

Licences for Short Term Lets – Application Fees

Orkney Islands Council

Civic Government (Scotland) Act 1982

Licensing Fees.	£.	Non-linked isles £.
	2024/25.	2024/25.
Secondary Letting.		
Short-term let for 3 years (capacity up to 4 occupants)	310.00.	232.50
Short-term let for 3 years (capacity 5 - 9 occupants)	380.00.	285.00
Short-term let for 3 years (capacity for 10 or more occupants)	510.00.	382.50
Home Sharing and Home Letting.		
Short-term let for 3 years (capacity up to 4 occupants)	240.00.	180.00
Short-term let for 3 years (capacity 5 - 9 occupants)	300.00.	225.00
Short-term let for 3 years (capacity for 10 or more occupants)	400.00.	300.00
Material change in premises – Secondary Letting:		
Capacity up to 4 occupants	310.00.	232.50
Capacity 5 – 9 occupants	380.00.	285.00
Capacity for 10 or more occupants	510.00.	382.50
Material change in premises – Home Sharing and Home Letting:		
Capacity up to 4 occupants	240.00.	180.00
Capacity 5 - 9 occupants	300.00.	225.00
Capacity for 10 or more occupants	400.00.	300.00
General.		
Transfer of short-term let licence (for remaining portion of current licence).	120.00.	90.00.
Provisional short-term let licence.	20% on applicable fee.	25% discount on applicable fee.

Licensing Fees.	£.	Non-linked isles £.
Confirmation of short-term let licence.	80% on applicable fee.	25% on discount on applicable fee.
Temporary licence for short-term let (which cannot exceed 6 weeks).	240.00.	180.00
Material change of circumstances.	75.00.	75.00.
Material change of circumstances – name change only.	30.00.	30.00.
Formal legally certified duplicate or true copy licences or a true copy of an entry in the register of licences.	120.00.	120.00.
Simple replacement or copy licences or information about an entry in the register of licences.	30.00.	30.00.

Information: The first £240 of licence fees for each individual application is non-refundable.

Version No:	Date:	Details:
1.	22/06/2022.	Draft schedule of STL licensing fees for consultation.
2.	01/09/2022.	Schedule of STL licensing fees agreed.
3.	21/03/2024.	Schedule of STL licensing fees to remain unaltered for 2024/25.
4.	05/11/2024.	Schedule of STL licensing fees amended to include fees relating to licence transfers and provisional licences.