

Short Term Lets Licence New/Renewal Application Site Notice

Orkney Islands Council

Civic Government (Scotland) Act 1982

Notice is Hereby Given that a new/renewal application has been made on [insert date]
.....

To Orkney Islands Council for a new/renewal short-term let's 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 Corporate 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
referring 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 Corporate Governance and online
via the Related Downloads link at [Short Term Lets](#).

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.