

Short-term lets licence application form – checklist

What type of short-term let licence do you require?

- Home sharing
- Home letting
- Home sharing & home letting
- Secondary letting

Are you applying as an individual or corporate entity? (e.g. company, partnership, trust or charity)

Provide/corporate contact details:

- Name of company or partnership
- Contact first name(s)
- Contact last name
- Contact previous name
- Contact Date of Birth
- Contact Place of Birth
- Position in company
- Email address
- Telephone number
- Company registration number

Are you the sole owner of the property you are applying for a licence for?

Provide details of other owners

- Name
- Previous Name
- Date of Birth
- Place of Birth
- Address if different to applicant

Is the correspondence address the same as the property address you are making the application for?

Property Details

Maximum household occupants

Maximum number of guests

Proposed maximum number of occupants

Total number of bedrooms

Number of combined lettable rooms within premises

Type of units: Describe the type of units you intend to let:

- Cottage
- Lodge
- Out house
- Room(s)
- Self contained unit
- Yurt
- Other

Description of property -

give us a fuller description of the accommodation e.g. 1 double bedroom or 3 units with B&B or 15 pods or 2 cottages with 2 double bedrooms within a farm. Please refer to our FAQs sheet, on our website, for examples of multiple accommodation and licence requirements

Number of nights the property will be occupied by a short term let for the duration of this licence

24 hour emergency contact name and number

Will you be serving food as part of the let?

Will you be selling alcohol as part of the let?

Will the applicant be responsible for the day-to-day management of the property? (please tick)

Is the person responsible for the day-to-day management a company or individual?

List all details of any persons responsible for management of the property;

Have the premises been let as a short term let business prior to 1st October 2022?

Have you applied for a short term let licence previously?

If yes

- Previous licence start date
- Previous licence end date

Has anyone named in the application been refused a similar licence in the UK in the past 3 years?

If yes: Provide details of refused licence

Has anyone named in this application ever been convicted of any crime or offence?

If yes: Provide details of crime or offence

Has anyone named in this application ever been served with an ASBO (Anti Social Behaviour Order)?

If yes: Provide details of the ASBO

Has anyone named in this application ever been served with an ASBN (Anti Social Behaviour Notice)?

If yes: Provide details of the ASBN

The following documents are required to complete your application – please ensure you enclose all documents in order to process your application.

- Copy of gas safety certificate
- Copy of Electrical Installation and Condition Report (EICR)
- Copy of Energy Performance Certificate
- Photographic evidence of fire and carbon monoxide detection installation
- Legionella risk assessment for hot tub, spa pool or similar
- Copy of Portable Appliance Testing Report
- Certificate of compliance with Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017(b)
- Copy of Legionella Risk Assessment Copy of public liability insurance
- SFRS fire checklist