

# **SHORT-TERM LETS LICENCE APPLICATION FORM**

All personal data will be processed in line with the following privacy notice:

<https://www.inverclyde.gov.uk/site-basics/privacy/services/privacy-notice/licensing>

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| **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 October 2023 by existing operators (i.e. those operating the premises in which a licence is being applied for as a short-term let on or before 1 October 2022).***

***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**

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

**Home sharing  Home letting**

**Home sharing & home letting  Secondary letting**

1. **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).**

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| **PART 2: PREMISES DETAILS** |

|  |  |
| --- | --- |
| **Premises Address *(incl. postcode)*** | |
| **Unique Property Reference Number *(if known)*** |  |
| **Maximum number of occupants** |  |
| **Number of bedrooms** |  |
| **EPC rating**  ***(if applicable – not required for home sharing or unconventional accommodation)*** |  |
| **How many separate lettable short term letting accommodation units are there at the licensed premises?**  ***(Camping pods / yurts etc.)*** |  |

1. **Please select the type of premises:**

**Detached House  Semi-detached house**

**Terraced House  Flat**

**Unconventional accommodation**

1. **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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| **PART 3: ABOUT YOU** |

1. **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)** |
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1. **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** |
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1. **Is your property jointly owned?**

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

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| --- | --- | --- | --- | --- |
| **Full name** | **5 year address history** | **DOB** | **Email address** | **Telephone number** |
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| **PART 4: CONVICTIONS** |

1. **Has any person named on the application been convicted of any offence? Please include details of any unspent convictions in the table below.**

**You must provide details of all relevant convictions recorded against you, including Road Traffic and other fixed penalties incurred in the UK and abroad, even those considered “spent” under the Rehabilitation of Offenders Act 1974, unless they are “protected “convictions”.**

**If you are in any doubt about “spent” or “protected “convictions, please obtain your own independent legal advice.**

**If you are uncertain as to the details or dates of any crimes or offences, you should contact Disclosure Scotland (P.O. box No.250 GW G51 1YU/ Telephone Number: 03000 2000 40/www.disclosurescotland.co.uk.**

**If there are no convictions to declare please insert “NONE” in the table and sign the Declaration.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Date** | **Court** | **Offence** | **Sentence** |
|  |  |  |  |  |

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| **PART 5: APPLICATION CHECKLIST** |

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

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| --- | --- | --- |
| **I have enclosed the following –** please tick to confirm (or enter N/A) | | |
| Completed application form |  |  |
| Correct application fee |  | See guidance notes |
| Completed Fire Risk Assessment |  |  |
| Annual gas certificate *(for premises with a gas supply)* |  | Valid to: |
| Electrical Installation Condition Report |  | Valid to: |
| Portable Appliance Testing Report |  | Valid to: |
| Legionella Risk Assessment |  |  |
| Planning permission *(for premises within a control area or where requested by the licensing authority)* |  | Planning application reference number: |
| Floor plan |  | See guidance notes |
| EPC Certificate (*for premises which are dwellinghouses)* |  | Valid to: |
| Buildings Insurance |  | Valid to: |
| Public Liability Insurance |  | Valid to: |
| Proof of consent from owner (if applicable) |  |  |
| Evidence of operation as a short-term let on or before 1 October 2022 *(for existing hosts applying during transitional period)* |  |  |

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| **I have:** – please tick to confirm (or enter N/A) | |
| Identified the owners and those involved in the day-to-day management of my premises |  |
| Ensured that to the best of my knowledge all those named on my application are fit and proper persons |  |
| **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.**  **(g) a copy of the Scottish Fire & Rescue Service Checklist** |  |
| Applied for planning permission (if required). |  |
| Noted the requirement to display my licence number and EPC rating on listings for my premises |  |
| Checked if any additional licence conditions apply to me / my premises |  |
| **Proof that furniture and furnishings/the furniture and furnishings guests have access to comply with fire safety regulations** |  |
| **Read and understood the mandatory conditions that will apply to my licence** |  |
| **Read and understood the additional conditions that will apply to my licence [if required by local authority]** |  |

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

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| **PART 6: DECLARATION** |

**Inverclyde Council, 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.**

Inverclyde Council is obliged to comply with current data protection laws and will use this information for the purposes of the Housing (Scotland) Act 2006 and related purposes.

|  |  |
| --- | --- |
| **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**

**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**

**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**

# **MANDATORY LICENSING CONDITIONS**

**Agents**

1. Only those named as a holder of the licence can carry out the day to day management of the Short-term Let of the premises.

**Type of Licence**

1. The holder of the licence may only offer the type of Short-term Let for which the licence has been granted.

**Fire Safety**

3. The holder of the licence must ensure the premises has satisfactory equipment installed for detecting, and for giving warning of: (a) fire or suspected fire, and (b) the presence of carbon monoxide in a concentration that is hazardous to health.

4. The holder of the licence must keep records showing that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which the guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.

**Gas Safety**

5. Where the premises has a gas supply:

1. the holder of the licence must arrange for an annual gas safety inspection of all gas pipes, flues and appliances in the premises;
2. if, after an annual inspection, any appliance does not meet the required safety standard, the holder of the licence must now allow a Short-term Let of the premises until the works necessary to bring the appliance to the required safety standard have been carried out.

**Electrical Safety**

6. Where there are electrical fittings or items within the parts of the premises which are for guest use, or to which the guests are permitted to have access, the holder of the licence must: (a) ensure that any electrical fittings and items are in: (i) a reasonable state of repair, and (ii) proper and safe working order, (b) arrange for an electrical safety inspection to be carried out by a competent person at least every five years and more frequently if directed by the competent person, (c) ensure that, following an electrical safety inspection, the competent person produces an Electrical Installation Condition Report on any fixed installations, (d) arrange for a competent person to: (i) produce a Portable Appliance Testing Report on moveable appliances to which a guest has access, and (ii) date label and sign all moveable appliances which have been inspected.

7. In determining who is competent, the holder of the licence must have regard to guidance issued by the Scottish ministers under Section 19B(4) of the Housing (Scotland) Act 2006.

**Water Safety: Private Water Supplies**

8. Where the premises are served by a private water supply, the licence holder must comply with the requirements on the owners of private dwellings set out in the Water Intended for Human consumption (Private Supplies) (Scotland) regulations 2017.

**Water Safety: Legionella**

9. The holder of the licence must assess the risk from exposure to legionella within the premises, whether or not the premises are served by a private water supply.

**Safety and Repair Standards**

10. (a) The holder of the licence must take all reasonable steps to ensure the premises are safe for residential use.

(b) Where the premises are subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006, the holder of the licence must ensure that the premises meet the repairing standard.

**Maximum Occupancy**

11. the licence holder must ensure that the number of guests residing on the premises does not exceed the number specified in the licence.

**Information to be Displayed**

12. The holder of the licence must make the following information available within the premises in a place where it is accessible to all guests:

1. a certified copy of the licence and the licence conditions;
2. fire, gas and electrical safety information’
3. details of how to summon the assistance of emergency services;
4. a copy of the Gas Safety Report;
5. a copy of the Electrical installation Condition Report; and
6. a copy of the Portable Appliance Testing Report.

**Planning Permission**

13. Where the premises is in a Short-term Let control area for the purposes of Section 26B of the town and Country Planning (Scotland) Act 1997 (“the 1997 Act”), the holder of the licence must, where the use of the premises for a Short-term Let requires planning permission under the 1997 Act, ensure that either:

1. an application has been made for planning permission under the 1997 Act and has not yet been determined; or
2. planning permission under the 1997 Act is in force.

**Listings**

14. (1) the holder of the licence must ensure that any listing or advert (where electronic or otherwise) for the Short-term Let of the premises includes:

1. the licence number; and
2. a valid Energy Performance Certificate rating if an Energy Performance Certificate is required for the premises, in accordance with the Energy Performance of Buildings (Scotland) Regulations 2008.

(2) the holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the Short-term Let of the premises is consistent with the terms of the Short-term Let licence.

**Insurance**

15. The holder of the licence must ensure that there is in place for the premises:

1. valid buildings insurance for the duration of the licence; and
2. valid public liability insurance for the duration of each Short-term Let agreement.

**Payment of Fees**

16. The holder of the licence must pay any fees due to the licensing authority in respect of the licence on demand.

**False or Misleading Information**

17. The holder of the licence must not provide any false or misleading information to the licensing authority.

**Interpretation for the Mandatory Conditions**

18. In this schedule:

**“Electrical installation Condition Report”** means a report containing the following information –

1. the date on which the inspection was carried out;
2. the address of the premises inspected;
3. the name, address and relevant qualifications of the person who carried out the inspection;
4. a description, and the location of each installation, fixture, fitting and appliance inspected;
5. any defect identified;
6. any action taken to remedy a defect.

**“Energy Performance Certificate”** means a certificate which complies with Regulation 6 of the Energy Performance of Buildings (Scotland) Regulations 2008;

**“Gas Safety Report”** means a report containing the following information –

1. the date on which the appliance or flue was checked;
2. the address of the premises at which the appliance or flue is installed;
3. a description of and location of each appliance or flue checked;
4. any safety defect identified;
5. any remedial action taken;
6. confirmation that the check undertaken complies with the requirements of an examination –
7. the effectiveness of any flue;
8. the supply of combustion air;
9. subject to head;
10. its operating pressure or heat input or, where necessary, both;
11. if it is not reasonably practicable to examine its operating pressure or heat input (or, where necessary, both), its combustion performance;
12. its operation so as to ensure its safe functioning.
13. The name and signature of the individual carrying out the check; and
14. The registration umber with which that individual, or that individual’s employer, is registered with a body approved by the health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998.

**“Holder of the Licence”** means any person to whom a Short-term Let licence has been granted or jointly granted;

**“Home Letting”** means a Short-term Let consisting of the entering into of an agreement for the use, while the host is absent, of accommodation which is, or is part of, the host’s only or principal home;

**“Home Sharing”** means a Short-term Let consisting of the entering into of an agreement for the use, while the host is present, of accommodation which is, or is part of, the host’s only or principal home;

**“Premises”** means the accommodation which is the subject of an application for a Short-term licence or the subject of a Short-term licence;

**“Repairing Standard”** means the steps which the holder of the licence is required to take to comply with the obligations placed on the holder by Chapter 4 of Part 1 of the Housing (Scotland) Act 2006;

**“Secondary Letting”** means a Short-term Let consisting of the entering into of an agreement for the use of accommodation which is not, or is not part of, the licence holder’s only or principal home;

**“Short-term Let”** has the same meaning as in Article 3 of the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022;

**“Short-term Let Licence”** means a licence for a Short-term Let; and

**“Type of Short-term Let”** means one of the following purposes:

1. secondary letting;
2. home letting;
3. home sharing; or
4. home letting and home sharing.

# **INVERCLYDE COUNCIL ADDITIONAL / STANDARD LICENCE CONDITIONS**

1. The licence holder shall provide guests, no later than 2 days from the booking date, with information on the property / appliances and how to dispose of refuse (including general and recyclable refuse) properly and appropriately from the licensed premises.
2. The licence holder shall ensure that the refuse facilities at the premises are in the communal surrounding areas of the premises are used appropriately at all times by the guests.
3. The Licence holder shall act reasonably in relation to the management of the licensed premises in respect of any dealings with neighbouring residents of the premises and in relation to the payment of their share of all maintenance costs, insurance costs and repair costs of areas in common relative to the premises and in dealings with any other owners and relevant factor.
4. The Licence holder must take reasonable steps to investigate any complaint made by residents of neighbouring properties relating to the behaviour of any guests at or in the vicinity of the licensed premises and to respond in a fair and proportionate manner.
5. The Licence holder shall advise guests that as a condition of booking they must provide details of a named person over the age of 21 years.
6. The Licence holder, as part of the booking conditions should advise guests’ that additional noise making equipment such as decks and speakers are prohibited at the premises.
7. The Licence holder must not affix a key box (or other device to facilitate the entry for guests to the licensed premises, to any public or jointly owned private infrastructure without prior written permission of the relevant authority or owners. The Licence holder must be able to produce the relevant permissions to the Licensing Authority on request.
8. The Licence holder must take reasonable steps to ensure that guests do not arrive first or finally depart from the licensed premises between the hours of 11.00pm and 7.00am. The Licence holder must advise guests of this as part of their booking conditions.
9. The Licence Holder must ensure that window opening restrictor locks are provided to all windows which can be opened.
10. The licence holder shall require to produce on demand to any authorised person any policy, certificate, document, record, certificate of inspection or safety, licence or plan required by or issued in terms pursuant to any condition of this licence.
11. The Licence Holder shall require to undertake a Fire Safety Risk Assessment (FSRA) which requires to be reviewed annually by the Licence Holder.
12. The Licence Holder must have available the following information within the premises in a place where it is accessible to all guests:

* Fire Safety Risk Assessment;
* Emergency Action Plan

**Additional Conditions in relation to type of property –**

|  |  |
| --- | --- |
| **Property Type** | **Property Type Specific Conditions** |
| Detached remote rural properties | None |
| Detached and semi-detached terraced urban properties | * the Licence holder shall advise guests that as a condition of booking they must comply with the requirements related to the use of outside areas and take reasonable steps to ensure the restrictions are being complied with. * an out-of-hours contact number must be provided by the Licence holder to the local authority and the neighbouring householders for use in the case of an out-of-hours noise, anti-social behaviour or other emergency issues such as plumbing leaks. * door closers must be provided to all internal doors to prevent the risk of noise issues affecting neighbouring households. * No outdoor gatherings in common external areas after 11.00pm and before 7.00am. |
| Flats, tenements, high-rising maisonettes | * the Licence holder shall advise guests that as a condition of booking they must comply with requirements related to the use of the common internal and outside areas and take reasonable steps to ensure the restrictions are being complied with. * the Licence holder shall ensure that guests are advised that they must ensure any security doors and / or any security devices are not disabled during the duration of their stay. * no laminate flooring / floorboards or other types of hard floors are permitted in premises situated above any habitable flat. * an out-of-hours contact number must be provided by the Licence holder to either the local authority and / or the neighbouring householders for use in the case of out-of-hours noise / anti-social behaviour or other emergency issues such as plumbing leaks. * door closers must be provided to all internal doors to prevent the risk of noise issues affecting neighbouring households. * no items of equipment should be installed or placed in communal areas or any changes made to communal spaces by the Licence holder without the written consent of other owners of the property. This includes but is not restricted to the garden or deck access area, trampolines, hot tubs, spa’s and fire pits. * Licence holders are responsible for ensuring that guests are aware of all property factoring conditions (including conditions in relation to pets and communal laundry access). Door closers must be provided to all internal doors to prevent the risk of noise issues affecting neighbouring households. |

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a Short-term lets licence. *[insert licensing authority name]*

|  |  |
| --- | --- |
| Short-term let premises address  *(if different from applicant’s address)* |  |
| Type of licence applied for | Home sharing / home letting / home sharing & home letting / secondary letting ***[DELETE as appropriate]*** |
| Day-to-day manager / agent details  *(if different from applicant)* | 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 Licencing 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 emailed to: [licensing.section@Inverclyde.gov.uk](mailto:licensing.section@Inverclyde.gov.uk) or posted to Inverclyde Licensing Section, Legal and Democratic Services, Inverclyde Council, Municipal Buildings, Clyde Square, Greenock, PA15 1LX

|  |  |
| --- | --- |
| 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.

**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 complete 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.**

**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 ‘first 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:**

|  |  |  |
| --- | --- | --- |
| **Premises type** | **Maximum occupancy per unit** | **Total maximum occupancy** |
| **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** |

**Children below the age of 2 years do not count towards the maximum occupancy**

**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 name 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).**

The applicant will require to submit a floor plan of their premises as part of their application. This should include room sizes, fire escape routes and accommodation intended for guests with mobility impairment; the location of any steps, stairs, elevators or lifts in the premises, as well as the extent and boundary of the building where deemed relevant.

**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**

**A list of fees can be located at*:*** [*https://www.inverclyde.gov.uk/shorttermletlicensingpolicy*](https://www.inverclyde.gov.uk/shorttermletlicensingpolicy)

**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 Licensing Section, Inverclyde Council, Municipal Buildings, Greenock PA15 1LX or e-mail [licensing.section@inverclyde.gov.uk](mailto:licensing.section@inverclyde.gov.uk).

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/publications/short-term-lets/)
* 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/publications/short-term-lets-scotland-licensing-scheme-part-1-guidance-hosts-operators-2/)
* 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/publications/short-term-lets-scotland-planning-guidance-hosts-operators/pages/2/)
* [https:**//www.inverclyde.gov.uk/shorttermletlicensingpolicy**](https://www.inverclyde.gov.uk/shorttermletlicensingpolicy)