

INVERCLYDE COUNCIL

**APPLICATION FOR TRANSFER OF A SHORT TERM LET LICENCE
Civic Government (Scotland) Act 1982 as amended**

This application form must be completed in BLOCK CAPITALS (preferably in Black Ink). **ALL SECTIONS OF THE FORM MUST BE COMPLETED WITHOUT EXCEPTION.** The completed form must be returned to the Customer Service Centre, Municipal Buildings, Clyde Square, Greenock PA15 1LY.

Please read the Policy Statement carefully before applying to transfer a Licence.

<i>For Official Use</i>	
STL Licence Number:	
Type of STL:	
Date Received:	
Date Paid:	
Receipt No:	

Where there is insufficient space to add the requested details please attach a separate sheet

1.Details of Short-term Let Premises	
Please provide the Short-term Let licence number	
Please provide the name and address of the Short-term Let premise	
Details of Short-term Let	
	Secondary Letting <input type="checkbox"/> Home sharing <input type="checkbox"/> Home letting <input type="checkbox"/> Home sharing and Home letting <input type="checkbox"/>
Please note only the short term let licence holder or agent acting on behalf of the licence holder can submit a transfer of Short-term Let application.	
2. Please confirm who is applying for the transfer of the Short-term Let Licence Where an agent is applying for the transfer of the Short-term Let licence, please provide agent's name, date of birth, address and contact details.	Current licence holder Agent on behalf of licence holder

3. To be completed by the Licence holder or agent acting on behalf of Licence holder	
Do you own the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, please provide name(s) and address(es) of each owner and produce a declaration from each owner or a person authorised to act on their behalf, that they consent to the application.	
B. Joint Owner	Is there a Joint Owner Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide name(s) and address(es) of each owner and produce a declaration from each owner or a person authorised to act on their behalf, that they consent to the application.	
Full Name of Joint Owner	
Home Address	Postcode
Telephone Number	
Email Address	
Date of Birth	
Place of Birth	
Are further owners to be added	Yes <input type="checkbox"/> No <input type="checkbox"/> If YES attach a separate sheet
4. Transferee Details	
Full Name of (Individual/Company/Partnership)	
Home Address (last 5 years)	Postcode
Mobile Number	
Email Address	
Date of Birth	
Place of Birth	

5. Day to Day Management	
Day to Day Management: This person's name will appear on the Short-term Let Licence as the nominated person for the company. Should this person leave the company a variation form will require to be submitted along with the appropriate fee.	
Is transferee to carry out day to day management?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes – Complete section below No – Go to Question 6
Individual's Details (Day to Day Management)	
Full Name	
Address (last 5 years)	
	Postcode
Business Hours Telephone Number	
Mobile Number	
Email Address	
Date of Birth	
Place of Birth	
6. Previous Licence Applications	
Does the transferee currently hold a Short-term Let Licence anywhere else in Scotland, if so, please provide the licence number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has there been any changes made to the property since the last application?	
7. Details of Convictions and Offences	State below particulars of any convictions or offences against the applicant or any person(s) named in questions 3,4 and 5. Please note that these convictions and any future convictions may be referred to the General Purposes Board, the Council's Civic Licensing Committee and may be dealt with in public. Convictions which are spent under the Rehabilitation of Offenders Act 1974 do not have to be included but may also, in certain circumstances, be referred to by the Committee.

Name	Date	Court	Crime/Offence	Sentence

The information you have provided on this Application form, and from supporting documentary evidence where applicable, will be processed by Inverclyde Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 (UK GDPR) in order to process your Licensing Application.

For the purpose of dealing with your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Inverclyde Council. The Council may also check information provided by you, or information about you provided by a third party such as Scottish Fire & Rescue Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the council’s Full Privacy Statement which is accessible on the council’s website at: <https://www.inverclyde.gov.uk/site-basics/privacy/services-privacy-notice/legal-property-services>

I declare that the particulars given by me on this form are true. I consent to the sharing of my personal information for the purposes set out above.

Signature of Applicant agent)	of (or		Date	
-------------------------------	--------	--	------	--

Name (BLOCK CAPITALS)	
-----------------------	--

<u>The following documents should be submitted with the transfer application:-</u>	VIEWED	Expiry	
	Y	Date	N
<ul style="list-style-type: none"> • Short term let licence to which the application relates or if not possible, a statement of reasons for failure to produce the licence. 			
<ul style="list-style-type: none"> • A declaration from each joint owner or a person authorised to act on their behalf, or where the applicant is an agent, confirmation from the Licence Holder that they consent to the application. 			

Please send the completed application form and fee to:-

Inverclyde Council, Legal, Democratic, Digital & Customer Services, Municipal Buildings, Clyde Square, Greenock PA15 1LY or by email to licensing.section@inverclyde.gov.uk

Payment

Applications will not be processed until the appropriate application fee is paid.

Payment can be made by one of the following options (please tick which option you are using):

Credit/debit card – by calling Inverclyde Council on 01475 717171. Please quote the type of licence you are applying for, and quote the licence number.

Cheque - made payable to Inverclyde Council Council. Please send cheque with application form to Inverclyde Council, Legal, Democratic, Digital & Customer Services, Municipal Buildings, Clyde Square, Greenock PA15 1LY.

By BACS – Please quote the licence type, as reference:

Account Name - Inverclyde Council

Account Sort Code - 80-91-25

Account Number - 00438747

STL transfer – Jan 2025