

Short Term Lets Licence Application Site Notice

Orkney Islands Council

Civic Government (Scotland) Act 1982

Notice is Hereby Given that application has been made on [insert date]

To Orkney Islands Council for a short-term lets licence for [insert type of licence from secondary letting, home letting, home sharing, or home letting and home sharing – delete as appropriate] in respect of premises at [insert address]:

.....
By [insert name and address of applicant]:

.....
And [insert name and address of day-to-day manager, if applicable]:

.....
Any objections and representations in relation to the application may be made to the Head of Legal and Governance, Council Offices, Kirkwall, KW15 1NY within 28 days of the above mentioned date.

Any objection or representation must be in writing; must specify the ground of the objection or the nature of the representation; must specify the name and address of the person making it; and must be signed by him/her or on his/her behalf. The Council is required to send a copy of any objection or representation to the applicant.

An objection or representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered within that period.

Where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain it if satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

A pro-forma form (preferred) and guidance for making Objections or Representations should be used. This is available from the Head of Legal and Governance and online via the Related Downloads link at <https://www.orkney.gov.uk/Service-Directory/L/short-term-lets.htm>.

Date: Signature:

Position (if employed by
company or
partnership):

To be displayed for a period of 21 days from the date referred to above at or near the premises referred to above so that it can conveniently be read by the public.