

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

**APPLICATION FOR TRANSFER OF A SHORT-TERM LET LICENCE**

**PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING THE FORM**

**A. LICENCE DETAILS**

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

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

Licensed Premises Address: ……………………………………………………………………

I have enclosed my 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**

*Please note, only the current licence holder(s) (or person authorised to act on behalf of the licence holder(s)) can make an application to transfer the licence.*

Are you the current licence holder? YES/NO

If no, please tell us why you are making this application here:-

Please provide the licence holder(s) full name(s) and address(es) including post code(s) here:-

*Each licence holder or person authorised to act on behalf of each licence holder must consent to the transfer of the licence to the transferee.*

Have you included a consent declaration from each other joint licence holder or person authorised to act on behalf of the joint licence holder with this application? YES/NO

**C. OWNERSHIP OF THE PREMISES**

Does the licence holder/joint licence holder own the licensed premises? YES/NO

If yes, does the licence holder/joint licence holder share ownership? YES/NO

If the licence holder/joint licence holder does not own, or is not the sole owner of the premises, please provide the full name and address of each owner here:-

*Each owner/other owner or person authorised to act on behalf of the owner(s) must consent to the transfer of the licence to the transferee.*

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

**D. TRANSFEREE DETAILS (person who the licence is to be transferred to)**

Tick one box only: Individual  Corporate Entity

**D.1 Individual Details**

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

Address ………………………………………………………………………………..

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

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

If the transferee has lived at this address for less than five years, you must provide previous addresses to cover this period here:-

Email ……………………………………………………………………

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

Place of Birth ………………………………………………..

Is the transferee a Registered Landlord? YES/NO

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

**D.2 Corporate Entity**

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

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

Postcode ………………………………………………………….

Tel 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 …………………………………………………………..

Tel No ……………………………………………………… Mobile ……………………………………………………….

Email ………………………………………………………………..

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

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

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

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

Postcode ………………………………………………………………………………

Tel No ………………………………………………….. Mobile ……………………………………………………..

Email ………………………………………………………………….

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

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

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

Home Address …………………………………………………………..

Postcode …………………………………………………………..

Tel No …………………………………………………….. Mobile ………………………………………………………

Email ……………………………………………………..

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

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

**D.3 JOINT TRANSFEREES**

Individual  Corporate Entity

**D.3.1 Individual Details**

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

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

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

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

If the joint transferee has lived at this address for less than five years, you must provide previous addresses below to cover this period here:-

Email …………………………………………………………………………

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

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

Is the joint transferee a Registered Landlord? …………………………………………………….

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

**D.3.2 Corporate Entity**

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

Address of the 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 ………………………………………………………..

Tel No ………………………………………………… Mobile ………………………………………………………

Email …………………………………………………………………..

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

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

Full Name ……………………………………………………………….

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

Postcode ………………………………………………………..

Tel No ………………………………………………. Mobile …………………………………………………………..

Email …………………………………………………………..

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

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

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

Does the transferee(s) intend to carry out the day to day management of the premises? YES/NO

If no, provide the full details of the agent/day to day manager who will be responsible for 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, you must provide previous addresses below to cover this period here:-

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

Email …………………………………………………

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

Place of Birth ……………………………………………………..

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

Has the transferee(s) or anyone named in Section E above 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:-

Has the transferee(s) or anyone named in Section E ever been refused a licence before? YES/NO

If yes, please provide the name of the individual, name of licensing authority who refused the licence, the type of licence refused and the date of refusal here:-

**G. INSURANCE**

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

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 with the application a valid Insurance Certificate or other proof of insurance cover.**

**H. CRIMINAL CONVICTIONS**

Has the transferee(s), or any other person named at Section E above, ever been convicted

of any crime or offence? YES/NO

If yes, please provide details here:-

*Details of all relevant convictions (including road traffic offences) recorded against the transferee(s) or any other person named at Section D and E above must be provided.*

**I. RESIDENCE OUTSIDE THE UK**

Since being born has the transferee(s) or anyone named at Section E above, lived

outside the UK for a continuous period of 12 months or more? YES/NO

If you’ve answered Yes, please provide details of all the countries in which the transferee(s) or anyone named at Section E above have lived. Please continue on the additional information sheet if required.

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

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

For each Country the transferee(s), or anyone named at Section E above, have lived in the last 10 years, you are required to provide a Criminal Record Check. Please refer to the Guidance Notes for further details of the documentation you are required to provide.

**J. DECALRATION**

**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 the licence applied for.**

Signature of applicant ……………………………………………………………

Date …………………………………………………………..

or

Signature of Agent on behalf of the applicant ……………………………………………………………..

Date ……………………………………………………………

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

Signature of joint applicant ……………………………………………………………

Date …………………………………………………………….

Or

Signature of Agent on behalf of the joint applicant ………………………………………………………

**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**  ***Indicate which documents you have enclosed with the application below*** | |
| **Document** | **Enclosed (*please tick*)** |
| Short-term let licence |  |
| Joint licence holder consent to transfer (if relevant) |  |
| Owners consent to transfer (if relevant) |  |
| Certificate of Buildings Insurance |  |
| Certificate of Public Liability Insurance |  |

**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**