

THE HIGHLAND COUNCIL
CIVIC GOVERNMENT (SCOTLAND) ACT 1982
SHORT TERM LETS LICENCE FEES

Application and renewal – full licence

Guest capacity (people) (excluding children under the age of 2)	Home sharing and home letting	Secondary letting
1-2 occupants	£320	£400
3-6 occupants	£390	£470
7-9 occupants	£460	£540
10+ occupants	£530	£610
Other types of application		Fee
Temporary licence application		50% of the full fee
Variation of licence / change in circumstances		£120
Duplicate licence		£20

Enforcement costs

A licensing authority may charge such reasonable fees as they may determine in respect of an inspection of premises following—

- i. a failure to comply with a licence condition, or

- ii. a complaint relating to the premises (unless the complaint is frivolous or vexatious).

The decision to make such a charge will be taken in a proportionate manner in line with the [Enforcement Policy for Environmental Health \(external link\)](#). Where such a charge is to be made, the Council will seek full cost recovery for such inspections based on the appropriate productive hourly rate for the grade of officer undertaking the inspection.

Note - Where a local authority charges a fee in respect of an inspection, the licensing authority must—

(a) produce a report of its finding to the licence holder within 28 days of the inspection, or

(b) where a report is not provided within 28 days of the inspection, refund the fee charged to the licence holder.