

## 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

<i>Answer questions 1 and 2 followed by either question 3 or question 4 and all other questions</i>			
<p><b>1. (a) Type of Licence required:</b></p> <p>(Definition of Licence types are defined within the guidance notes).</p> <p>An application is required for each separately bookable unit (unless you are applying for unconventional secondary lets)</p> <p>Please tick.</p>	<b>Secondary Let Licence</b>	<input type="checkbox"/>	
	<b>Home Let Licence</b>	<input type="checkbox"/>	
	<b>Home Share Licence</b>	<input type="checkbox"/>	
	<b>Home Let &amp; Home Share Licence</b>	<input type="checkbox"/>	
<b>(b) Are you an existing host (applying for a renewal licence) or a new host?</b>	<b>Existing</b> <input type="checkbox"/> <b>New</b> <input type="checkbox"/>		
<b>2. Name (if any) and address of premises for which a licence is required</b> (hereinafter called "the premises"). For premises with multiple units (e.g., yurts or lodges) please advise on each unit (use a separate sheet if required) and supply a site plan.	Post Code:		
<b>3. TO BE COMPLETED IF THE APPLICANT IS AN INDIVIDUAL (if a company please go to Q4)</b>			
<b>a) Full Name (block letters)</b> <i>(NB: The applicant must be the owner of the building and details of all owners must be provided)</i>	Surname	Christian Name(s)	
	1.		
	2.		
<b>b) Home Address</b>	Post Code:		
<b>c) Email address(s)</b>			
<b>d) Telephone Numbers / Mobile</b>			
<b>e) Age, Date &amp; Place of Birth</b>	Age	Date of Birth	Place of Birth
	1.		
	2.		

<p>f) Is applicant to carry out day to day supervision of the Premises to be licensed?</p> <p>If no, do you employ a manager or agent? Give full name &amp; address, date of birth and place of birth of any manager or agent.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Agent Telephone Number / Email</p>	
<p><b>4. TO BE COMPLETED IF APPLICANT IS A COMPANY OR PARTNERSHIP</b></p>	
<p>a) Full Name of Company or Partnership</p>	
<p>b) Address of Principal or Registered Office</p>	
<p>c) Telephone Number</p>	
<p>d) Email address</p>	
<p>e) Full names, addresses, dates &amp; places of birth of company directors, partners or other persons responsible for management of <b>the company</b> (use separate sheet if required)</p>	
<p>f) Full name, address, place and date of birth of the director or employee responsible for the day-to-day supervision of <b>the premises</b> to be licensed</p>	

5. Type of Property		
Please select the type of property:	Detached House <input type="checkbox"/> Semi-detached house <input type="checkbox"/> Terraced House <input type="checkbox"/> Flat <input type="checkbox"/> Unconventional accommodation <input type="checkbox"/> (Please specify)	Details:
6. Location of Property / Water Supply		
If the property is located in a rural setting a location plan must be submitted along with this application.		
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"/>	
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      Toilets
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?		

<b>9. What Catering Arrangements are provided to guests?</b> a) Bed and Breakfast accommodation b) Full Board accommodation c) Self Catering accommodation with kitchen for guest use d) No catering facility	<i>select one option below</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>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)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>11.</b> <b>(a)</b> Has the applicant or any person named in section 3 or 4 above previously held or currently hold a Short-Term Let Licence? If YES: - (i) Which Council granted the Licence? (ii) What was the licence number, date of grant and date of expiry? <b>(b)</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? If YES: - (i) Which Council refused, suspended or revoked the Licence? (ii) When was the Licence refused, suspended or revoked? <b>(c)</b> 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? If YES: - (i) Which Council refused, suspended or revoked the Registration? (ii) When was the Registration refused, suspended or revoked? <b>(d)</b> 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? If YES: - (i) Which Council refused, suspended or revoked the Licence? (ii) When was the Licence refused, suspended or revoked?	YES / NO (i) (ii) YES / NO (i) (ii) YES / NO (i) (ii) YES / NO (i) (ii)	

<b>12. Are any of the following facilities available to the guests or included as part of the accommodation booking?</b>	<i>Please tick where appropriate</i>
(a) Hot tub	a) <input type="checkbox"/>
(b) Swimming pool	b) <input type="checkbox"/>
(c) Sauna	c) <input type="checkbox"/>
(d) Sun Bed	d) <input type="checkbox"/>
(e) Sports equipment such as Bicycles; watercraft; skis/snowboards	e) <input type="checkbox"/>
(f) Outdoor play equipment	f) <input type="checkbox"/>
(g) Internal / external LPG or solid fuel appliances such as BBQ; woodburning stove; patio heater	g) <input type="checkbox"/>

## 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, the Public Notice (STL/2) complying with the requirements of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982. The notice must be displayed so that it can be conveniently read externally by members of the public. Once the 21-day period has expired, I/We will produce to the Council a Certificate of Compliance (STL/3) together with a copy of the Notice (see [B] of the Appendix on page 8).

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:


\*Delete as inapplicable

Please complete, date and sign the 'display of public notice' declaration above.

## 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 read the attached Privacy Notice relating to GDPR before dating and signing your application above.

## APPLICATION FORM DECLARATION

I/We declare that I/We have read the terms of this application form, any related guidance and Licensing Conditions.

I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

Date:

Signature of  
Applicant / Agent:

Address of Agent (if any)

Position of Applicant in the Company or other  
Organisation if not otherwise stated:

***Failure to give the above consents (by signing on pages 6 and 7) 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](mailto: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 (£2m) and that cover remains in place for the duration of the Licence. If requested, the Licence holder(s) will be required to exhibit evidence that the Policy is still in force. Unless these items are produced no Licence can be issued.

### [B] Display of Notice

It is a requirement that a public notice (form STL2) must be displayed at the property, from the date the application is submitted, confirming the address of the premises and stating that an application for a Short-Term Let Licence has been made to the Council. The notice will disclose the applicant's full name and address and provide details to members of the public on how to make an objection. 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. After 21 days, the Notice together with the Certificate of Compliance (Form STL3) must be sent to the council. If during the 21day display period the Notice was removed, covered or defaced 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. Both the Notice (STL2) and the Compliance Certificate (STL3) are available to download and print from the Council STL website.

### [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 the conversion to an STL or the siting of such unconventional units. In relation to Home Share premises, planning permission for change of use may be required, depending on the number of rooms being used and the operational period. If you are unsure if planning permission would be required, Applicants should 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 who will take appropriate action directly with the host.



When completed, this form should be lodged with: [STL@aberdeenshire.gov.uk](mailto:STL@aberdeenshire.gov.uk)

or posted to -  
**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 dated and signed and submitted along with the necessary documents, as stated below –

<b>Checklist</b> <b>Please enclose the following: -</b>		
Application Form		
Electrical Installation Condition Report (EICR) – all pages to be submitted		
Portable Appliance Test Certificate (PAT) – all pages to be submitted along with Register of Appliances (if provided to you by your contractor)		
Gas Certificate (if applicable)		
Energy Performance Certificate (EPC) (conventional secondary lets only)		
Building Insurance and Public Liability / Property owners' liability Insurance		
Location and/or site plan for rural premises with multiple units (unconventional secondary lets)		
Dimensions of the rooms being used for sleeping purposes		
Scottish Fire & Rescue Service Checklist (SFRS) (this will be passed to the fire service)		
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	Yes / No	Receipt No:  Date Paid:
Public Notice to be displayed for 21 days starting on the date this application is signed and submitted (template on our website form STL2) see appendix B above.	Yes / No	<b>After the 21-day display period has ended, return the public notice STL2 along with the Compliance Certificate STL3. (template on our website form STL3) Do not return either forms with this application.</b>