

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

**APPLICATION FOR**

**CONFIRMATION OF A PROVISIONAL SHORT-TERM LET LICENCE**

PLEASE READ THE GUIDANCE NOTES SUPPIED BEFORE COMPLETING THIS FORM

**A. PROVISIONAL SHORT-TERM LET LICENCE DETAILS**

Council Reference Number: ……………………………………………………………………….

Current Licence Number: ……………………………………………………………………….

Premises Address: ……………………………………………………………………….

……………………………………………………………………….

I have enclosed the provisional short-term let licence with

this application YES/NO

If no, you must provide reasons for failing to do so. Please set out your reasons here:-

**B. APPLICANT INFORMATION**

Has any applicant information changed since the date the provisional

short-term let licence was issued? YES/NO

If yes, please give full details of all changes here:

**C. PLANNING CERTIFICATE**

I have enclosed the relevant planning certificate with this application YES/NO

If no, you must set out your reasons here:

**D. BUILDING STANDARDS CERTIFICATE**

I have enclosed the relevant building standards certificate with this application YES/NO

If no, you must set out your reasons here:

**E. PREMISES**

Were the premises built to the specification

(as set out in the provisional STL licence) YES/NO

If no, detail any changes here:

**E.1 General Safety and Standards**

**E.1.1 Fire Safety**

Does the premises have satisfactory equipment installed for detecting and giving warning of fire, suspected fire, and the presence of carbon monoxide? YES/NO

Do all upholstered furniture and furnishings intended for guest use or to which

guests are permitted to have access to comply with the Furniture and Furnishings

(Fire Safety) Regulations 1988? YES/NO

If yes, do you have records to demonstrate compliance with the Furniture and Furnishings (Fire Safety) Regulations 1988? YES/NO

Have you completed the Scottish Fire and Rescue Service’s fire safety

checklist? YES/NO

*You must enclose a copy of the completed checklist with this application.*

**E.1.2 Gas Safety**

Does the premises have a gas supply? YES/NO

*If yes, you must enclose a copy of the most recent Gas Safety Certificate for the premises with this application.*

**E.1.3 Electrical Safety**

Do guests have access to electrical fittings within the premises? YES/NO

*If yes, you must enclose a copy of the most recent Electrical Installation Condition Report on fixed installations with this application.*

Do guests have access to electrical moveable appliances within the premises? YES/NO

*If yes, you must enclose a copy of the most recent Portable Appliance Testing Report on moveable appliances with this application.*

**E.1.4 Water Safety**

Have you completed a legionella risk assessment for the premises? YES/NO

*You must enclose a copy of the risk assessment carried out with this application*.

Does the premises have a private water supply? YES/NO

If yes, have you complied with the requirements set out in the Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017? YES/NO

**E.1.5 Safety & Repair Standards**

Have you taken all reasonable steps to ensure the premises are safe for residential use? YES/NO

Are the premises a dwellinghouse? YES/NO

If yes, do the premises meet the repairing standard? YES/NO

**E.1.6 Energy Performance Certificate (EPC)**

Does the premises have an EPC issued within the last 10 years? YES/NO

*If yes, enclose a copy of the EPC with this application and please tick the box indicating the EPC Rating for the premises:-*

A  B  C  D  E  F  G

**F. INSURANCE**

*Specify the buildings insurance in force, including details of insurance company and amount of cover. Enclose a valid Buildings Insurance Certificate or other proof of insurance cover with this application.*

*Specify the public liability insurance in force, including details of insurance company and amount of cover. Please note, valid public liability insurance for not less than £5 million should be in place for the duration of each short-term let. Enclose a valid Public Liability Insurance Certificate or other proof of insurance cover with this application.*

**G. DECLARATION**

**I declare that I have met the mandatory licence conditions set out in the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 as amended**

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

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

Or

Signature of Agent on behalf of the 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 confirmation of a provisional short-term let licence.**

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

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

Or

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

Date …………………………………………………..

Agents Address ………………………………………………………………………………………. ……………………………………………………………………………………….

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

**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.

**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 to Premises Documents** | |
| Provisional Short-term Let Licence |  | Gas Safety Certificate |  |
| Planning Certificate |  | Electrical Installation Condition Report |  |
| Building Standards Certificate |  | Portable Appliance Testing Report |  |
| Scottish Fire and Rescue Service Checklist |  |  |  |
| Legionella Risk Assessment |  |  |  |
| Buildings Insurance Certificate |  |  |  |
| Public Liability Insurance Certificate |  |  |  |
| Fee of £295**\*** |  |  |  |

***\*Please note, separate, additional fees are payable to the Planning and Building Standards Services for the relevant Certificates.***

**ADDITIONAL INFORMATION SHEET**