

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

**APPLICATION FOR  
TRANSFER OF SHORT-TERM LET LICENCE**

**Please note, only the current licence holder(s) or person(s) authorised to act on behalf of the licence holder(s) can make an application to transfer the Licence**

**Part A - must be completed by the current licence holder(s) or person(s) authorised to act on behalf of the licence holder(s)**

**Part B – must be completed by the transferee**

**PART A**

**1: Licence Details**

Current Licence Number:	
Premises Address:	
I have enclosed my Licence with this application	YES / NO
If answered No, you must provide reasons for failing to do so. Please set out your reasons below:	

## **2: Applicant Information**

Are you the current licence holder	YES / NO
If No, please explain why you are making this application:	
Please provide the Licence Holder(s) full name(s) and address(es), including post code(s) below:	
<b>Each licence holder(s) or person authorised to act on behalf of each licence holder(s) must consent to the transfer of the licence to the transferee.</b>	
Have you included a consent declaration from the licence holder/joint licence holder or person authorised to act on behalf of the licence holder/ joint licence holder with this application	YES / NO

## **3: Ownership of the Premises**

Does the licence holder/joint licence holder own the licensed premises	YES / NO
If Yes, does the licence holder/joint licence holder share ownership	YES / NO
If the licence holder/joint licence holder does not own, or is not the sole owner of the premises, please provide the full name and address of each owner below:	

**Each owner(s) or person authorised to act on behalf of the owner(s) must consent to the transfer of the licence to the transferee**

Have you included a consent declaration from each owner(s) or person authorised to act on behalf of the owner(s) with this application

YES / NO

#### **4: Transferee Details**

Is the Licence to transfer to an Individual or Corporate Entity, tick one box below:

Individual ☐

Corporate Entity ☐

#### **Individual Details:**

First Name(s)	
Surname	
Address	

#### **Corporate Entity Details:**

Full Name of Company or Body
Limited Company Number <i>(if known)</i>
Address of Principle or Registered Office <i>(including Postcode)</i>

#### **4: Checklist**

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

Short-Term Let Licence	
Joint Licence Holder consent to transfer <i>(if applicable)</i>	
Owner consent to transfer <i>(if applicable)</i>	
Fee	

## **5: Declaration**

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

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.

I declare that the information given in this application is correct to the best of my knowledge	<input type="checkbox"/>
---	--------------------------

**NB It is an offence for any person to make any statement which they know to be false in this application or in connection with the making of this application**

<b>SIGNATURES</b>		
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.		

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

**APPLICATION FOR  
TRANSFER OF SHORT-TERM LET LICENCE**

**PART B**

**To be completed by the Transferee**

**1: Transferee Details**

Is the Licence to transfer to an Individual or Corporate Entity, tick one box below:

Individual ☐

Corporate Entity ☐

**Individual Details:**

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> )

**Corporate Entity Details:**

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

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

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

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

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

## **2: Ownership of the Premises**

Will you be the sole owner of the premises at the point of the Licence being transferred	YES / NO
If you will not be the sole owner, please provide the full name and address of each joint owner below:	
<b>Each owner(s) or person authorised to act on behalf of the owner(s) must consent to the property being used as a short-term let</b>	
Have you included a consent declaration from each owner(s) or person authorised to act on behalf of the owner(s) with this application	YES / NO

## **3: Agent/Manager Details**

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

Yes ☐

No ☐

**If you answered yes, 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

## **4: Previous/Other Short-Term Let Licence Details**

Have you or anyone named in Part 1 of the application form held a short-term let licence previously	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:	

Have you or anyone named in Part 1 of the application been refused a licence previously	YES / NO
<p>If Yes, please provide the licensee's full name, name of the licensing authority who refused the licence and the type of licence refused and the date of refusal below:</p>	

### **5: Insurance**

Do you have building insurance in place, which covers the activity of short-term letting <i>(If yes, please provide a copy of the documentation with this application)</i>	YES / NO
Do you have public liability insurance in place, which covers the activity of short-term letting <i>(If yes, please provide a copy of the documentation with this application)</i>	YES / NO

### **6: Criminal Convictions**

Have you or any other person named at Part 1 of 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



## **7: Checklist**

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

Building Insurance Certificate	
Public Liability Insurance Certificate	
Joint Owner consent ( <i>if applicable</i> )	
Portable Appliance Testing Report ( <i>if applicable</i> )	

## **8: Declaration**

**To be completed by ALL applicants:**

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"/>

**NB It is an offence for any person to make any statement which they know to be false in this application or in connection with the making of this application**

**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.