

Licence for Short Term Lets – Grant/Renewal Form

Orkney Islands Council

Civic Government (Scotland) Act 1982

Applicants **must** read the accompanying Guidance 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.

1. To be completed if the licence holder is a person (not a company or other business entity).			
1.1. Full name (Block capitals).	Surname.		Forename(s).
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.	Age.	Date of Birth.	Place of Birth.
1.6. 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".			
1.7. 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: full name, address, date and place of birth, telephone numbers (landlines for home and business and mobile), email address and any other address held within the previous 5 years, including post code(s). Continue on separate sheets if necessary.	Yes / No.		

2. To be completed if the applicant is a company or other business entity.	
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. Full names, private addresses including post codes, dates and places of birth, telephone numbers (landlines for home and business and mobile) and email addresses of all directors, partners or other people responsible for the management of the business. Continue with separate sheets if necessary.	
2.6. Full name, address including post code, date and place of birth, telephone numbers (landlines for home and business and mobile) and email address of employee or agent to carry on day-to-day management of the business. Continue with a separate sheet if necessary.	

The remaining questions must be completed by ALL applicants.		
3. Name (if any) and Address of the premises, including post code, for which a licence/renewal licence is required.		
4. State the type of short-term let licence/ renewal licence, being one of the 4 options shown:	Secondary letting	Yes / No
	Home letting	Yes / No
	Home sharing	Yes / No
	Home letting and home sharing	Yes / No
5. Does the applicant own the premises? If the applicant is not the sole owner, refer to the accompanying Guidance and provide the ownership information and declarations required.	Yes / No.	
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 what they are used as:	Bedrooms:	
	Bed Sitting	
	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. Short Term Let licence number if applicable.	OR00	

<p>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. 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.</p>			
Date.	Court.	Offence.	Sentence.
<p>11.1. Is the application for Grant, Renewal, Transfer or a Provisional Licence? (Tick the relevant box).</p>		Grant of licence.	
		Renewal of licence.	
		Transfer of Licence	
		Provisional Licence	
<p>11.2. What length of licence is being applied for? (Tick the relevant box).</p>		Three years.	
		Temporary for up to 6 weeks.	
		Not Applicable	
<p>12.1. Have any persons named on this application form previously held or currently hold a Licence for Short Term Lets?</p>		<p>Yes / No.</p>	
<p>12.2. If yes, when was the licence granted?</p>			

12.3. When did / does it expire?	
12.4. Which Authority granted the licence?	
12.5. Have any people named on this application form ever applied for and been refused a Licence for Short Term Lets?	Yes / No.
12.6. If yes, when did the refusal occur?	
12.7. Which Authority refused the licence?	
13. Checklist: I have completed the Mandatory Conditions checklist to show compliance with requirements.	Yes
Supporting Information – Required:	
Floor Plans: I attach Floor Plans in accordance with Annex C of this Guidance.	Yes / No
The Floor Plan has not changed from the original application.	Yes/No
Fire Safety Checklist: I attach a completed Fire Safety Checklist in accordance with paragraph 4.2 of the Guidance.	Yes / No
Ownership: I am the sole owner of the premises.	Yes / No
OR: I am not the sole owner of the premises, and I attach form(s) of Declaration in accordance with Annex D of this Guidance which have been completed by all other owners.	Yes / No
Mandatory Conditions (see section 3 and Annex B of this Guidance):	
I know which type of licence I want to apply for/renew – see paragraph 18 of Annex B of this Guidance: <ul style="list-style-type: none"> • secondary letting, • home letting, • home sharing, or • home letting and home sharing. 	Yes / No
Responsibility for the property.	

Agents – I have identified those involved with the day-to-day management of my premises and know that I cannot change them without the licensing authority's approval.	Yes / No
General Safety and Standards	
General safety – I have taken all reasonable steps to ensure the property is safe for residential use.	Yes / No
Maximum Occupancy: I know how many guests I can accommodate (excluding children under 10 years old) and I consider that I can do this safely.	Yes / No
Repairing Standard – I am aware that the Repairing Standard applies to my premises.	Yes / No
My premises meet the Repairing Standard. Note: https://www.gov.scot/publications/repairing-standard-statutory-	Yes / No
[If relevant] EPC – my premises has a valid EPC certificate issued within the last 10 years and the EPC Rating is: [state answer A to G] Note: A house being used as self-catering should have an EPC. An EPC is not required where only a room within a building is being let.	Yes / No Rating:
Fire Safety	
Fire safety: premises – I have installed satisfactory equipment to detect and warn against fire or suspected fire, and carbon monoxide.	Yes / No
Fire safety: furniture and furnishings – my furniture and furnishings comply with fire safety regulations, and I have records that demonstrate compliance.	Yes / No
Gas Safety	
Gas Safety: There are gas appliance(s) installed in the property.	Yes / No
I have up-to-date Gas Safety Certificates (dated within the last 12 months).	Yes / No

Electrical Safety	
I have:	
Made sure my electrical fittings and items are in good working order.	Yes / No
Arranged for an electrical safety inspection to be carried out by a competent person.	Yes / No
Obtained an Electrical Installation Condition Report on any fixed installations. (EICR is legally required every five years).	Yes / No
Obtained a Portable Appliance Testing Report on moveable appliances to which my guests have access and labelled inspected items.	Yes / No
Note: These items may be requested as part of the application and / or on any inspection of the premises.	
Water Safety	
Water supply: I have established that my premises are supplied with water by Scottish Water.	Yes / No
OR I have established that my premises has a private water supply, and I comply with the relevant regulations.	Yes / No
Water safety: legionella	
I have completed a legionella risk assessment (this applies to both public and private water supplies).	Yes / No
Other	
Information for guests: I have prepared the required information for guests – including specific gas safety information in accordance with the Council's additional standard licence condition – and know where I will put it for them on the premises.	Yes / No
Planning permission: I understand that I require to have the relevant planning permission for the property, and that my application will be passed to the Council's Planning Service for screening. To the best of my knowledge, the relevant planning permission is in place.	Yes / No
Listings: licence number: I have made plans to display my licence number on adverts and listings.	Yes / No
[If relevant] Listings: EPC rating: I have made plans to display my Energy Efficiency Rating from my EPC on adverts and listings. Note: A house being used for self-catering should have an EPC. An EPC is not required where only a room within a building is being let.	Yes / No

Building insurance: I have checked that there is valid buildings insurance in place for the premises.	Yes / No
Public liability insurance: I have checked that there is valid public liability insurance in place whilst my premises are used as a short-term let.	Yes / No
Fees	
I know the fee that I will be charged, and I am ready to pay it with my application – see paragraphs 12.1, 13.2, 13.3 and 13.4 of the Guidance.	Yes / No

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 matter, 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. 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, Chief Executive Service, Orkney Islands Council, Council Offices, Kirkwall, KW15 1NY, together with the appropriate fee and documentation.

Fee Payment

Please phone 01856 873535 and ask to make a card payment for an application for a Short-term Let’s licence transfer. The Customer Services advisor will need a code to accept the payment, and you must quote the following code: R39 021 000 740 00.

Declarations by Applicant:

- A. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.
- B. I/We confirm that I/we have read the accompanying Guidance.
- C. 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.
- D. 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.
- E. 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.

The first £264 of licence fees for each individual application is non-refundable.

Signature of Applicant.	
Date.	
Signature of Agent.	
Date.	

Version: 2025-07-30 (updated)

Version: 2024-12-16. (Updated)

Updated: 2022-09-23 Question 7.

Updated: 2022-10-04 Question 1.