

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

**APPLICATION TO VARY SHORT TERM LET LICENCE**

Short Term Let Licence Number	
Address of Property/Properties to which Short Term Let Licence relates	
Full Name(s) of STL Licence Holder	
Company Name and Company Number of STL Licence Holder (if applicable)	
Address of STL Licence Holder (including Registered Office if Licence Holder is a Company)	
Date of Birth of STL Licence Holder	
Contact Telephone Number of STL Licence Holder	
E-Mail Address of STL Licence Holder	

<p>Are you an Agent completing this application on behalf of the STL Licence Holder</p>	<p>YES / NO</p> <p>If Yes please provide the following details for Agent:</p> <p>Full Name:</p> <p>Business/Company Name:</p> <p>Address:</p> <p>E-mail Address:</p> <p>Telephone Contact Number:</p>
<p>Do you have Permission to make this application from all existing STL Licence Holders</p>	<p>YES / NO / N/A</p> <p>If you have answered No, please provide details of why below:</p>
<p>Are you seeking to amend the Day-To-Day Manager of the STL Property/Properties</p>	<p>YES / NO</p> <p>If you have answered Yes, please provide the following details for the Day-To-Day Manager:</p> <p>Full Name:</p> <p>Address:</p> <p>Date of Birth:</p> <p>Place of Birth:</p> <p>E-mail Address:</p> <p>Contact Telephone Number:</p>

<p>Does the proposed new Day-To-Day Manager have any Criminal Convictions that are not spent or protected</p>	<p>YES / NO</p> <p>If you have answered Yes please provide the following details:</p> <p>Date of Offence:</p> <p>Court:</p> <p>Offence:</p> <p>Outcome:</p>
<p>Are you seeking to amend any other aspects of the existing STL Licence</p> <p>(For example, though not limited to):</p> <ul style="list-style-type: none"> <li>• Change of Address for the Host/Operator or Day to Day Manager</li> <li>• Amendment to the maximum occupancy of the STL property/properties</li> <li>• Amendment to property layout</li> <li>• Add or remove accommodation detailed on the STL Licence</li> </ul> <p><b><i>Please note that an application for variation of a STL Licence cannot be used to substitute a new Licence Holder. Licences are not transferrable</i></b></p>	<p>YES / NO</p> <p>If you answered Yes, please provide details below:</p>
<p>Is there any further information you wish to submit with your application</p> <p><i>If you wish to submit any documents along with this application, please annexe these to the application</i></p>	<p>YES / NO</p> <p>If you have answered Yes, please provide details below:</p>

## **Part 6: 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.)

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

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