

Short Term Let Application for Provisional Licence

Please Read

To apply for a Provisional Short Term Let licence you must have a Provisional Planning Certificate, signed on behalf of the Planning Authority which states:

- (a) That planning permission, planning permission in principle or outline planning permission under the Town and Country Planning (Scotland) Act 1997 has been obtained in respect of the construction of the premises, or
- (b) That no such planning permission is required.

You must also submit a Floor /Layout Plan showing the following:

- Room Sizes, including bedroom(s)
- Rooms – living area/bedrooms available for guests
- Accommodation intended for guests with mobility impairment
- Fire Escape Routes
- Location of stairs

For an application to be valid, you must submit the following:

- a fully completed application form
- the Provisional Planning Certificate for the property
- floor/layout plans
- the correct fee

Note: - We cannot process invalid applications. If any of the above are missing your application will be deemed to be invalid and will be returned to you.

Completed application forms together with all required supporting documents and the correct fee must be submitted electronically to the Licensing Section using our Civic & Miscellaneous licensing [online submission form](#) Further information is also available on our website at www.edinburgh.gov.uk

ALL QUESTIONS MUST BE ANSWERED

PART 1 – TYPE OF PROPERTY							
please tick ✓							
Detached home	<input type="checkbox"/>	Semi-detached home	<input type="checkbox"/>	Terraced home	<input type="checkbox"/>	Guest House	<input type="checkbox"/>
Bed and Breakfast	<input type="checkbox"/>	Unconventional dwelling	<input type="checkbox"/>	Flatted dwelling			

Type of Letting(s): please tick ✓		
Home Sharing	<input type="checkbox"/>	<i>using all or part of your own home for short-term lets whilst you are there</i>
Home Letting	<input type="checkbox"/>	<i>using all or part of your own home for short-term lets whilst you are absent, for example whilst you are on holiday</i>
Home letting & home sharing	<input type="checkbox"/>	<i>Where you operate short-term lets from your own home while you are living there and for periods when you are absent</i>
Secondary letting	<input type="checkbox"/>	<i>the letting of property that is not your main home where you are registered for Council Tax (primary residence)</i>
Maximum number of guests to be accommodated		
Number of bedrooms being used		
Letting Period - Please provide details of the whole period during which the property will let each year		
From:		Until

PART 2 – PREMISES DETAILS - A Provisional Planning Certificate for the premises named below must be submitted with this application	
Provisional Planning Certificate attached	<input type="checkbox"/>
Certificate number	
Property name	
Flat number <i>(e.g,BF, 1F2 etc)</i>	
Address	
Postcode	
Do you own the property?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No* See note below
*If you answered 'No' above, you must provide written consent from the owner(s) allowing you to operate as a short term let. We are unable to accept an application without the property owners written consent	
	Owner(s) consent(s) enclosed
Please provide owners details on a separate sheet – all owners must be named	

Please provide details of all Directors/Partners/Trustees	
First name(s)	
Surname	
Maiden/Previous name	
Designation	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact phone no	
Contact email address	
<hr/>	
First name(s)	
Surname	
Maiden/Previous name	
Designation	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact phone no	
contact email address	
<hr/>	
First name(s)	
Surname	
Maiden/Previous name	
Designation	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact phone no	
contact email address	
<i>Please provide details of any further directors/partners/trustees on a separate sheet</i>	

Do you have any other Short Term Let Licences?

- No
- Yes* – *please provide details below*

Current Licence No/s:

Expiry date/s*

PART 5 – DAY TO DAY MANAGER – *this person will also be named on the licence document*

Will someone be carrying out the day to day management of the Short Term Let

- No
- Yes - *please provide the information below*

First name(s)	
Surname	
Maiden/Previous name	
Date of Birth	Place of Birth
Address	
Postcode	
Contact phone no	
Contact email address	

PART 6 – CONVICTIONS

Subject to the Rehabilitation of Offenders Act 1974 if the applicant, the day-to-day manager, or any director/partner or trustees named in this application has been convicted of any crime or offence in any court in the United Kingdom, please provide details below.

NOTE - If you have no convictions, you must write "NONE"

Name	Date	Court	Offence	Sentence

****Continue on a separate sheet if necessary***

PART 7 – APPLICANTS DECLARATION

I/We hereby make application for a Provisional Short Term Let Licence in the above terms and certify that the information given is true and correct.

I/We further certify that I/We will comply with paragraph 2(2) of schedule 1 of the Civic Government (Scotland) Act 1982, OR I/We certify that it is not possible to comply with paragraph 2(2) of Schedule 1 of the said last mentioned Act because I/we have no rights of access to the property but that I/we have taken reasonable steps to acquire rights of access and have been unable to do so.

I/We Acknowledge that I/We have read and understood the Conditions of licence and acknowledge that these will be attached by the Council to grants of this type of licence. I/We agree that any licence granted to me should incorporate these conditions.

Information supplied on this form will be held on computer and applicants are advised that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer.

Any applicant who in making application makes any statement which the applicant knows to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding **£2,500**

Signature of Applicant /Agent (<i>Select appropriate</i>)	Date
Print Name:	

PART 8 - CORRESPONDENCE DETAILS – *please provide details of where all correspondence relating to this application should be sent*

Correspondence name	
Address	
Postcode	
Contact phone no	
Contact email address	

PUBLIC NOTICE OF APPLICATION FOR PROVISIONAL SHORT-TERM LET LICENCE

The Civic Government (Scotland) Act 1982 (Licensing of Short Term lets) Order 2022

Applicant	
Applicant's Address	
Postcode	

Has applied to the City of Edinburgh Council for a Provisional Short-term Lets Licence.

Short-term lets premises address <i>(If different from above)</i>			
Type of licence applied for <i>(Please tick ✓)</i>	Home sharing <input type="checkbox"/>	Secondary letting <input type="checkbox"/>	Home Letting <input type="checkbox"/>
	Home sharing & home letting <input type="checkbox"/>		
Maximum number of Guests		Number of Bedrooms	
Day to day manager/ agent details <i>(If different from applicant)</i>	Name: Address: Postcode;		

Objections or Representations

Objections or Representations about the application may be made by any member of the public. Objections or 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
- be made within 28 days of public notice of the application being given

Copies of any objections or representations will be given to the applicant. If an objection or representation is made to the Council after this date but before a final decision is taken on the application, reasons for the objection or representation being late must be given. The Council may consider the late representation if it is satisfied that it was reasonable for the representation to have been made after the deadline.

Objections or Representations should be sent to: licensing@edinburgh.gov.uk ,

Date application lodged/public notice given	/	/	
Last date for objections or 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 Council.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the whole notice returned to the Council 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

PROVISIONAL SHORT-TERM LET 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			
<p>This section must be completed by the applicant and the whole notice returned to the Council 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</p>			
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	