

Short Term Lets

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 <input type="checkbox"/>	Renewal licence* <input type="checkbox"/> *Current licence no:
Variation of an existing licence <input type="checkbox"/>	<i>please provide the reasons for varying an existing Short Term Let licence below</i>
Temporary licence <input type="checkbox"/>	<i>a temporary licence can last for a period of up to 6 weeks only</i>
Date temporary licence required	from: _____ until: _____
Temporary Exemption <input type="checkbox"/>	<i>a temporary exemption can be granted for continuous 6-week period or a maximum of 6 weeks in any period 12 month</i>
Exemption required for: please tick ✓	
during Edinburgh Festival Fringe and Edinburgh International Festival	<input type="checkbox"/>
during Edinburgh's Christmas & Hogmanay Festive Period	<input type="checkbox"/>

major sporting event	<input type="checkbox"/>	Event name:	
major international event	<input type="checkbox"/>	Event name:	
Date temporary exemption required – <i>please list all dates</i>			
		from:	until:
		from:	until:
		from:	until:
		from:	until:
		from:	until:
		from:	until:
Type of Lettings(s): please tick ✓			
Home Sharing	<input type="checkbox"/>	<i>using all or part of your own home for short-term lets whilst you are there</i>	
Home Letting	<input type="checkbox"/>	<i>using all or part of your own home for short-term lets whilst you are absent, for example whilst you are on holiday</i>	
Home letting & home sharing	<input type="checkbox"/>	<i>Where you operate short-term lets from your own home while you are living there and for periods when you are absent</i>	
Secondary letting	<input type="checkbox"/>	<i>the letting of property that is not your main home where you are registered for Council Tax (primary residence)</i>	
Do you have any other Short Term Let Licences?			
	<input type="checkbox"/>	No	
	<input type="checkbox"/>	Yes* – <i>please provide details below</i>	
Current Licence No/s:		Expiry date/s*	
Do you have a current House in Multiple Occupation (HMO) Licence for the property?			
	<input type="checkbox"/>	No	
	<input type="checkbox"/>	Yes* - <i>please provide details below</i>	
Current licence number/s		Expiry date/s	
Applicants Landlord Registration No – <i>(if applicable)</i> :			

PART 2 - PROPERTY DETAILS – state the type of premises to which the application relates

Type: please tick ✓

Detached home Semi-detached home Terraced home Guest House

Bed and Breakfast Unconventional dwelling

Flatted dwelling* *Please indicate whether: Basement/ Ground/1st 2nd/ 3rd/ top floor

Property name	
Address <i>(Please include flat number e.g., 1F2 where appropriate)</i>	
Postcode	
EPC Rating	

Do you own the property?

- Yes
 No* See note below

*If you answered 'No' above, do you have permission from the legal owner to operate the premises as a short term let?

- Yes *You must provide written consent from the owner/s allowing you to operate as a short term let*
 No *We are unable to accept an application without the property owners written consent*

Please provide the property owner/s details below – all owners must be named

First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
Please provide details of any further owners on a separate sheet			
Do you have planning permission to operate the premises as a Short Term Let – <i>Planning permission is only required for Secondary Letting</i>			
	<input type="checkbox"/> Yes <input type="checkbox"/> <i>N/A – my application is not for Secondary letting</i>		
	Planning permission ref no:		
	Certificate of Lawfulness ref no:		
	date permission granted:		
	<input type="checkbox"/> No* <i>See note below</i>		
*If you answered ' No ' above, have you recently applied for planning permission?			
	<input type="checkbox"/> Yes		
	Date application submitted:		
	Planning application ref no:		
	<input type="checkbox"/> No* – If you do not think planning permission is required please provide details below		
<i>*Please provide details of why you feel planning permission is not required</i>			
Maximum number of guests to be accommodated			
Number of bedrooms being used			

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	
Home address			
Postcode			
Contact phone no			
Contact email address			

Please provide all previous addresses lived at for the last 5 years – please enter N/A in each field if not applicable

Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	
Home address			

Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	

PART 4 - TO BE COMPLETED IF THE APPLICANT IS NOT AN INDIVIDUAL – i.e., Company, Partnership or Charity

note: When the licence is to be held in the name of a company or partnership a day-to-day manager must be identified, documentary proof of the existence of the Partnership must also accompany the application form.

please tick ✓:

Charity *Please provide your charity number below*

Charity number

Limited Company *Please provide your company number below*

Company number

Partnership *copy of the partnership agreement must accompany this application*

Name	
Registered or Principal Office Address	
Postcode	
Contact phone no	
Contact email address	

Please provide details of all Directors/Partners/Trustees

First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
contact email address			
First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	

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

PART 5 – DAY TO DAY MANAGER – 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)			
First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

PART 6 – CONVICTIONS				
Subject to the Rehabilitation of Offenders Act 1974 if the applicant, the day-to-day manager, or any director/partner or trustees named in this application has been convicted of any crime or offence in any court in the United Kingdom, please provide details below.				
NOTE - If you have no convictions, you must write "NONE"				
Name	Date	Court	Offence	Sentence
*Continue on a separate sheet if necessary				

PART 7 – APPLICANTS DECLARATION

I/We hereby make application for a Short Term Let Licence in the above terms and certify that the information given is true and correct.

I/We further certify that I/We will comply with paragraph 2(2) of schedule 1 of the Civic Government (Scotland) Act 1982, OR I/We certify that is not possible to comply with paragraph 2(2) of Schedule 1 of the said last mentioned Act because I/we have no rights of access to the property but that I/we have taken reasonable steps to acquire rights of access and have been unable to do so.

I/We Acknowledge that I/We have read and understood the Conditions of licence and acknowledge that these will be attached by the Council to grants of this type of licence. I/We agree that any licence granted to me should incorporate these conditions.

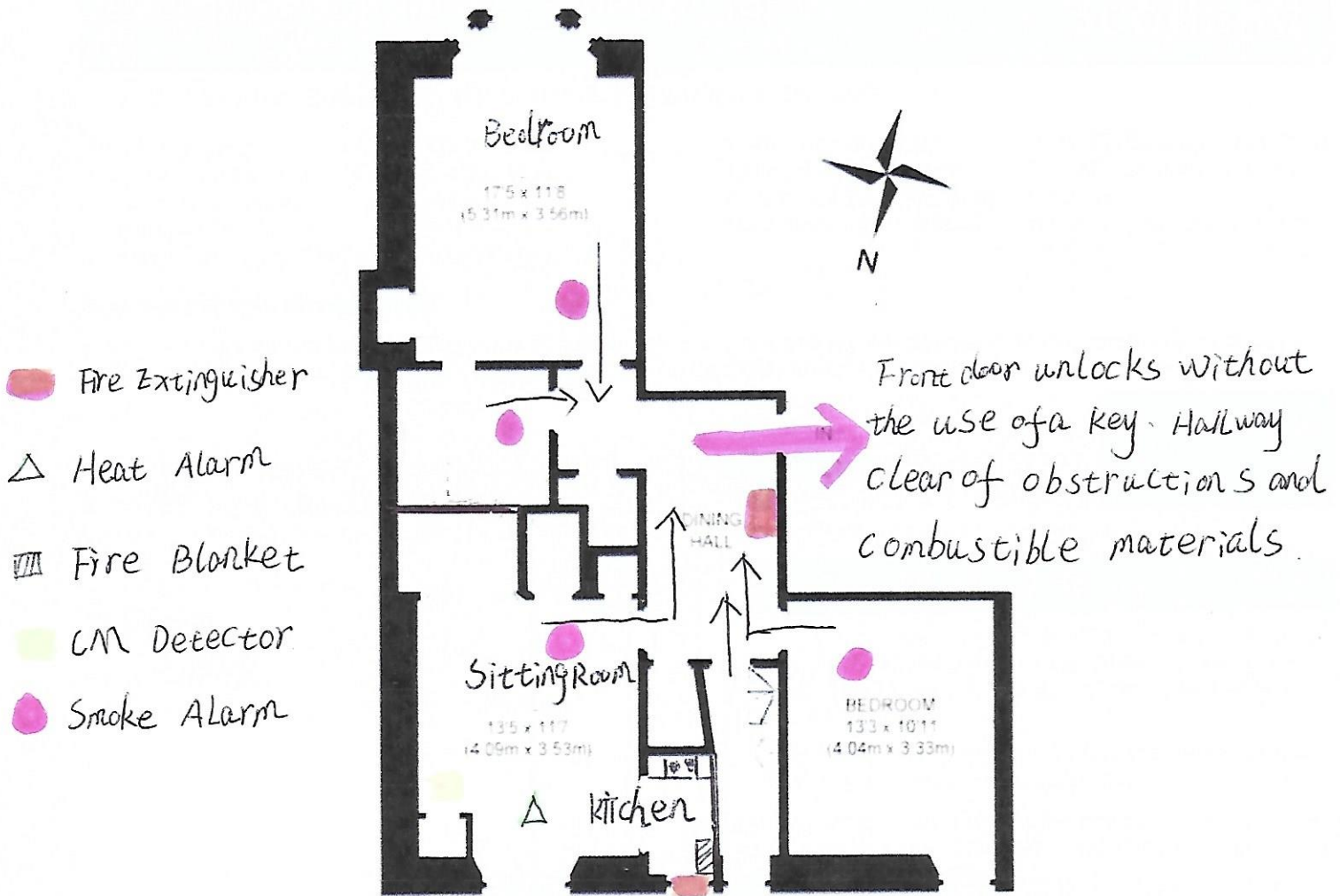
Information supplied on this form will be held on computer and applicants are advised that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer.

Any applicant who in making application makes any statement which the applicant knows to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding **£2,500**

Signature of Applicant /Agent <i>(delete as appropriate)</i>	Date
Print Name:	

PART 8 - CORRESPONDENCE DETAILS – *please provide details of where all correspondence relating to this application should be sent*

Correspondence name	
Address	
Postcode	
Contact phone no	
Contact email address	



From: [Ali Williams](#)
To: [Monika Karwacka](#)
Subject: Re 22/1F3 Lochrin Buildings
Date: 20 October 2024 16:19:52
Attachments: [shield-advisory.png](#)
[chevron-light.png](#)
[shield-advisory.png](#)
[chevron-light.png](#)

External email

First time sender

Dear Ms Karwack

Thank you for your email regarding the property 22/1F3 Lochrin Buildings.

Myself and a few other concerned neighbours would like to put forward an objection to the licence application for the above address.

The only evidence that brought it to my attention was the fact that there was a key box screwed onto the outside wall; which was a surprise to us all, as we had not received a public notice of application, or seen one displayed close by.

In the past we have received applications for other changes of use in the locale. In addition, the Register of Landlords maintained by the National Registrars of Scotland, has a name that we do not recognise as the landlord/owner. My understanding is that Ling Yun Tian is still the owner. Perhaps you could clarify this for us?

I appreciate your help in this matter. I look forward to hearing from you regarding the outcome.

Yours sincerely

Ali Williams
Flat 2F1, 22. Lochrin Buildings

Sent from my iPad

From: [Francesca McGrath](#)
To: [Licensing](#); [Monika Karwacka](#)
Subject: Change of use objection 22 1F3 Lochrin Buildings
Date: 21 October 2024 09:55:40
Attachments: [image.png](#)
[shield-advisory.png](#)
[chevron-light.png](#)
[shield-advisory.png](#)
[chevron-light.png](#)

External email

First time sender

Dear Ms Karwack

Thank you for your email regarding my query about a possible change of use of 22 1F3 Lochrin Buildings, EH3 9NB.

I would like to put forward an objection to the licence application for the above address. I have copied this email to you as it was not clear from the guidance you attached where any objections should be addressed.

In your email you point out that there should have been a Public Notice of Application issued. The only evidence that brought my attention to a possible change of use was the fact that a key box was screwed onto the outside wall. This was a surprise to myself, and some of neighbours, as we had not received a copy of the public notice of application, or seen one displayed close by.

In the past we have directly received public notices of applications for other changes of use in the locale. So my objection is that we have not received the required Public Notice of Application.

In addition, when trying to identify the landlord of the property I checked the Register of Landlords maintained by the National Registrars of Scotland, only to find a name that I and my neighbours do not recognise as the landlord/owner.



My understanding is that Ling Yun Tian is still the owner. Perhaps you could also clarify this?

I appreciate your help in this matter. I look forward to hearing from you regarding the outcome.

Yours

Francesca McGrath
22 1F1 Lochrin Buildings
Edinburgh
EH3 9NB

Sent from my iPad