

## Short Term Lets

### Application for Licence

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, 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](http://www.edinburgh.gov.uk)

**PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM**

**ALL QUESTIONS MUST BE ANSWERED**

**IF YOU HAVE NOTHING TO RECORD, YOU MUST STATE “NOT APPLICABLE” OR “NONE”**

PART 1 - LICENCE APPLIED FOR	
<b>Application Type:</b> please tick ✓	
Initial licence <input type="checkbox"/>	Renewal licence* <input type="checkbox"/> *Current licence no:
Variation of an existing licence <input type="checkbox"/>	<i>please provide the reasons for varying an existing Short Term Let licence below</i>
Temporary licence <input type="checkbox"/>	<i>a temporary licence can last for a period of up to 6 weeks only. no public notice (site notice) form is required for a temporary licence</i>
Date temporary licence required	from: until:
Temporary Exemption <input type="checkbox"/>	<i>a temporary exemption can be granted for continuous 6-week period or <b>a maximum of 6 weeks in any period 12 month</b></i>
Exemption required for: <b>please tick ✓</b>	
during Edinburgh Festival Fringe and Edinburgh International Festival <input type="checkbox"/>	
during Edinburgh’s Christmas & Hogmanay Festive Period <input type="checkbox"/>	

major sporting event	<input type="checkbox"/>	Event name:	
major international event	<input type="checkbox"/>	Event name:	
Date temporary exemption required – <i>please list all dates</i>			
	from:	until:	
	from:	until:	
	from:	until:	
	from:	until:	
	from:	until:	
	from:	until:	
<b>Type of Lettings(s):</b> 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>	
<b>Do you have any other Short Term Let Licences?</b>			
	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes* – <i>please provide details below</i>		
Current Licence No/s:		Expiry date/s*	
<b>Do you have a current House in Multiple Occupation (HMO) Licence for the property?</b>			
	<input type="checkbox"/> No		
	<input type="checkbox"/> Yes* - <i>please provide details below</i>		
Current licence number/s		Expiry date/s	
Applicants Landlord Registration No – <i>(if applicable)</i> :			

**PART 2 - PROPERTY DETAILS – state the type of premises to which the application relates****Type:** please tick ✓Detached home ☐ Semi-detached home ☐ Terraced home ☐ Guest House ☐Bed and Breakfast ☐ Unconventional dwelling ☐Flatted dwelling\* ☐ *\*Please indicate whether: Basement/ Ground/ 1<sup>st</sup>/ 2<sup>nd</sup>/ 3<sup>rd</sup>/ top floor*

Property name			
Address (Please include flat number e.g., 1F2 where appropriate)			
Postcode			
EPC Rating			
Do you own the property?			
	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No* See note below		
*If you answered 'No' above, do you have permission from the legal owner to operate the premises as a short term let?			
	<input type="checkbox"/> Yes You must provide written consent from the owner/s allowing you to operate as a short term let		
	<input type="checkbox"/> No We are unable to accept an application without the property owners written consent		
<b>Please provide the property owner/s details below – all owners must be named</b>			
First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
<b>Please provide details of any further owners on a separate sheet</b>			
Do you have planning permission to operate the premises as a Short Term Let – <i>If you are applying for a secondary letting licence, you must complete this section.</i>			
	<input type="checkbox"/> Yes <input type="checkbox"/> N/A – my application is not for Secondary letting		
	Planning permission ref no:		
	Certificate of Lawfulness ref no:		
	date permission granted:		
	<input type="checkbox"/> No* See note below		
*If you answered 'No' above, have you recently applied for planning permission?			
	<input type="checkbox"/> Yes		
	Date application submitted:		
	Planning application ref no:		
	<input type="checkbox"/> No* – If you do not think planning permission is required please provide details below		
<i>*Please provide details of why you consider that planning permission is not required</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	
Min period of occupancy for an individual let - days			
Max period of occupancy for an individual let - days			

**PART 3 – APPLICANT DETAILS** - to be completed if the licence is to be held by an individual

First name(s)			
Surname			
Maiden/previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
<b>Please provide all previous addresses lived at for the last 5 years – please enter N/A in each field if not applicable</b>			
Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	
Home address			

Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	

**PART 4 - TO BE COMPLETED IF THE APPLICANT IS NOT AN INDIVIDUAL – i.e., Company, Partnership or Charity**

*note: When the licence is to be held in the name of a company or partnership a day-to-day manager must be identified, documentary proof of the existence of the Partnership must also accompany the application form.*

**please tick ✓:**

Charity ☐ Please provide your charity number below

Charity number

Limited Company ☐ Please provide your company number below

Company number

Partnership ☐ copy of the partnership agreement must accompany this application

Name	
Registered or Principal Office Address	
Postcode	
Contact phone no	
Contact email address	

Please provide details of all Directors/Partners/Trustees			
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First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
contact email address			
First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	

Home address	
Postcode	
Contact phone no	
contact email address	
<b>Please provide details of any further directors/partners/trustees on a separate sheet</b>	

<b>PART 5 – DAY TO DAY MANAGER</b> – please provide details of anyone appointed to manage the property on a day-to-day basis. (this person will also be named on the licence document)			
First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

<b>PART 6 – CONVICTIONS</b>				
<p>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.</p> <p><b>NOTE - If you have no convictions, you must write "NONE"</b></p>				
Name	Date	Court	Offence	Sentence
<b>*Continue on a separate sheet if necessary</b>				



## PART 7 – APPLICANTS DECLARATION

I/We hereby make application for a 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>(delete as 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 SHORT-TERM LETS LICENCE

The Civic Government (Scotland) Act 1982(Licensing of Short-term Lets) Order 2022

☐ New application

☐ Renewal application

Applicant	
Applicant's Address	
Postcode	

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

Short-term lets premises address (If different from above)	
Type of licence applied for (Please tick ✓)	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 (If different from applicant)	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: **The Licensing Section at**  
[licensing@edinburgh.gov.uk](mailto: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

## SHORT-TERM LETS LICENCE – CONFIRMATION OF DISPLAY OF PUBLIC NOTICE

The Civic Government (Scotland) Act 1982(Licensing of Short-term Lets)  
Order 2022

<b>CONFIRMATION OF DISPLAY OF NOTICE</b>			
<b>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</b>			
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	