

# Licence for Short Term Lets – Application Form

## Orkney Islands Council

### Civic Government (Scotland) Act 1982

Applicants **must** read the accompanying Guidance for essential information before completing this form. Answer question 1 **or** 2 and **all** other questions, continuing on separate sheet(s) if necessary. Incomplete applications cannot be accepted for processing.

<b>1. To be completed if applicant is a person (not a company or other business entity).</b>			
1.1. Full name (Block capitals).	<b>Surname.</b>	<b>Forename(s).</b>	
1.2. Home address including post code.			
1.3. Telephone numbers (landlines for home and business and mobile).			
1.4. Email address.			
1.5. Age, date and place of birth.	<b>Age.</b>	<b>Date of Birth.</b>	<b>Place of Birth.</b>
1.6. National Insurance Number.			
1.7. Any other address held within the previous 5 years, including post code(s). Continue on separate sheets if necessary. If no other addresses, answer as "None".			
1.8. Is the applicant to carry out the day to day management of the business? If not, provide the following information for any employee or agent who will manage the business: <b>full name, address, date and place of birth, telephone numbers (landlines for home and business and mobile), email address, national insurance number and any other address held within the previous 5 years, including post code(s).</b> Continue on separate sheets if necessary.	<b>Yes / No.</b>		

<b>2. To be completed if applicant is a company or other business entity.</b>		
2.1. Full name of business (Block capitals).		
2.2. Address of principal or registered office of business, including post code.		
2.3. Telephone numbers for business (landline and mobile).		
2.4. Email address for business.		
2.5. <b>Full names, private addresses including post codes, dates and places of birth, telephone numbers (landlines for home and business and mobile), email addresses and national insurance numbers</b> of all directors, partners or other persons responsible for the management of the business. Continue on separate sheets if necessary.		
2.6. <b>Full name, address including post code, date and place of birth, telephone numbers (landlines for home and business and mobile), email address and national insurance number</b> of employee or agent to carry on day-to-day management of the business. Continue on a separate sheet if necessary.		
<b>Remaining questions must be completed by ALL applicants.</b>		
3. Name (if any) and Address of the premises, including post code, for which a licence is required.		
4. State the type of short-term let licence being applied for, being one of the 4 options shown:	Secondary letting	<b>Yes / No</b>
	Home letting	<b>Yes / No</b>
	Home sharing	<b>Yes / No</b>

	Home letting and home sharing	<b>Yes / No</b>	
5. Does the applicant own the premises? <b>If the applicant is not the sole owner, refer to the accompanying Guidance and provide the ownership information and declarations required.</b>	<b>Yes / No.</b>		
6. Provide a general description of the type of premises (for example, bungalow, flat (specify floor(s)) etc.).			
7. Specify the number of rooms within the premises provided for guests and used as:	Bedrooms:		
	Bed Sitting Rooms:		
	Bathrooms:		
	Kitchens:		
	Lounges:		
	Others (please specify):		
8. Specify the maximum number of guests allowed to reside in the premises (excluding children under 10 years old):			
9. Please confirm whether you were operating prior to 1 October 2022:	<b>Yes / No.</b>		
10. Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named on this application form ever been convicted of any crime or offence (continue on separate sheet(s) if necessary)? Please read the accompanying Guidance before completing this section. Regardless of whether the application is for a new licence or to renew a current licence, this question must be answered. <b>If any party, including any company or other business entity, named on this application form is stating that they have no convictions to declare, the names of the company or other business entity, as well as all individuals, must be printed below, followed by the answer "None". All names must be accounted for. The question cannot be left blank in relation to any party.</b>			
<b>Date.</b>	<b>Court.</b>	<b>Offence.</b>	<b>Sentence.</b>

11.1. Is the application for Grant or Renewal of licence? (Tick the relevant box).	<b>Grant of licence.</b>	
	<b>Renewal of licence.</b>	
11.2. What length of licence is being applied for? (Tick the relevant box).	<b>Three years.</b>	
	<b>Temporary for up to 6 weeks.</b>	
12.1. Have any persons named on this application form previously held or currently hold a Licence for Short Term Lets?	<b>Yes / No.</b>	
12.2. If yes, when was the licence granted?		
12.3. When did / does it expire?		
12.4. Which Authority granted the licence?		
12.5. Have any persons named on this application form ever applied for and been refused a Licence for Short Term Lets?	<b>Yes / No.</b>	
12.6. If yes, when did the refusal occur?		
12.7. Which Authority refused the licence?		
13. <b>Checklist:</b> I attach a completed Checklist (Annex E of the Council's Guidance) to show compliance with requirements.	<b>Yes</b>	

## Declarations by Applicant:

**A.** I/We declare that I/We shall, for a period of 21 days commencing from the date advised by the Council, display at or near the premises, so that it can conveniently be read by the public, a notice complying with the requirements of paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982.

**OR.**

**B.** I/We declare that I/We are unable to display a notice of this application at or near the premises because I/We have no rights of access or other rights enabling me/us to do so, but I/We have taken the following steps to acquire the necessary rights, namely: (specify steps taken) but have been unable to acquire those rights.

**Delete (A) or (B) as appropriate.** Where declaration (A) is made, there must be produced as soon as possible after the 21 days – and preferably within 25 days – a Certificate that the Applicant has displayed the Notice.

**C.** I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

**D.** I/We confirm that I/we have read the accompanying Guidance.

**E.** I/We understand that the Authority is required to collect the information supplied by me/us as detailed in this form in terms of legislation to enable it to make decisions on applications.

**F.** I/We understand that the information supplied by me/us as detailed in this form may be held and used by the Authority for the purpose of Licensing and that information may be disclosed to Police Scotland and other relevant parties for vetting and background enquiries whilst processing and determining the application.

**G.** I/We understand that the Authority is under a duty to protect the public funds it administers and to this end may use the information I/we 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.

Signature of Applicant:	
Date:	
Signature of Agent:	
Date:	

**Any person who in, or in connection with the making of, this application makes any statement which s/he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine.**

Convictions must be declared, subject to the Rehabilitation of Offenders Act 1974. This legislation is available at [www.legislation.gov.uk](http://www.legislation.gov.uk). If you are in any doubt as to whether you require to declare convictions, you must obtain independent legal advice. If you wish to declare that you have no convictions, you must write "None" at question 10 above. You cannot leave the question blank. With reference to the above paragraph, remember that if you do not declare something which you should have declared, you may be prosecuted for failure to declare and this will affect the processing time and procedure for your application.

To be lodged with the Short-term Lets Licensing Team, Legal and Governance, Strategy, Performance and Business Solutions, Orkney Islands Council, Council Offices, Kirkwall, KW15 1NY, together with the appropriate fee and documentation.

For Official Use.	
Date Received.	
Fee Paid £.	
Expiring.	

Version: 2022-08-25.

Updated: 2022-09-23 Question 7.

Updated: 2022-10-04 Question 1.7.