

**THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (LICENSING OF SHORT-TERM LETS) ORDER 2022 AS AMENDED**

**APPLICATION FOR A PROVISIONAL SHORT-TERM LET LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING THE FORM

**A. APPLICANT DETAILS**

Tick one box only: Individual [ ]  Corporate Entity [ ]

**A.1 Individual Details**

Full Name …………………………………………………………………………………………

Home Address …………………………………………………………………………………………

Post Code ………………………………………………………………………………………..

Telephone Number ………………………………………. Mobile…………………………………….

*If you have lived at this address for less than five years, you must provide previous addresses to cover this period here. If you need more space, use the additional information sheets provided.*

Email ………………………………………………………………………………………..

Date of birth ………………………………… Age …………………………………………..

Place of birth ……………………………………………………………………………………….

Are you a registered landlord? YES/NO

If yes, please provide your landlord registration number ……………………………………….

Do you hold a House In Multiple Occupation Licence? YES/NO

If yes, please provide your licence reference number ……………………………………….

**A.2 Corporate Entity**

Full Name of Person completing the application ……………………………………………………

Full Name of Corporate Entity ……………………………………………………………..

Address of Registered or Principal Office ……………………………………………………………..

 ……………………………………………………………..

Post Code ……………………………………………………………..

Telephone Number ……………………………………………………………..

Email ……………………………………………………………..

**Full details of all Directors, Partners or other persons responsible for management of the entity** (continue on the additional information sheet if necessary)

Full Name …………………………………..

Home Address ……………………………….. …………………………………..

Postcode …………………………………..

Telephone Number …………………………..

Mobile …………………………………..

Email …………………………………..

Date of Birth …………………………………..

Age …………………………………..

Place of Birth …………………………………..

Full Name ………………………………….

Home Address ………………………………..

 ………………………………….

Postcode ……………………………………….

Telephone Number ………………………….

Mobile ……………………………………………

Email …………………………………………….

Date of Birth …………………………………..

Age …………………………………………….

Place of Birth …………………………………

Full Name …………………………………..

Home Address …………………………………..

Postcode …………………………………..

Telephone Number …………………………………..

Mobile …………………………………..

Email …………………………………..

Date of Birth …………………………………..

Age …………………………………..

Place of Birth …………………………………..

**A.3 Joint Applicants**

Tick one box only: Individual [ ]  Corporate Entity [ ]

**A.3.1 Individual Details**

Full Name …………………………………………………………………………………………………….

Home Address …………………………………………………………………………………………………

Post Code …………………………………………………………………………………………………….

Telephone Number ………………………………… Mobile …………………………………………

*If joint applicant has lived at this address for less than five years, you must provide previous addresses to cover this period here. If you need more space, use the additional information sheets provided.*

Email ……………………………………………………………………………………………………………..

Date of Birth ………………………………………… Age …………………………………………………..

Place of Birth …………………………………………………………………………………………………….

Is the joint applicant a registered landlord? YES/NO

If yes, please provide the landlord registration number ………………………………………….

Does the joint applicant hold a House In Multiple Occupation Licence? YES/NO

If yes, please provide the licence reference number ………………………………………….

**A.3.2 Corporate Entity**

Full Name of Corporate Entity ………………………………………………………………………

Address of Registered or Principal Office ………………………………………………………………

 ………………………………………………………………………

Post Code …………………………………………………………………………………………………….

Telephone Number …………………………………………………………………………………………..

Email …………………………………………………………………………………………………….

**Full details of all Directors, Partners or other persons responsible for management of the entity** (continue on the additional information sheet if necessary)

Full Name …………………………………………………………………………………………………….

Home Address …………………………………………………………………………………………………

 …………………………………………………………………………………………………….

Postcode …………………………………………………………………………………………………….

Telephone Number ……………………………….. Mobile ………………………………………….

Email …………………………………………………………………………………………………….

Date of Birth ……………………………….. Age ………………………………..

Place of Birth ………………………………..

Full Name …………………………………………………………………………………………………….

Home Address …………………………………………………………………………………………………

 …………………………………………………………………………………………………….

Postcode …………………………………………………………………………………………………….

Telephone Number ……………………………….. Mobile ………………………………………….

Email …………………………………………………………………………………………………….

Date of Birth ……………………………….. Age ………………………………..

Place of Birth ………………………………..

**B. DAY TO DAY MANAGEMENT OF THE PREMISES**

Is the applicant/joint applicant the person who will carry out the day-to-day management of the premises? YES/NO

If no, provide full details for the agent/day-to-day manager who will be responsible for the day-to-day management of the premises:-

Full Name …………………………………………………………………………………………

Home Address …………………………………………………………………………………………

 …………………………………………………………………………………………

 …………………………………………………………………………………………

Post Code …………………………………………………………………………………………

*If the agent/day to day manager has lived at this address for less than five years, provide previous addresses to cover this period here. If you need more space use the additional information sheets provided.*

Telephone Number ……………………………………… Mobile……………………………………..

Email ………………………………………………………...

Date of Birth ……………………………………………… Age ………………………………………..

Place of Birth ………………………………………………

**C. OWNERSHIP OF THE PREMISES**

Do you/joint applicants own the land on which the premises are/will be located that you are seeking a licence for? YES/NO

If yes, do you/joint applicants share ownership? YES/NO

*If you/joint applicants do not own/are not the sole owner(s) of the premises/land on which the premises are/will be located, please provide the full name and address of each owner/each other owner, below. If you need more space, use the additional information sheets provided*.

If you do not own or are not the sole owner of the premises/land on which the premises are/will be located, do you have the permission of the owner(s), each other owner(s) or, person authorised to act on behalf of the owner(s)? YES/NO

Have you included a consent declaration from each owner(s)/each other owner(s) or, person authorised to act on behalf of the owner(s) with this application? YES/NO

**D. PREVIOUS/OTHER SHORT-TERM LET LICENCE DETAILS**

Have you or anyone else named on this application held a

short-term let licence? YES/NO

If yes, please provide the licensee’s full name, name of the licensing authority who granted the licence and the type of short-term let licence held here:-

Have you or anyone else named on this application ever

been refused a licence? YES/NO

If yes, please provide the individual’s full name, name of the licensing authority who refused the licence and the type of licence refused here:-

**E. PREMISES**

Please indicate the proposed short-term letting type you will offer at the premises by ticking the relevant box

Secondary Letting [ ]

Home Letting [ ]

Home Sharing [ ]

Home Letting and Home Sharing [ ]

Please detail the full address of the premises including post code here:-

Please confirm the Moray Council Ward where the premises are located by ticking the relevant box below:-

Ward 1 Speyside Glenlivet [ ]

Ward 2 Keith and Cullen [ ]

Ward 3 Buckie [ ]

Ward 4 Fochabers Lhanbryde [ ]

Ward 5 Heldon and Laich [ ]

Ward 6 Elgin City North [ ]

Ward 7 Elgin City South [ ]

Ward 8 Forres [ ]

Is the premises located within a National Park? YES/NO

If yes, please confirm the National Park where the premises are located by ticking the relevant box.

Cairngorms National Park [ ]

Loch Lomond and Trossachs National Park [ ]

**E.1 Description of the Premises**

Please give a general description of the proposed premises (e.g. bungalow, flat, unconventional dwelling, specify number of floors etc) and **enclose a detailed floor/layout plan**.

**E.1.1 Rooms**

Total number of habitable rooms (include kitchen) ………………………………………….

Total number of letting bedrooms ………………………………………….

Total number of beds available for use by guests ………………………………………….

Total number of public rooms available for use by guests

i.e. lounge/dining room etc. ………………………………………….

Total number of rooms used for owner/manger’s

private accommodation ………………………………………….

**E.1.2 Catering**

Please indicate what accommodation you will offer by ticking all that apply:-

Self-Catering [ ]

Bed Only [ ]

Bed & Breakfast [ ]

Full Board [ ]

**F. OCCUPANCY AND AVAILABILITY**

Total number of guests you would like to accommodate at

any one time in the premises ………………………………..

Total number of adult guests you would like to accommodate at

any one time in the premises ………………………………..

Total number of small children (aged under 10) guests you

would like to accommodate at any one time in the premises ………………………………..

*If proposed home sharing/home letting or home sharing and home letting licence types*:-

Total number of owner(s) family or family of person(s) managing

the premises and guests at one time ………………………………..

Is the accommodation used by the owner(s) family or family of person(s) managing the premises entirely separate from the other guests accommodation? YES/NO

How often do you intend to make the premises available to guests? Please tick the box that applies.

Less than 3 months per year [ ]  3 to 6 months per year [ ]

6 to 9 months per year [ ]  All year round [ ]

Other – please describe here:-

**G. CRIMINAL CONVICTIONS**

Have you, or any other person named in this application, ever been convicted or any crime or offence? YES/NO

If yes, please provide details here:-

*You must provide details above of all relevant convictions (including road traffic offences) recorded against you or any other person named in this application.*

**H. RESIDENCE OUTSIDE THE UK**

Since being born have you, or anyone named in this application, lived outside the UK for a continuous period of 12 months or more? YES/NO

If you have answered yes, please provide details of all the countries in which you, or anyone named in this application, have lived. Please continue on the additional information sheet if required.

Country of Residence………………………………From ............................To………………….

Country of Residence………………………………From ............................To………………….

Country of Residence………………………………From ............................To………………….

Country of Residence………………………………From ............................To………………….

*For each country you, or anyone named in this application, have lived in the last 10 years you are required to provide a Criminal Record Check. Please see the Guidance Notes for further information about the documentation you must provide.*

**I. DECLARATION**

**I declare that I shall, for a period of 21 days, display at or near the premises mentioned in Section E so that it can be conveniently read by the public, a notice complying with the requirements of Paragraph 2(2) of the Civic Government (Scotland) Act 1982.** *The Licensing Team will send you a form for this purpose and you must submit a Certificate of Compliance to the Council at the end of the notice period.*

Signature of applicant ………………………. Date……………………………

Signature of joint applicant ……………………………. Date ……………………………………….

Or

Signature of Agent on behalf of Applicant(s) ………………………… Date………………………

Agents Address ……………………………………………………

**I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant of a provisional short-term let licence.**

Signature of applicant ………………………………………. Date…………………………….

Signature of joint applicant ………………………………….. Date…………………………………….

Or

Signature of Agent on behalf of applicant (s)………………………………….. Date………………………

Agents Address …………………………………………..

**NB. It is an offence for any person to make any statement which they know to be false in this application or in connection with the making of this application**

**Checklist**

**I have enclosed the following documents with this application – please tick all that apply. You must enclose all mandatory documents.**

|  |  |
| --- | --- |
| **Mandatory Documents** | **If Relevant Documents**  |
| Floor/layout plan  |  | Owner(s) consent declaration  |  |
| Planning Certificate  |  |  |  |
| Fee of £200\* |  |  |  |

***\* Please note separate, additional fees are payable to the Planning Service for the relevant Planning Certificate.***

**Data Protection** - Moray Council is the Data Controller for this process. Please see our [Privacy Notice](http://www.moray.gov.uk/downloads/file144635.pdf) for information about how and why the personal information provided on this form will be used to process an application for a short-term lets licence.

**ADDITIONAL INFORMATION SHEET**