

Licences for Short Term Lets – Application Fees

Orkney Islands Council

Civic Government (Scotland) Act 1982

Licensing Fees.	£.	Non-linked isles £.
	2025/26.	2025/26.
Secondary Letting.		
Short-term let for 3 years (capacity up to 4 occupants)	341.00.	255.75
Short-term let for 3 years (capacity 5 - 9 occupants)	418.00.	313.50
Short-term let for 3 years (capacity for 10 or more occupants)	561.00.	420.75
Home Sharing and Home Letting.		
Short-term let for 3 years (capacity up to 4 occupants)	264.00.	198.00
Short-term let for 3 years (capacity 5 - 9 occupants)	330.00.	247.50
Short-term let for 3 years (capacity for 10 or more occupants)	440.00.	330.00
Material change in premises – Secondary Letting:		
Capacity up to 4 occupants	341.00.	255.75
Capacity 5 – 9 occupants	418.00.	313.50
Capacity for 10 or more occupants	561.00.	420.75
Material change in premises – Home Sharing and Home Letting:		
Capacity up to 4 occupants	264.00.	198.00
Capacity 5 - 9 occupants	330.00.	247.50
Capacity for 10 or more occupants	440.00.	330.00
General.		
Transfer of short-term let licence (for remaining portion of current licence).	132.00.	99.00.
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).	264.00.	198.00
Material change of circumstances.	82.50.	82.50.
Material change of circumstances – name change only.	33.00.	33.00.
Formal legally certified duplicate or true copy licences or a true copy of an entry in the register of licences.	132.00.	132.00.
Simple replacement or copy licences or information about an entry in the register of licences.	33.00.	33.00.

Information: The first £264 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.
5.	01/04/2025.	Schedule of STL licensing fees amended to show 10% increase for 2025/26.