

**THE CIVIC GOVERNMENT (SCOTLAND ACT 1982
(LICENSING OF SHORT-TERM LETS) ORDER 2022 AS AMENDED**

**APPLICATION FOR
CONFIRMATION OF A PROVISIONAL SHORT-TERM LET LICENCE**

Part 1: Provisional Short-term Let Licence Details

Current Licence Number	
Premises Address	
I have provided the Provisional Short-Term Let Licence with this application	YES / NO
If answered No, you must provide reasons for failing to do so. Please set out your reasons below:	

Part 2: Applicant Details

Has any applicant information changed since the date the Provisional Short-Term Let Licence was issued	YES / NO
If Yes, please give full details of all changes below:	

Part 3: Planning Certificate

I have enclosed the relevant Planning Certificate with this application	YES / NO
If No, you must set out your reasons below:	

Part 4: Building Standards Certificate

I have enclosed the relevant Building Standards Certificate with this application	YES / NO
If No, you must set out your reasons below:	

Part 5: Premises

Were the premises built/completed to the specification as set out in the Provisional Short-Term Let Licence	YES / NO
If No, detail any changes below:	

Part 6: General Safety and Standards

Fire Safety

Does the premises have satisfactory equipment installed for detecting and giving warning of fire, suspected fire and the presence of carbon monoxide	YES / NO
Do all upholstered furniture and furnishing intended for guest use or to which guests are permitted to have access to comply with the Furniture and Furnishings (Fire Safety) Regulations 1988	YES / NO
Do you have records to demonstrate compliance with the Furniture and Furnishings (Fire Safety) Regulations 1988	YES / NO
Have you completed the Scottish Fire and Rescue Service's Fire Safety Checklist <i>(If Yes, you must enclose a copy of the completed Checklist with this application)</i>	YES / NO

Gas Safety

Does the premises have a Gas Supply <i>(If Yes, you must enclose a copy of the most recent Gas Safety Certificate for the premises with this application)</i>	YES / NO
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Electrical Safety

Do guests have access to electrical fittings within the premises <i>(If Yes you must enclose a copy of the most recent Electrical Installation Condition Report on fixed installations with this application)</i>	YES / NO
Do guests have access to electrical moveable appliances within the premises <i>(If yes you must enclose a copy of the most recent Portable Appliance Testing Report on moveable appliances with this application)</i>	YES / NO

Water Safety

Have you completed a Legionella Risk Assessment for the premises <i>(You must enclose a copy of the risk assessment carried out with this application)</i>	YES / NO
Does the premises have a private water supply	YES / NO
If Yes have you complied with the requirements set out in the Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017	YES / NO

Safety and Repair Standards

Have you taken all reasonable steps to ensure the premises are safe for residential use	YES / NO
Are the premises a Dwellinghouse	YES / NO
If Yes, do the premises meet the repairing standard	YES / NO

Energy Performance Certificate (EPC)

Does the premises have an EPC issued within the last 10 Years <i>(If Yes, enclose a copy of the EPC with this application and indicate the EPC Rating for the premises)</i>	YES / NO
EPC Rating <i>(if applicable)</i>	

Insurance

Do you have Buildings Insurance which covers the activity of short-term letting <i>(If Yes, provide a copy of the insurance documentation with this application)</i>	YES / NO
Do you have Public Liability Insurance which covers the activity of short-term letting <i>(If Yes, provide a copy of the insurance documentation with this application)</i>	YES / NO

Part 6: Checklist

I have enclosed the following documents with this application – please tick all that apply:

Provisional Short-Term Let Licence	
Planning Certificate	
Building Standards Certificate	
Scottish Fire and Rescue Checklist	
Fire Risk Assessment	
Legionella Risk Assessment	
Buildings Insurance Certificate	
Public Liability Insurance Certificate	
Spa Risk Assessment (if applicable)	
Gas Safety Certificate (if applicable)	
Electrical Installation Condition Report	
Portable Appliance Testing Report (if applicable)	
Proof of Consent from Owner/Joint Owner (if applicable)	
Fee (less £100 already paid)	

Part 7: Declaration

To be completed by ALL categories of applicant:

EAST AYRSHIRE COUNCIL, as licensing authority, will use information it holds about you to determine whether you are a fit and proper person to operate a short-term let. In addition, licensing authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. They may also share and seek relevant information with Police Scotland, and, if appropriate, other relevant authorities.

Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

National Fraud Initiative - East Ayrshire Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this data with other bodies including government organisations for these purposes. Further information can be obtained from the council's website.

I declare that I have read and understood the Mandatory Conditions that apply to short-term let licences and East Ayrshire Council Standard Conditions	<input type="checkbox"/>
I declare that the information given in this application is correct to the best of my knowledge	<input type="checkbox"/>

SIGNATURES

Anyone who knowingly provides false or misleading information in an application may be guilty of an offence, which is subject to a Level 4 fine on the standard scale.

NOTE: (Where a co-partnership, each partner should sign. If a corporate entity, please also state position of signatory.

Print Name and Position (<i>if applicable</i>)	Signature	Date

The information supplied will be used for the purposes of this application and in accordance with the General Data Protection Regulations 2018.