

Short Term Let

Application for Confirmation of Provisional Licence

Please Read

The applicant for Confirmation of a Provisional Short Term Let licence must be the Provisional Short Term Let licence holder.

A Confirmation of Provisional Short Term Let licence application must be made within 3 years of the date the Provisional Short Term Let licence was granted.

We are unable to accept or process an application received out with this 3 year period

A Variation to the Provisional Short Term Let licence must have been granted for changes to any of the information on the Provisional Licence e.g. a change to the floor plan of the premises, before submitting a Confirmation of Provisional licence application.

Where there has been a change of licence holder a Transfer of licence must have been granted before submitting a Confirmation of Provisional licence application

We are unable to accept or process an application for Confirmation of licence if changes to any of the information on the Provisional licence have been made without a Variation or Transfer of licence being granted before it is submitted.

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

- a fully completed application form
- all relevant documents from the document checklist below
- the correct fee.
- Where relevant, the property must also be ready for an inspection if required

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

PART 1 – PROVISIONAL LICENCE DETAILS

Provisional licence number

Expiry date:

Type of Letting Provided: please tick ✓

Home Sharing

Home letting &
home sharing

Home Letting

Secondary
letting

Has there been any change to any of the information on the Provisional Licence, since the date the licence was issued? - this includes a change of licence holder by way of a transfer of licence application?

No Yes* *provide details of change(s) below*

Change to layout plan(s)

Date variation was granted for the change - (dd/mm/yy)

Licence transferred to another licence holder

Date transfer of licence granted - (dd/mm/yy)

Other change*

**please give full details below*

Date variation was granted for the change - (dd/mm/yy)

PART 2 - LICENCEHOLDER DETAILS

Name

Address

Postcode

Contact phone no

Contact email address

PART 3 – DAY TO DAY MANAGER DETAILS – where applicable

Name	
Address	
Postcode	
Contact phone no	
Contact email address	

PART 4 – PROPERTY DETAILS

Property name	
Flat number	
Address	
Postcode	

REQUIRED DOCUMENT CHECKLIST

I have enclosed the relevant documents with this application – **please tick ✓** all that apply

Provisional Short Term let Licence	<input type="checkbox"/>	
Planning Certificate	<input type="checkbox"/>	<i>only required if outline planning permission only was submitted with the provisional licence application</i>
Building Standards Certificate	<input type="checkbox"/>	
Layout Plan of the premises	<input type="checkbox"/>	
Completed a Legionella assessment	<input type="checkbox"/>	
Current Public Liability Insurance certificate	<input type="checkbox"/>	
Current Buildings Insurance cet	<input type="checkbox"/>	
Current Electrical Installation Condition Report	<input type="checkbox"/>	
Annual Portable Appliance Test Certificate (PAT)	<input type="checkbox"/>	
Annual Gas Certificate <i>(for properties with a gas supply)</i>	<input type="checkbox"/>	<input type="checkbox"/> No gas supply in property
Completed Fire Safety Checklist - attached	<input type="checkbox"/>	

PART 5 – APPLICANTS DECLARATION

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

I/We confirm that, where relevant, the property is ready for inspection if required

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 (*Select appropriate*)

Date

Print Name:

PART 6 - 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	