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Application for Licence

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, to the Licensing Section using our Civic & Miscellaneous licensing [online submission form](#) Further information is also available on our website at www.edinburgh.gov.uk

PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM

ALL QUESTIONS MUST BE ANSWERED

IF YOU HAVE NOTHING TO RECORD, YOU MUST STATE "NOT APPLICABLE" OR "NONE"

PART 1 - LICENCE APPLIED FOR		
Application Type: please tick		
Initial licence	Renewal licence*	*Current licence no:
Variation of an existing licence	<i>please provide the reasons for varying an existing Short Term Let licence below</i>	
Temporary licence	<i>a temporary licence can last for a period of up to 6 weeks only</i>	
Date temporary licence required	from:	until:
Temporary Exemption		

major sporting event

Event name:

major international event

Event name:

Date temporary exemption required – *please list all dates*



First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
<i>Please provide details of any further owners on a separate sheet</i>			
Do you have planning permission to operate the premises as a Short Term Let – <i>Planning permission is only required for Secondary Letting</i>			
	Yes		<i>N/A – my application is not for Secondary letting</i>
	Planning permission ref no:		
	Certificate of Lawfulness ref no:		
	date permission granted:		
	No*		<i>See note below</i>

*If you answered 'No' above, have you

Letting Period - Please provide details of the whole period during which the property will let each year

From		Until	
Min period of occupancy for an individual let - days			
Max period of occupancy for an individual let - days			

PART 3 – APPLICANT DETAILS - to be completed if the licence is to be held by an individual

First name(s)	
Surname	
Maiden/previous name	

Date of Birth

Place of Birth

Postcode	
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Please provide details of all Directors/Partners/Trustees

First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	

Home address

Home address	
Postcode	
Contact phone no	
contact email address	
<i>Please provide details of any further directors/partners/trustees on a separate sheet</i>	

PART 5 – DAY TO DAY MANAGER – <i>please provide details of anyone appointed to manage the property on a day-to-day basis. (this person will also be named on the licence document)</i>	
First name(s)	
Surname	
Maiden/Previous name	

Date of Birth

Place of Birth

PART 7 – APPLICANTS DECLARATION

Copies of any objections or representations will be

CERTIFICATE OF COMPLIANCE

SHORT-TERM LETS LICENCE – CONFIRMATION OF DISPLAY OF PUBLIC NOTICE

The Civic Government (Scotland) Act 1982(Licensing of Short-term Lets)
Order 2022

CONFIRMATION OF DISPLAY OF NOTICE			
<p>This section must be completed by the applicant and the whole notice returned to the Council at the above address at the end of the 21-day display period. Alternatively, please provide confirmation of display in writing with signature, along with full applicant and property details</p>			
I (Full name of applicant)			
Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days from _____ ending on _____			
Applicant's signature		Date	