the nature of the representation;
- set out the name and address of the person making it;
- must be signed by the person, or on their behalf; and
- be made within 28 days of public notice of the application being given.

Copies of any representations will be given to the applicant. If a representation is made to the Licensing Authority after this date but before a final decision is taken on the application, then the Licensing Authority may consider the late representation if it is satisfied that it was reasonable for the representation to have been made after the deadline.

Representations should be sent to: ***[Insert licensing authority contact details]***

Date application lodged / public notice given	/	/
Last date for representations	/	/

- This notice must be displayed on or near the short-term let property in a position where it can be easily read by the public.

- This notice must be displayed for a period of 21 days from the date the application was lodged with the Licensing Authority.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the whole notice returned to the Licensing Authority at the address above, Alternatively confirmation of display can be submitted in writing and signed, together with full applicant and property details.

SAMPLE

## CERTIFICATE OF COMPLIANCE

### SHORT-TERM LETS LICENCE – CONFIRMATION OF DISPLAY OF PUBLIC NOTICE

The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets)  
Order 2022

#### CONFIRMATION OF DISPLAY OF NOTICE

This section must be completed by the applicant and the whole notice returned to the Licensing Authority at the above address at the end of the 21-day display period. Alternatively please provide confirmation of display in writing with signature, along with full applicant and property details.

I (Full name of applicant)

Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days from \_\_\_\_\_ ending on \_\_\_\_\_

Applicant's signature

Date



**Short-term lets licensing  
Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets Order)  
2022**

**Application Form - Guidance Notes**

These guidance notes have been provided to help you completing the application form. Before lodging an application for a licence for a Short Term Let (STL) please ensure that you have read the following Guidance.

**Part 1: Application and licence type**

Q1: Application type:

Applications will be made for either a new licence, or to renew a licence. Applications to renew a licence must be submitted prior to the expiry of your current licence.

*[Licensing authorities may wish to stipulate when renewal applications should be made]*

If you are an existing operator, operating the premises which is the subject of this application as a short-term let prior to 1 October 2022, please select 'New application (existing operator)'. You will be able to continue operating whilst your application is being determined.

Q2: Short-term let licence type:

There are four types of short-term let licence which you can apply for:

1. *Home sharing*: means using all or part of your own home for short-term lets whilst you are there.
2. *Home letting*: means using all or part of your own home for short-term lets whilst you are absent, for example whilst you are on holiday.
3. *Home sharing and home letting*: means you operate short-term lets from your own home while you are living there and also for periods when you are absent.
4. *Secondary letting*: means a short-term let involving the letting of property where you do not normally live, for example a second home;

Q3: Permission from owners

Where you do not own the property you intend to operate as a short-term let, you must demonstrate that you have secured the consent of the property owners. Examples of situations where this may be relevant and required include where somebody with a private residential tenancy wishes to let out a spare room.

**Part 2: Premises Details**

Premises address

Please provide the full address, including postcode of the premises for which you are seeking a licence. If you have multiple premises, you will be required to submit an application for each premises (except in limited circumstances, for example 10 pods within a single field could be considered a single premises with multiple accommodation units).

Maximum number of occupants per unit / total maximum occupancy

Please state the maximum number of occupants allowed to reside on the premises. Where there are multiple accommodation units on the same premises, please include the total maximum occupancy and maximum occupancy per unit. Some illustrative examples are included below:

<b>Premises type</b>	<b>Maximum occupancy per unit</b>	<b>Total maximum occupancy</b>
Self-catering detached house (secondary let – entire property)	10	10
Home sharing with 2 lettable bedrooms	2 bedrooms, with maximum occupancy of 2 per bedroom.	4
Field with 10 separately lettable pods	5 pods with maximum occupancy of 2; 5 pods with maximum occupancy of 3.	25

*[Licensing authority to include any details on whether children below a certain age are to be counted]*

Number of bedrooms

Please state the number of bedrooms on your premises. For those offering home sharing, please state the number of bedrooms available for let.

Name(s) of joint property owner(s) (if applicable)

Please ensure you provide details of all owners of the property which is the subject of this application.

EPC rating

If you are applying for a licence for secondary letting, home letting or home sharing & home letting of a dwellinghouse you must confirm the EPC rating of the premises and ensure that it is displayed on any listings for the premises. Please provide a copy of your EPC certificate to allow [insert name of council] to verify compliance. Note – listings need not include the EPC certificate, but only the rating (e.g. EPC – D).

Q4: Type of premises

Unconventional accommodation is a broad term, used to capture all accommodation that is not a dwellinghouse – such as pods, yurts, static caravans etc.

#### Q5: Description of short-term let

This question will help understand the makeup of the short-term let sector in more detail – and relates to short-term let type. B&Bs and guest houses are often forms of home sharing.

### **Part 3: About You**

Q6: Individual or corporate entity

Part 3 is split into two sections based on whether you are applying as an individual or corporate entity. Corporate entities include: companies, partnerships, trusts or charities.

#### Q7 & 8: Agents and joint ownership

Common to both sections is the requirement to provide details of all those who are behind the application. For individuals this will include any joint owners, day-to-day managers or agents. For corporate entities, this must include names of directors, partners or other persons responsible for the management of your short-term let.

### **Part 4: Convictions**

Details of any unspent convictions must be provided for everybody that has been named on your application in order for [insert council name] as licensing authority to consult with Police Scotland (and any other body as appropriate) to determine whether all those named on the application are considered fit and proper persons.

### **Part 5: Checklist**

#### **Application checklist**

The application checklist is designed to assist you with preparation of an application for a licence that is complete first time. If your application is incomplete [insert name of licensing authority] will return your application to you and ask you to resubmit a complete application.

The checklist is split into 3 sections to ensure:

- You have enclosed all necessary documentation to support your application;
- You understand your obligations; and,
- Your premises is suitable (and ready for inspection, if required).

*[Licensing authority to include text on floor plans – such as format and any other specific documentation requirements]*

## Part 6: Declaration

You are required to complete a declaration to confirm you have read and understood the mandatory conditions that apply to all short-term lets in Scotland and any additional standard conditions that are required by your licensing authority.

As noted within the declaration it is an offence to provide false or misleading information on your application form which could lead to prosecution, and you are therefore required to indicate that the information provide on your application form is correct to the best of your knowledge.

## Licence Fees

*[Licensing authority to include list of current licence application / renewal fees – or include a link to webpage containing current fees]*

## Additional Documents:

### Site Notice

Applicants have a statutory obligation to advertise display a notice of application stating that an application for a short-term let licence has been made.

A template site notice is provided with the application form. This notice should be completed clearly and legibly. The notice must be displayed suitably protected from the elements on or near to the property in a position where it can be easily read by members of the public for a period of 21 days starting on the date on which your application is lodged with the Council.

You must take reasonable steps to protect the notice and if it is removed, obscured or defaced, within the 21 day period, it should be replaced. At the end of the 21 day period part B at the foot of the notice must be completed and the entire notice must then be returned to *[insert local authority return address / email address]*.

If the notice has been removed or defaced then you must provide the Council with written confirmation that you displayed the notice for 21 days as required and took steps to protect and replace the notice if appropriate.

**Note** - Where an applicant believes that compliance with the requirement to display a Site Notice is likely to jeopardise the safety or welfare of any persons, or the security of any premises, they may apply to the local authority to be exempt from this requirement.

## Submitting your application

Before submitting your application, please ensure the following:

- The checklist at part 1 has been fully completed.
- The correct application fee is attached.

- All required certificates and supporting documentation are attached.
- The premises is ready for a property inspection to be carried out – (irrespective of whether or not the local authority chooses to inspect your premises).

**Further information and links:**

- Scottish Government Short-Term Lets webpage: [Short-term lets: regulation information - gov.scot \(www.gov.scot\)](https://www.gov.scot/topics/short-term-lets/regulation)
- Scottish Government Licensing Guidance for Hosts and Operators: [Short term lets - licensing scheme part 1: guidance for hosts and operators - gov.scot \(www.gov.scot\)](https://www.gov.scot/topics/short-term-lets/licensing)
- Scottish Government Planning Guidance for Hosts and Operators: [2. Guidance for Hosts and Operators - Short term lets: planning guidance for hosts and operators - gov.scot \(www.gov.scot\)](https://www.gov.scot/topics/short-term-lets/planning)
- *[Licensing authorities to insert any other relevant links]*