

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR TRANSFER OF A SHORT-TERM LET LICENCE

PART 1: EXISTING LICENCE

Licence reference _____

Licence holder _____

Licence expiry date _____

Address of licensed premises _____

_____ Postcode _____

PART 2: NEW APPLICANT

Are you applying as an individual or corporate entity?

Individual ☐ Corporate Entity ☐

If you are an individual

Title _____

Your full name _____

Date of birth _____

Place of birth _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Home address history for last 5 years, with no gaps or overlaps, starting with the most recent:

Addresses (last 5 years)	Postcode	Date from (mm/yy)	Date to (mm/yy)

Joint Owners

Is your property jointly owned? Yes ☐ No ☐

If you answered yes, please provide details for all joint owners.

Joint owner(s) (continue on a separate sheet if necessary):

Title _____

Full name _____

Date of birth _____

Place of birth _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Home address history for last 5 years, with no gaps or overlaps, starting with the most recent:

Addresses (last 5 years)	Postcode	Date from (mm/yy)	Date to (mm/yy)

Corporate entities

Corporate entities, please complete the relevant sections on the following pages.
Fill in if you are applying as a corporate entity (e.g. company, partnership, trust or charity)

Corporate entity name _____

Limited company number (if applicable) _____

First name and surname _____

Registered or principal office address _____

Tel. No. _____ Email address _____

Names and private addresses and dates and places of birth of its directors,
partners or other persons responsible for its management, including trustees in
the case of charities (continue on a separate sheet if necessary).

Full name	Personal address	Place of birth	Date of birth

PART 3: Agent(s) & Day to Day Manager(s)

Do you have or intend to appoint an agent or day-to day manager?

Yes ☐ No ☐

If you answered yes, please provide details for your agent(s) or day to day manager(s).

Trading Name and Nominated Individual _____

Address _____

_____ Postcode _____

Date of birth _____

Tel. No. _____ Email address _____

Addresses (last 5 years)	Postcode	Date from (mm/yy)	Date to (mm/yy)

PART 4: CONVICTIONS

Has anybody named on the application been convicted of any offence? Please include details of any unspent convictions in the table below:

NAME	DATE	COURT	OFFENCE	SENTENCE

PART 5: APPLICATION CHECKLIST

I have: (please tick to confirm (or enter N/A)	
Identified the owners and those involved in the day-to-day management of my premises	
Ensured that to the best of my knowledge all those named on my application are fit and proper persons	
Read and understood the mandatory conditions that will apply to my licence	
Read and understood the additional conditions that will apply to my licence	
Provided evidence of the change of ownership	

PART 6: DECLARATION

East Lothian Council, as licensing authority, will use information it holds about you to determine whether you are a fit and proper person to operate a short-term let. In addition, licensing authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a host, or to act for a host. They may also share and seek relevant information with Police Scotland and, if appropriate, other relevant authorities.

Anyone who gives false information on this form or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

I declare that the information given in this application is correct to the best of my knowledge.

Signed _____

Print name _____

Date _____

DATA PROTECTION ACT 2018

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information can be obtained from:

Data Protection Officer
Licensing, Administration and Democratic Services
John Muir House
Haddington
dpo@eastlothian.gov.uk