

The Civic Government (SCOTLAND) ACT 1982 (Licensing of Short-Term Lets) Order 2022 Application for the Grant of a Licence for a Short -Term Let

For office use only (Form STL/1)

	First or further application	
	Ref No	
	Date Registered	
	Fee / Receipt No	

Answer questions 1 and 2 followed by **either** question 3 or question 4 and all other questions

<p>1. (a) Type of Licence required: (Definition of Licence types are defined within the guidance notes) Please tick.</p>	<p>Secondary Let Licence <input type="checkbox"/></p> <p>Home Let Licence <input type="checkbox"/></p> <p>Home Share Licence <input type="checkbox"/></p> <p>Home Let & Home Share Licence <input type="checkbox"/></p>
<p>(b) Are you an existing host (operating prior to 1st October 2022) or a new host?</p>	<p>Existing <input type="checkbox"/> New <input type="checkbox"/></p>
<p>2. Name (if any) and address of premises for which a licence is required (hereinafter called "the premises"). For premises with multiple units (e.g., yurts or lodges) please advise on each unit and supply a site plan.</p>	<p>Post Code:</p>

3. TO BE COMPLETED IF THE APPLICANT IS AN INDIVIDUAL (if a company please go to Q4)

	Surname	Christian Name(s)	
<p>a) Full Name (<i>block letters</i>) (NB: The applicant must be the owner of the building and details of all owners must be provided)</p>	1.		
	2.		
<p>b) Home Address</p>	<p>Post Code:</p>		
<p>c) Email address</p>			
<p>d) Telephone Number / Mobile</p>			
<p>e) Age, Date & Place of Birth</p>	Age	Date of Birth	Place of Birth
	1.		
	2.		

6. Location of Property / Water Supply		
a) Does the property lie within a National Park? If yes, provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
b) Is the property connected to public mains or private water supply?	Mains <input type="checkbox"/> Private <input type="checkbox"/>	
If the property is located in a rural setting a location plan must be submitted along with this application		
7. Number of Occupants (for multiple units requiring one licence, please advise on the total number of persons the licence will relate to)		
a) Total number of guests to be accommodated at any one time		
b) Total number of owner/s family normally resident at any one time (home sharing only)		
8. Number of Rooms (for multiple units requiring one licence e.g. lodges, please list the rooms per unit e.g. lodge 1 - 2 bedrooms etc)		
a) Number of bedrooms providing sleeping accommodation		
b) Number of bathrooms or separate toilets (including any en-suite)		Bathrooms <input type="text"/> Toilets <input type="text"/>
c) Number of communal rooms e.g., living room		
d) Do these common rooms provide sleeping accommodation? Y or N If Yes, for how many occupants?		
9. What Catering Arrangements are provided to guests?		
<i>select one option below</i>		
a) Bed and Breakfast accommodation		<input type="checkbox"/>
b) Full Board accommodation		<input type="checkbox"/>
c) Self Catering accommodation with kitchen for guest use		<input type="checkbox"/>
d) No catering facility		<input type="checkbox"/>
10. Has/Have the applicant(s) or any other person named in this application ever been convicted of any crime or offence, (This includes current and spent convictions)? (Enter YES or NO only)		
YES <input type="checkbox"/>		NO <input type="checkbox"/>

<p>11.</p> <p>(a) Has the applicant or any person named in section 3 or 4 above previously held or currently hold a Short-Term Let Licence?</p> <p>If YES: -</p> <p>(i) Which Council granted the Licence?</p> <p>(ii) What was the licence number, date of grant and date of expiry?</p> <p>(b) Has the applicant or any person named in section 3 or 4 above ever applied for and been refused a Short-Term Let Licence or had a Short-Term Let Licence suspended or revoked?</p> <p>If YES: -</p> <p>(i) Which Council refused, suspended or revoked the Licence?</p> <p>(ii) When was the Licence refused, suspended or revoked?</p> <p>(c) Has the applicant or any person named in section 3 or 4 above ever applied for and been refused Landlord Registration or had their Landlord Registration suspended or revoked?</p> <p>If YES: -</p> <p>(i) Which Council refused, suspended or revoked the Registration?</p> <p>(ii) When was the Registration refused, suspended or revoked?</p> <p>(d) Has the applicant or any person named in section 3 or 4 above ever applied for and been refused an HMO Licence or had an HMO Licence suspended or revoked?</p> <p>If YES: -</p> <p>(i) Which Council refused, suspended or revoked the Licence?</p> <p>(ii) When was the Licence refused, suspended or revoked?</p>	<p>YES / NO</p> <p>(i)</p> <p>(ii)</p> <p>YES / NO</p> <p>(i)</p> <p>(ii)</p> <p>YES / NO</p> <p>(i)</p> <p>(ii)</p> <p>YES / NO</p> <p>(i)</p> <p>(ii)</p>
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<p>12. Are any of the following facilities available to the guests or included as part of the accommodation booking?</p> <p><i>Please tick where appropriate</i></p> <p>(a) Hot tub</p> <p>(b) Swimming pool</p> <p>(c) Sauna</p> <p>(d) Sun Bed</p> <p>(e) Sports equipment such as Bicycles; watercraft; skis/snowboards</p> <p>(f) Outdoor play equipment</p> <p>(g) Internal / external LPG or solid fuel appliances such as BBQ; woodburning stove; patio heater</p>	<p>a) <input type="checkbox"/></p> <p>b) <input type="checkbox"/></p> <p>c) <input type="checkbox"/></p> <p>d) <input type="checkbox"/></p> <p>e) <input type="checkbox"/></p> <p>f) <input type="checkbox"/></p> <p>g) <input type="checkbox"/></p>
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DISPLAY OF PUBLIC NOTICE DECLARATION

*[A] I/We declare that I/we shall for a period of 21 days **from this date**, display at or near the premises from which the activity or activities is/are to be operated so that it can be conveniently read by the public, a Notice complying with the requirements of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982. Once the 21-day period has expired, I/We will produce to the Council a Certificate of Compliance together with a copy of the Notice (see [B] of the Appendix).

Or

*[B] I/We declare that I am/we are unable to display a Notice complying with the requirements of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982 at or near the premises from which the activity or Activities is/are to be operated because I/we have no rights of access or other rights enabling me/us to do so, but I/we have taken the following steps to acquire the necessary rights without success, namely: (see [C] of the Appendix) {continue on a separate sheet if Necessary}.

Signature:

Date:

Signature:

Date:

I/We declare that I/We have read the terms of this application form and any related guidance. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

*Delete as inapplicable

GDPR

The applicant, and, where the applicant is a company, business or other body or any person who has supplied personal information as part of this application **MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.**

Aberdeenshire Council will manage your personal data in accordance with the requirements set out in the General Data Protection Regulations 2018 (GDPR). The attached Privacy Notice provides further information about this. **Please retain the Privacy Notice**

Any person who in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2500.

Please complete, date and sign the above ‘display of public notice’ declaration and read the attached Privacy Notice before dating and signing page 5 and returning your application form.

Date:

Signature of

Applicant/Agent:

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Address of Agent (if any):

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Position of Applicant in the Company or other

.....

Organisation if not otherwise stated:

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Failure to give the above consents will mean the application cannot be processed and a licence cannot be granted.

IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:

Aberdeenshire Council, Environmental Health Service, Tel: 01467 539039 or email: STL@aberdeenshire.gov.uk

Appendix

[A] Insurance

If an application for a Short-Term Let is granted, then it will be a condition of the Licence that the Activity or Activities is/are covered by a Public Liability or Property Owners Insurance Policy with a reputable Insurance Company for an amount of cover acceptable to the Council. During the term of the Licence, the Licence holder(s) will be required to exhibit to the Council on demand evidence that the Policy is still in force and that the premiums have been paid. The Policy and the Premium Receipt(s) can accompany the completed application. Unless these items are produced to the Head of Planning & Economy, no Licence can be issued.

[B] Display of Notice

The Notice must give the address of the premises and state that an application for a Short-Term Let Licence has been made to the Council. It must also give the applicant's full name and address. In the case of a Company, Firm, Public Body or Voluntary Organisation the names and private addresses of the Directors, Partners, Committee Members or other person(s) responsible for the management of the Activity or Activities, must also be shown. A copy of the Notice together with the Certificate of Compliance must be produced once the 21-day time limit has expired. If the Notice is removed, covered or defaced during that period the Certificate must state the reasonable steps taken for its protection or, if need be, its replacement. If the Council are of the opinion that the Notice does not comply with these requirements or that reasonable steps have not been taken to protect or replace the Notice the Council may require the Applicant to re-display the Notice for a further period of 21 days before making a final decision on the application.

[C] Notice Unable to be Displayed

If the applicant declares that a Notice cannot be displayed because he does not have rights of access or other rights in respect of the premises to enable this to be done, then he must also declare and specify what reasonable steps have been taken without success to acquire these rights.

[D] Planning Permission

In certain circumstances (secondary letting or unconventional premises) planning permission may be required for change of use or for the siting of such unconventional units. If you are unsure if planning permission would be required, Applicants must contact Aberdeenshire Council Planning Service for information, advice and if required, submit a planning application prior to applying for a Short-Term let licence. On receipt of this application, Environmental Health will consult with the planning service. Should planning permission be required, The Short-Term Let Licence will not be issued until such permissions have been obtained.

When completed, this form should be lodged with: STL@aberdeenshire.gov.uk or posted to -

**The Head of Planning and Economy
(Environmental Health)
Aberdeenshire Council
Gordon House
Blackhall Road
Inverurie
AB51 3WA**

For an application to be considered, the form must be completed, both declarations must be completed and signed and submitted along with the necessary documents, as stated below –

Checklist Please enclose the following: -		To Follow (provide date)
Application form		
Gas Certificate (if applicable)		
Electrical Installation Certificate (EICR)		
Portable Appliance Test Certificate (PAT)		
Public Liability / Property owners' liability Insurance		
Energy Performance Certificate (conventional secondary lets only)		
SFRRS Checklist and Fire Risk Assessment (this will be passed to the fire service)		
Location and/or site plan for rural premises with multiple units (if applicable)		
Details including dimensions of rooms used for sleeping purposes		
Wholesome Private Water Supplies – evidence of satisfactory results within the last 12 months (if applicable)		
Has the correct fee been submitted? Please provide receipt number if known Site Notice to be displayed for 21 days from the date of this application Do not return the 21-day notice or the compliance certificate with this application.	Yes / No Yes / No	Receipt No.