

**THE CIVIC GOVERNMENT (SCOTLAND ACT 1982  
(LICENSING OF SHORT-TERM LETS) ORDER 2022 AS AMENDED  
APPLICATION FOR A PROVISIONAL SHORT TERM LET LICENCE**

**Part 1: Applicant Details**

1. Are you applying as an Individual or Corporate Entity:

Individual ☐

Corporate Entity ☐

2. Fill in if you are applying as an **individual**:

First Name(s)	
Surname	
Date of Birth	
Place of Birth	
Address	
E-mail Address	
Telephone Number	

Please provide your home address history for the last 5 years with no gaps or overlaps, starting with the most recent. Please confirm the dates you resided at these properties:

Address ( <i>history for last 5 years</i> )	Postcode	Date From ( <i>Month/Year</i> )	Date To ( <i>Month/Year</i> )

3. Will the property be jointly owned?

Yes ☐

No ☐

If you answered yes to Q2, please provide details of all joint owners (*continue on a separate sheet if necessary*)

Joint Owner 1		
Full Name	Date of Birth	Place of Birth
Home Address ( <i>including postcode</i> )		
E-Mail Address	Home Tel No	Mobile No

Joint Owner 2		
Full Name	Date of Birth	Place of Birth
Home Address ( <i>including postcode</i> )		
E-Mail Address	Home Tel No	Mobile No

Joint Owner 3		
Full Name	Date of Birth	Place of Birth
Home Address ( <i>including postcode</i> )		
E-Mail Address	Home Tel No	Mobile No

Please provide the home address history of joint owners who have not resided at the above address for the last 5 years.

Address ( <i>history for last 5 years</i> )	Postcode	Date From ( <i>Month/Year</i> )	Date To ( <i>Month/Year</i> )

4. **Corporate Entities, please complete the relevant sections below:**

Fill in if you are applying as a **Corporate Entity** (e.g. Company, Partnership, Trust or Charity)

Full Name of Company or Body	
Limited Company Number (if applicable)	
Address of Principle or Registered Office (including Postcode)	
E-Mail Address	Tel. No.

Please provide details of each of the Directors, Partners or other persons concerned in the management of the body.

Director/Partner/Trustee – 1		
Full Name	Date of Birth	Place of Birth
Home Address		
E-Mail Address	Home Tel. No.	Mobile No.

Director/Partner/Trustee – 2		
Full Name	Date of Birth	Place of Birth
Home Address		
E-Mail Address	Home Tel. No.	Mobile No.

Director/Partner/Trustee – 3		
Full Name	Date of Birth	Place of Birth
Home Address		
E-Mail Address	Home Tel. No.	Mobile No.

5. Will the property be jointly owned?

Yes ☐

No ☐

If you answered yes to Q6, please provide details of all joint owners (*continue on a separate sheet if necessary*)

Joint Owner 1		
Full Name	Date of Birth	Place of Birth
Home Address ( <i>including postcode</i> )		
E-Mail Address	Home Tel No	Mobile No

Joint Owner 2		
Full Name	Date of Birth	Place of Birth
Home Address ( <i>including postcode</i> )		
E-Mail Address	Home Tel No	Mobile No

Joint Owner 3		
Full Name	Date of Birth	Place of Birth
Home Address ( <i>including postcode</i> )		
E-Mail Address	Home Tel No	Mobile No

Please provide the home address history of Directors/Partners/Trustees who have not resided at the above address for the last 5 years.

Address ( <i>history for last 5 years</i> )	Postcode	Date From ( <i>Month/Year</i> )	Date To ( <i>Month/Year</i> )

6. Have you or anyone else named on this application held a Short Term Let Licence:

Yes ☐

No ☐

If Yes, please provide the Licensee's full name, name of the Licensing Authority who granted the licence and the type of short term let licence held:

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**Part 2 : Premises Details**

7.

Premises Address ( <i>including postcode</i> )	
Unique Property Reference Number ( <i>if known</i> )	
Number of Bedrooms	
Proposed Maximum Number of Occupants	
EPC rating ( <i>if premises currently exist</i> ) ( <i>this is not required for home sharing or unconventional accommodation</i> )	

8. Please select the type of short-term let licence you require:

Home Sharing ☐

Home Letting ☐

Home Sharing & Home Letting ☐

Secondary Letting ☐

9. Please select the type of premises proposed:

Detached House ☐

Semi-detached House ☐

Terraced House ☐

Flat ☐

Unconventional Accommodation ☐

10. From the following options, please select the description that best describes your short-term let:

Self-Catering	<input type="checkbox"/>	B & B	<input type="checkbox"/>
Guest House	<input type="checkbox"/>	Other Form of Home Sharing	<input type="checkbox"/>
Home Letting	<input type="checkbox"/>		

11. Do you have or intend to appoint an agent or day-to-day Manager:

Yes ☐ No ☐

**If you answered yes to Q11 please provide details of your agent(s) or day to day manager(s)**

Full Name	Address (5 year address history)	Date of Birth	E-mail Address	Telephone Number

### **Part 3: Convictions**

**To be completed by ALL categories of applicant.**

Has anybody named on the application been convicted of any offence				YES / NO
Please include details of any <b>unspent</b> convictions in the table below: <i>(An unspent conviction is a criminal conviction that is still within the constraints of the rehabilitation period. In other words, not enough time has elapsed for the offence to be considered spent.)</i>				
Name	Date	Court	Offence	Sentence
Have you ever applied for and been refused a Licence for the same or similar type of activity			Yes / No	

If Yes, when was the application refused	
For which type of activity were you refused	
Which authority refused you a Licence	

#### **Part 4: Checklist**

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

Site Plan	
Floor/Layout Plan	
Planning Certificate*	
Fee of £100 (with remaining fee payable at confirmation stage)	
Joint Owner(s) consent declaration ( <i>if applicable</i> )	

**\* Please note separate, additional fees are payable to the Planning Service for the relevant Planning Certificate.**

#### **Part 5: 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 will comply with the requirement to display a Site Notice in accordance with Paragraph 2 of Schedule 1 of the Civic Government (Scotland) Act 1982	<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 (<i>if applicable</i>)</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.