

Short-term Let licences – Frequently Asked Questions

The foregoing contains responses to some frequently asked questions which the short-term let (STL) Licensing Team have received. Please note, these responses are for general information and guidance purposes only and they do not constitute legal, planning or any other professional advice. All applicants should seek independent legal advice from their own solicitor on any specific legal questions regarding their application.

1. Type of letting

Q. Which type of letting should I apply for?

A. This will depend on whether the STL property forms part of your own home or if it is a property where you do not normally live. Depending on your answer to this, the property will fit into one of the following categories:

- **“home sharing”** means using all or part of your own home for short-term lets whilst you are there;

Example – renting out a spare room within your home

- **“home letting”** means using all or part of your own home for short-term lets whilst you are absent, for example whilst you are on holiday;

- **“home letting and home sharing”** means you operate short-term lets from your own home while you are living there and also for periods when you are absent; and

- **“secondary letting”** means the letting of a property where you do not normally live,; and

Examples – second home, glamping pod in your garden, a garage conversion or annex on your home which can be booked separately to the main home

Q. I operate a self-catering unit which is annexed to my own home. Is this considered home sharing / home letting or secondary letting?

A. If this unit is capable of being let out separate to the main house i.e. it has its own entrance and guests are not sharing household facilities such as cooking, toilet or personal washing facilities with the host, then this will be secondary letting. If this unit does not have its own entrance and shares household facilities with the main house, it will likely be home sharing / home letting.

2. How many licences do I require?

Q. I have multiple properties which require an STL licence - how many licences do I need?

A. Multiple properties operated by the same host/operator as an STL can apply for the one licence if all properties:

- are on the same site;
- are under the one title deed;
- have the same postal address; and
- are used for the same type of letting, for example, secondary letting.

If they meet the above conditions, then one licence application can cover multiple properties. If not, then multiple licences will be required.

Please note, if you are applying for multiple properties under the same STL licence, can you please select the option of “unconventional accommodation” on our online application form. This will enable you to list the details for each individual property.

Q. I run a B&B in my own home, a self-catering annex on the gable end of my house and 4 glamping pods in my garden. How many STL licenses do I need?

A. If the self-catering annex is capable of being let separate to the main house and both it and all of the glamping pods are on the same site, with one postal address, under the same title deed and are used for the same type of letting as each other, then it is likely two STL licenses will be required, namely:

- one for the B&B (home sharing); and
- one for the self-catering and glamping pods (secondary letting).

Q. I operate a lodge site and I will require one STL licence to cover multiple properties. If I build a new lodge on this site, will I need to apply for a new STL licence for this lodge or can this be covered under my existing licence?

A. Provided the new lodge is on the same site, under the same title deed, has the same postal address and is used for the same type of letting as the lodges covered by the existing STL licence, then an application to vary the existing STL licence to include reference to this new lodge can be made.

Q. I am applying for multiple properties on the same STL licence. How do I calculate the occupancy for the properties and the fees to be paid?

The maximum occupancy for all properties combined should be stated on the application form and the fee will be calculated on this basis. For example, for an application with 6 glamping pods which each sleep a maximum of 2, the maximum occupancy would be stated on the application form as 12. Each floor plan submitted for each property should confirm the maximum occupancy for that property.

3. Excluded accommodation

Q. When is an STL licence not required?

A. Please see the detailed guidance on the definition of an STL on our website at [Further information and guidance | Short term lets licensing | The Highland Council](#). Please also see details of excluded accommodation and excluded tenancies, found on pages 6 and 7 of the Highland Council's Policy Statement, found at [Civic Government Licensing | Short-term lets - Policy Statement \(highland.gov.uk\)](#). If you have any questions on whether your property requires an STL licence or not, please email the STL Licensing inbox at STL@highland.gov.uk.

Q. I operate STL accommodation on a croft – do I still require an STL licence?

A. Whilst a crofter's arrangement with their landlord may be excluded from requiring an STL licence, any accommodation offered on a croft which otherwise comes within the definition of an STL property may require an STL licence, notwithstanding such property is on a croft.

Q. Do we require an STL licence if we operate premises already covered by an alcohol licence?

A. If you currently have an alcohol license (i.e. if a premises licence within the meaning of section 17 of the Licensing (Scotland) Act 2005 has been granted), and your operating plan states that you are using the property, which includes the STL property, to provide accommodation, you do not require an STL licence. A provisional premises liquor licence and an occasional liquor licence are not sufficient for this exclusion to apply.

Q. Do hotels with self-catering accommodation in their grounds have to apply for an STL licence?

A. If a hotel has planning consent for use as a hotel under Use Class 7 (of the Town and Country Planning (Use Classes) (Scotland) Order 1997) and it is deemed to be excluded from requiring an STL licence, then this exclusion will also apply to such self-catering accommodation in the grounds. provided such planning consent extends to this self-catering accommodation. If you have any questions as to whether such planning consent applies for your property, you may wish to pick up with our Planning department separately. Pre-application advice and development enquiry forms are available on the Highland Council website found at [Planning and building standards | The Highland Council](#).

Q. Do guest houses need to apply for an STL licence?

A. The Scottish Government have confirmed that guest houses are within the scope of the legislation and need to apply for an STL licence. Under the relevant legislation, hotels are excluded from requiring an STL licence and a question has been raised on whether this extends to guest houses also. The Scottish Government have clarified that the exclusion will only apply if the following two conditions apply:

1. **The Premises operate as a hotel** – this will be determined based on the facts and circumstances for each premise. The Scottish Government advise that such

determination could involve considering the core description of the premises based on the information held with the Scottish Assessors Association (SAA), for their purposes of calculating non-domestic rates. The SAA issue practice notes for valuations which covers various types of premises: Practice note 20 (found at [Hotels-AccommodationSubjects R2017 CPC20.pdf \(saa.gov.uk\)](#)) deals with the valuation of all categories of Hotels and subjects offering accommodation, such as Lodges, Aparthotels and Serviced Apartments; and Practice note 24, found at [R2017 Valuation of Guest Houses \(saa.gov.uk\)](#), deals with the valuation of all categories of guest houses. These practice notes apply different formulae for the valuation of hotels and guest houses and such records held by the SAA may be used alongside other facts and circumstances to determine if a premise can be classed as a hotel.

- 2. The Premises have planning permission granted for use as a hotel** – Guest houses and hotels fall within Class 7 of the Town and Country Planning (Use Classes) (Scotland) Order 1997). Any change of use between two uses within the same class is not considered a development and, as such, there is no requirement for planning permission for such change. The Scottish Government have suggested that an operator who has existing Use Class 7 consent in place to operate as a guest house but who, in fact, operates as a hotel could apply for a Certificate of Lawfulness for such use as a hotel. More information and the application for such Certificate of Lawfulness with the Highland Council can be found at [Make an application | Apply for permission | The Highland Council](#). Whether this Certificate of Lawfulness is granted will depend on the facts and circumstances of each case. Pre-application advice and development enquiry forms are available on the Highland Council website found at [Planning and building standards | The Highland Council](#).

If the premises do not meet the above conditions and they are not otherwise excluded by any of the criteria set out in Schedule 1 of the Licensing Order, they will be within scope of the definition of an STL and they will require a licence.

Guest houses which have an alcohol premises licence which covers the footprint of the STL accommodation and which has accommodation listed within their operating plan (as mentioned above) do not require an STL licence.

Q. I only operate my property as an STL for part of the year. Do I still require an STL licence?

A. Yes, unless one of the exemptions apply, then, regardless of it only being offered for let part of the year, the property will require an STL licence.

4. Application by host/operator who is not the owner

Q. Can you apply for an STL licence without being the owner of an STL property?

A. The Scottish Government have provided guidance on this point and advised that a person who is not the owner of the property can make an application for an STL licence if the applicant exercises control over the occupation of the property. When an application is made by an applicant who is not the owner of the application

property, the applicant must provide us with a declaration along with their application, signed by the existing owner, whereby the owner gives their consent for such applicant's application.

5. Application form / Site notice

Q. Where can I complete the STL Licensing Application Form

A. A link to the application form can be found on our website at <https://www.highland.gov.uk/shorttermlets>.

Q. Will I be given a provisional licence number once I submit my application?

A. Those who operated their accommodation as an STL property prior to 1st October 2022 **and** who applied for an STL licence prior to 1st October 2023 will be allocated a provisional licence number when their application is marked as valid i.e. they have provided the information and documentation required to allow us to process their application. This provisional licence number allows an existing host/operator to continue to operate until a decision is made on their licence application. Under the terms of the STL licensing legislation, provisional licence numbers cannot be allocated to those who did not operate the application accommodation as an STL property prior to 1st October 2022 or those who did not make an application prior to 1st October 2023 and they cannot operate without an STL licence.

Q. Where can I find information on the fees for applying for an STL licence?

A. Details on the Highland Council's STL Licensing Fees are found at [Civic Government Licensing | Short Term Lets Fees \(highland.gov.uk\)](#)

Q. If I withdraw my application or surrender my licence, can I get a refund of my licence application fee?

A. No, licence application fees are non-refundable.

Q. We employ a company to manage our holiday let property. Should we provide our details or their details on the application form?

A. Details of the host/operator, the owner of the property, and the individual or organisation who are responsible for the day-to-day management of the short term let property should be provided on the application form. More information on this is found in the Scottish Government guidance at <https://www.gov.scot/publications/short-term-lets-scotland-licensing-scheme-part-1-guidance-hosts-operators-3/>

Q. What happens if I make a mistake on my application form?

A. Please send an email to STL@highland.gov.uk as soon as you realise you have made a mistake. Please include your full name or organisation's name, full address details, your application reference number and a note of the mistake you have made in this email. This can then be noted with your application form.

Q. Is there a paper application form?

A. Yes, we can provide a paper form to applicants in special circumstances, such as if an applicant does not have access to the online form or if they have sight issues. If you would like to request a copy of a paper form, please contact your local Service Point, who will get in touch with our team, or write to us at The Highland Council, Charles Kennedy Building, Achintore Road, Fort William, PH33 6RQ or send us an email to stl@highland.gov.uk

Q. Will a save function be added to the application form?

A. The providers of our online forms were having issues with the saving of application forms and, as such, the save function had to be removed. Such providers advise that the save function may return at some point in the future and that an update to include this functionality is in development. They cannot give a definite date or timeline of when it will be available, largely due to detailed security testing which is required before this update can be made available. We will include the save function on our online application form once this update goes live. Our online application form provides for an applicant to print/save a pdf version of the form once they have completed the information on the form and before they submit this form. This will allow the applicant to share a copy of the completed but not submitted application form with a third party, such as their agents or their solicitor, should they wish them to check this in advance of the form being submitted. The applicant can also download a copy of their submitted form in a pdf format, once they have submitted this via the online application form.

Q. Who prepares the site notice which is to be displayed in connection with the application?

A. As part of the processing of an application form and once an application has been marked as “valid” i.e. we have confirmed that we have sufficient information and documentation to progress your application, we will prepare and send the site notice to the applicant. This site notice contains further details regarding the application and gives specific details on how representations and objections can be made. This site notice is to be displayed at or near the STL premises in a place which can be conveniently read by members of the public for a period of 21 days.

Q. What do you require as evidence that the site notice was in place for 21 days?

A. We will email the applicant a copy of a certificate of compliance and ask them to complete this to confirm that the site notice was displayed at or near the STL premises for a period of 21 days. This should then be returned to us via the link contained in this email. Whilst it is not a strict requirement, an applicant may wish to take photographs of the site notice being displayed during this period as good practice and as evidence that they have complied with site notice provisions,

6. Timescales

Q. When do I need to submit my application for an STL licence?

A. From 1st October 2023, all host/operators whose accommodation comes within the definition of an STL and who did not apply for an STL licence before this date will require a licence before they can operate i.e. accept guests and bookings.

Prior to 1st October 2023, the legislation made a distinction between:

- existing host/operators i.e. those who operated the application property as a short term let prior to 1st October 2022, and
- new host/operators i.e. those who did not operate the application property as a short term let prior to 1st October 2022.

From 1st October 2023 there is no such distinction and those who previously would have come within the definition of an “existing host/operators” can only continue to operate if they:

- a) Submitted an application for a licence on or before 1st October 2023 that has not yet been determined; OR
- b) Been granted a short-term let licence.

On or after 1st October 2022, it is a criminal offence for any person to continue to operate after their licence application has been determined and refused.

Q. How long will it take to process my application?

A. We cannot give an exact time frame for how long each application will take and it will largely depend on the information and documentation provided by an applicant, whether an objection/representation is raised in connection with such application and the volume of applications being processed at any one time.

Once we have received an application and determined that we have all the necessary information it will go out for consultation. Every application for a full STL licence has a 28 day statutory consultation timeframe as a minimum.

The legislation sets down that a licensing authority must determine an application for an STL licence within a maximum of:

- 9 months; and
- 12 months for an application by an existing host/operator (i.e. those who operated the application property as an STL prior to 1st October 2022 **and** submitted their application for an STL licence prior to 1st October 2023).

An application will be determined within these statutory timeframes, and we will endeavour to deal with applications as quickly as possible.

The Scottish Government have confirmed that we can prioritise applications from new hosts/operators for full or temporary STL licences – since new hosts/operators cannot operate until they have their licence. This should hopefully offer some comfort to a new host/operator, that their application should be prioritised and dealt with as soon as possible, subject, of course, to the 28 day statutory minimum for a full licence and, as mentioned above, depending on the information and documentation provided by an applicant, whether an objection/representation is raised in connection with such application and the volume of applications being processed at any one time.

7. Conditions

Q. Where can I find a list of the conditions which apply for an STL licence application?

A. Details and guidance on the mandatory conditions which apply can be found on our website at [Before you apply - mandatory licence conditions | Short term lets licensing | The Highland Council](#).

Details on additional conditions which apply are found at [Before you apply - additional licence conditions | Short term lets licensing | The Highland Council](#).

More information is also found on the Scottish Government's guidance, found at <https://www.gov.scot/publications/short-term-lets-scotland-licensing-scheme-part-1-guidance-hosts-operators-3/>. We would recommend that an applicant reviews this guidance before completing their application form.

8. Documentation

Q. Do I require an Energy Performance Certificate (EPC) for my STL property?

A. The relevant legislation here states that an EPC is not required for stand-alone buildings which:

1. have a total useful floor area of less than 50m²; and
2. are not a dwelling.

Dwelling is defined for these purposes as a unit of residential accommodation occupied (whether or not as a sole or main residence) by an individual or by individuals living together as a family or by not more than 6 individuals living together as a single household (including a household where care is provided for residents). The main question therefore will be whether a property can be classed as a dwelling and, if not, then it will not require an EPC.

More guidance on this is found at <https://www.gov.scot/publications/energy-performance-certificates-for-holiday-lets-guidance/>

In addition, for the purposes of STL licensing, an EPC is not required where only a room within a building (such as a guest bedroom) is being let.

Q. What is acceptable in terms of the Floor Plans I submit with my application?

A. Every effort should be made to submit professional plans, however, if you are unable to do this, hand drawn plans will be acceptable providing that they are reasonably to scale or adequately dimensioned. Ideally these plans should include a floor plan of each floor to a scale of 1:50 and if showing elevations to a scale of 1:100. Your floor plan should include:

- Reference to sizes for all rooms,
- Fire escape routes,
- Accommodation intended for guests with mobility impairment,
- The location of Smoke and heat detector locations,
- Carbon Monoxide detectors (if an open flued appliance is fitted)
- Outline footprint of short term let property in red, and
- The maximum occupancy capacity of each short term let property.

Please also provide a key for any symbols on the plan.

Q. I am renting out multiple self-catering lodges under one STL licence. Should I submit floor plans for each lodge?

A. If the lodges are identical to each other, then one floor plan should suffice. If not, please submit plans for each type of lodge and mark up on these plans which plans apply for each property.

Q. What information do you require on a site plan?

A. This plan should clearly identify the boundaries of the STL property itself and ideally be to a scale of 1:500. Your solicitor may be able to provide you with a copy of the deed plan for your property, which may be with the title deeds, and be a good starting point.

Q. Can you answer my specific questions regarding the Fire Safety Risk Assessment and how this applies to my STL property?

A. The Highland Council cannot provide any advice on fire risk or the fire safety checklist. We would recommend that all applicants review the available guidance from Scottish Fire & Rescue Service (SFRS) <https://www.firescotland.gov.uk/> .

SFRS are a statutory consultee and are the authority for fire safety. For further information, please see the Scottish Government's guidance at

- [Fire safety: guidance for the hospitality industry \(external link\) https://www.gov.uk/government/publications/do-you-have-paying-guests](https://www.gov.uk/government/publications/do-you-have-paying-guests)
- [Fire safety: guidance for existing properties with sleeping accommodation \(external link\) https://www.gov.scot/publications/practical-fire-safety-guidance-existing-premises-sleeping-accommodation-2/](https://www.gov.scot/publications/practical-fire-safety-guidance-existing-premises-sleeping-accommodation-2/)
- [Non-domestic fire safety https://www.gov.scot/policies/fire-and-rescue/non-domestic-fire-safety/](https://www.gov.scot/policies/fire-and-rescue/non-domestic-fire-safety/)

Q. What happens if I answer “no” to any of the questions on the Fire Safety Checklist, found on the STL licence application form?

A. As a statutory consultee, SFRS will be consulted as part of your application form. If, for example, you have works planned which, once completed, should mean you can change this answer to “yes” for such questions, you should complete the form with the current position and add more information on the future works in an additional information box, found at the end of the application form. We must point out, however, that the SFRS’s fire safety checklist included within our form is not a Highland Council document and any queries in relation to this are a matter for SFRS.

Q. Where can I find guidance on completing the Legionella Risk Assessment?

A. Guidance is found on the Health and Safety Executive’s website at [Legionnaires’ disease – Legionella and landlords’ responsibilities \(hse.gov.uk\)](https://www.hse.gov.uk/legionnaires-disease-landlords-responsibilities). Depending on the circumstances and whether an individual feels competent to do so, the risk assessment can be completed by the host/operator themselves and it does not have to be completed by an independent assessor. We have prepared a style risk assessment, which can be downloaded from our website at [https://www.highland.gov.uk/info/20021/short term lets/1021/short term lets licensing/2](https://www.highland.gov.uk/info/20021/short-term-lets/1021/short-term-lets-licensing/2) and completed if an individual feels competent to do so.

Q. Do you require sight of annual chimney sweep records?

A. Annual chimney sweep records do not have to be submitted along with an application. A copy of your maintenance record maybe requested should concerns arise from either, guest complaints, neighbour complaints and/or as a result of an Environmental Health inspection. In terms of annual chimney sweep records; It is not a mandatory requirement of STL licensing to have annual cleaning and certification of this for solid fuel appliances. Cleaning and Maintenance of chimneys associated with solid fuel appliances should, however, be carried out at a frequency deemed appropriate by a competent person, or as per Manufacturers/Installation instructions. Consideration should also be given to the SFRS guidance on chimney safety.

It is, therefore, recommended as good practice and it can help demonstrate compliance with the following mandatory condition, laid down in the STL licensing legislation:

Safety & repair standards

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(1) The holder of the licence must take all reasonable steps to ensure the premises are safe for residential use.

(2) Where the premises are subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006, the holder of the licence must ensure that the premises meet the repairing standard.

Further information in terms of who can be considered a competent person for the purposes of the annual inspection and cleaning of the chimney and flues can be found on the Scottish Fire & Rescue Service’s website, found at <https://www.firescotland.gov.uk/your-safety/at-home/chimneys/> .

9. Objections / Representations

Q. I wish to make an objection or a representation in connection with an STL licence application – where can I find more information about doing this?

A. Please see further guidance on this on our website at [https://www.highland.gov.uk/downloads/file/27058/guidance for stl objections](https://www.highland.gov.uk/downloads/file/27058/guidance%20for%20stl%20objections)

Q. What happens if an objection is raised in connection with my application?

A. Information on the process and how an application is determined is detailed within The Highland Council's Policy Statement, at [Civic Government Licensing | Short-term lets - Policy Statement \(highland.gov.uk\)](#). If an application has objections (either from a statutory consultee or from members of the public):

- Some of these may be resolved by the applicant providing further information which allows a consultee to withdraw their objection.
- Some objections may not be able to be resolved (for example a Police objection letter based on convictions an applicant has or a member of the public who is complaining about the poor management of an STL property to date). In these cases, the application will be required to go to a hearing at the Highland Licensing Committee. At this hearing, the Councillors on that Committee will determine whether a licence can be granted or not after hearing from both the applicant and objector(s).

Q. Does one objection result in my application going to a hearing?

A. Regardless of the number of objections; an unresolved objection will require a hearing before the Highland Licensing Committee to determine the application.

Q. On what basis can my application be refused?

A. An application can only be refused on the statutory grounds set out in the legislation, namely:

- The applicant or anyone else detailed on the application is not a fit and proper person.
- The activity to which the licence relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused such a licence if they made the application.
- Where the licence relates to an activity consisting of or including the use of premises, those premises are not suitable or convenient for the conduct of the activity having regard to:
 - the location, character or condition of the premises, vehicle or vessel;
 - the nature and extent of the proposed activity;
 - the kind of persons likely to be in the premises, vehicle or vessel;
 - the possibility of undue public nuisance, public order or public safety; or
 - there is other good reason for refusing the application.

The terms of an objection or representation should be relevant to the matters the Highland Council can take into consideration in determining an application. Frivolous or vexatious objections and representations should not be considered.

Q. Will I have a chance to state my case at a hearing?

A. At a hearing, a hearing procedure will be followed. More details on this is found at annex 2 of the Highland Council's Policy Statement, at [Civic Government Licensing | Short-term lets - Policy Statement \(highland.gov.uk\)](#). All interested parties will be given the opportunity to state their case before the Licensing Committee.

Q. Can I make an objection to a planning permission application?

A. Planning permission and licensing are subject to separate legislative provisions and regimes. If you are looking to make an objection to an application under planning legislation, please contact our Planning Department, whose contact details can be found at https://www.highland.gov.uk/info/161/planning_and_building_standards. They will be able to advise you further in this regard.

10. Planning permission

Q. Do we need planning permission for our property to be in place before we can apply for an STL licence?

A. Except in Ward 20, Badenoch & Strathspey (as noted in the response to the FAQ directly below); there is currently no requirement to provide evidence of planning permission being in place as part of your initial STL licence application. Whether planning permission is required for your specific property is a separate legislative matter. Similarly, whether planning permission is likely to be granted or refused is a separate matter and this is something you may wish to seek advice from our Planning department separately. Pre-application advice and development enquiry forms are available on the Highland Council website found at https://www.highland.gov.uk/info/161/planning_and_building_standards Planning and building standards | The Highland Council. Further guidance on how planning permission applies in relation to STL properties is found at https://www.highland.gov.uk/info/20021/short_term_lets.

Q. Our property is in the Badenoch and Strathspey area. Do we need planning permission as part of our STL Licence?

A. Badenoch & Strathspey, Ward 20, has been designated as an STL Control Area with effect from 12pm on 4th March 2024. More information and guidance on this is found at [Control Area - Badenoch and Strathspey \(Ward 20\) | Short Term Let Control Areas | The Highland Council](#). Depending on the specific facts and circumstances, applications for secondary letting in an STL Control Area may require the following evidence to be provided:

1. evidence that an application for planning permission for the use of the property as an STL has been made and has not yet been determined; or
2. evidence that planning permission has been granted for the operation of the property as an STL; or
3. evidence that the property does not require planning permission for use as an STL – this will be by way of either:
 - a Certificate of Lawful Use, which confirms that the premises do not require planning permission; or
 - a Certificate of Lawful Development, where the property has operated as an STL for over 10 years and cannot, therefore, be subject to any enforcement action for a lack of planning permission.

Further guidance on the STL Control Area for Ward 20 is detailed on the guidance found at [Short-term Let Control Area | Short-term Let Control Area Guidance Note \(highland.gov.uk\)](#) and any questions regarding the planning aspects of the Control Area or regarding specific applications for planning permission can be directed to our planning department at stlplanning@highland.gov.uk .

11. Enforcement

Q. How is this legislation enforced?

For unlicensed properties, it is a criminal offence and enforcement is ultimately a Police matter. We will work with host/operators who have not yet applied for a licence for them to apply for an STL licence. For compliance issues with a licensed STL property, this will be investigated and dealt with by the Highland Council's Environmental Health Team. Their email address is EHSTL@highland.gov.uk. Paragraph 13 of our Policy Statement, found at <https://www.highland.gov.uk/downloads/file/25349/stl - draft policy statement>, contains further information and guidance on compliance, complaints and enforcement, in respect of licenced STL properties.

Q. What happens if I operate an STL property without an STL Licence?

A. It is a criminal offence to carry on an activity for which a licence is required without having a licence and without reasonable excuse.

12. Temporary Licences

Q. Can I apply for a temporary licence while my full licence application is being considered?

A. Temporary licences can be granted for a duration of up to 6 weeks. They cannot be renewed, however, if a host or operator applies for a full licence during the period of a temporary licence, the temporary licence duration will extend until their full licence application is determined. Hosts and operators that apply for a temporary licence will still have to comply with all the mandatory conditions and any additional conditions deemed applicable. It was anticipated that temporary licences would be used by hosts or operators that only require a short term let for a specific event that runs for 6 weeks or less or where a host or operator wishes to trial providing a short term let. If you are a new host/operator you cannot be allocated a provisional licence number whilst your temporary licence is being considered since the STL licensing legislation does not permit us to allocate provisional licence numbers to new host/operators. An application for a temporary licence is made in the same way as a full STL licence, using our online application form. The fee is 50% of the full fee for an STL licence.

13. Public Register

Q. Where can I find a record of all applications for an STL licence and details of all licences which have been issued

A. Details of all applications The Highland Council have received for STL licences to date, together with details of those licences we have issued are found on our public register, which is found on our website at <https://www.highland.gov.uk/stlpublicregister>

Q. How often is the STL licensing public register published?

A. The STL licensing public register is published on our website on at least a monthly basis. It is not a “live” register and is not automatically updated when a change is made to an application. For example, where a licence application is received or a licence issued, the published register will not be updated automatically, and any such change will only be reflected when the next register is published.

14. Renewal of a licence

Q. When should I apply to renew my STL licence?

A. An application for the renewal of a licence must be made before the expiry of the current STL licence. However, when an application is made to renew a licence timeously (i.e. before the expiry of the current licence), the existing licence will continue in effect until such time as a decision is made on the renewal application.