

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT OF A TEMPORARY SHORT-TERM LET LICENCE

PART 1: ABOUT YOU

Are you applying as an individual or corporate entity?

Individual

Business

Complete if an individual:

Title _____

Full name _____

Date of birth _____ Place of birth _____

Home Address _____

_____ Postcode _____

Tel. No. _____

Email address _____

Provide your home address history for the last 5 years:

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

Agent(s) & Day to Day Manager(s)

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

Yes No

If yes, please provide details:

Trading name / Nominated individual _____

Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Place of birth _____

Joint Ownership

Is your property jointly owned? Yes No

If yes, please provide details of all joint owners:

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

Full name	Date and place of birth	Addresses (last 5 years)	Email	Tel. No.

Individuals, please go to Part 2.

Business organisation

Organisation name _____

Limited company number (if applicable) _____

Named contact _____

Registered or principal office address _____

_____ Postcode _____

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 2: PREMISES DETAILS

Where you have a single premises with multiple accommodation units, please complete the Premises Details Supplementary form.

Premises Address _____

_____ Postcode _____

Unique Property Reference Number (if known) _____

EPC Rating* _____

** (if applicable – not required for home sharing or unconventional accommodation)*

Please select the type of premises:

- | | | | |
|------------------------------|--------------------------|---------------------|--------------------------|
| Detached House | <input type="checkbox"/> | Semi-detached house | <input type="checkbox"/> |
| Terraced House | <input type="checkbox"/> | Flat | <input type="checkbox"/> |
| Unconventional accommodation | <input type="checkbox"/> | | |

From the following options, please select the description that best describes your short-term let:

- | | | | |
|---------------|--------------------------|----------------------------|--------------------------|
| Self-catering | <input type="checkbox"/> | B&B | <input type="checkbox"/> |
| Guest house | <input type="checkbox"/> | Other form of home sharing | <input type="checkbox"/> |
| Home letting | <input type="checkbox"/> | | |

Specify the number of rooms within the premises used as:

Bedrooms _____ Bed/Sitting rooms _____

Bathrooms _____ Kitchens _____

Lounges _____

Other (please specify) _____

Specify the maximum number of guests _____
(excluding children under 2 years of age)

Number of off-street car parking spaces available _____

Date temporary licence required _____ to _____

A temporary licence can last for a period of up to 6 weeks only.

PART 3: CONVICTIONS

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

NAME	OFFENCE	COURT	DATE OF CONVICTION	SENTENCE

PART 4: APPLICATION CHECKLIST

I confirm the following documents / certificates are held and current	
Annual gas certificate (for premises with a gas supply)	Valid to:
Electrical Installation Condition Report	Valid to:
Portable Appliance Testing Report	Valid to:
Fire Risk Assessment	
Fire Service Safety Checklist	
Floor Plan	
Legionella Risk Assessment	
EPC Certificate (for premises which are dwellinghouses)	Valid to:
Public Liability Insurance	Valid to:
Proof of consent from owner (if applicable)	

I confirm I have: (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	
<p>Prepared information that will be available to guests at the premises including:</p> <p>(a) a certified copy of the licence and the licence conditions, (b) fire, gas and electrical safety information, (c) details of how to summon the assistance of emergency services, (d) a copy of the gas safety report, (e) a copy of the Electrical Installation Condition Report, and (f) a copy of the Portable Appliance Testing Report. (g) Instructions on action required in the event the carbon monoxide alarm(s) sound (h) Safety instruction as to the operation and movement of mobile gas cabinet heaters (where relevant)</p>	
Noted the requirement to display my licence number and EPC rating on listings for my premises	
Proof that furniture and furnishings/the furniture and furnishings guests have access to, comply with fire safety regulations	
Read and understood the mandatory conditions that will apply to my licence	
Read and understood the additional conditions that will apply to my licence	

PART 5: 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 provides 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 I have read and understood the mandatory conditions that apply to short-term let licenses and East Lothian Council's additional conditions.

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

Signed _____

Printed 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 identity of the Data Controller under the Data Protection Act 2018 ("the Act")

East Lothian Council, John Muir House, Haddington, EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The data will be processed in order for the 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 Police Scotland. It will also be shared with internal Council services.

The Council is under a duty to protect the public funds it administers, and to this end, may use the information you have provided 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, EH41 3HA

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