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THE HIGHLAND COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

**APPLICATION FOR VARIATION OF
SHORT TERM LET LICENCE**

Short Term Let (STL) Licence Number:	
Address(es) of property/properties to which the STL licence relates:	
Full name(s) of STL Licence Holder:	
Company name and company number of STL Licence Holder (if applicable):	
Address of STL Licence Holder (including registered office if Licence Holder is a company):	
Date of Birth of STL Licence Holder(s):	
Contact Telephone Number(s) of STL Licence Holder:	
Email address(es) of STL Licence Holder:	

Are you an agent completing this application on behalf of the STL Licence Holder:

YES / NO (please circle applicable option)

If YES, please provide the following details for the agent:

Full Name:

Business/Firm/Company Name (if applicable):

Address:

Email Address:

Telephone Contact Number:

Do you have permission to make this application from all existing STL Licence Holders:

YES/NO (please circle applicable option)

If you have answered NO, please provide details of why below

<p>Are you seeking to amend the day-to-day manager of the STL property/properties:</p>	<p>YES / NO (please circle applicable option)</p> <p>If you have answered YES, please provide the following details for the proposed new day-to-day manager:</p> <p>Full Name:</p> <p>Details of any former name(s) and details of date when name was changed:</p> <p>Address:</p> <p>Date of Birth:</p> <p>Place of Birth:</p> <p>Email address:</p> <p>Telephone Contact Number:</p>
<p>Does the proposed new day-to-day manager have any criminal convictions that are not spent or protected?</p>	<p>YES/NO (please circle applicable option)</p> <p>If you have answered YES, please provide the following details:</p> <p>Date of Offence:</p> <p>Type of Court:</p> <p>Location of Court:</p>

	<p>Offence:</p> <p>Outcome:</p> <p><i>If you require further space to detail further criminal convictions, please complete these details on a supplementary piece of paper and annex them to this application</i></p>
<p>Are you seeking to amend any other aspects of the existing short- term let licence:</p> <p>(For example (though not limited to):</p> <ul style="list-style-type: none">• change of address for the host/operator or day to day manager,• amendment to the maximum occupancy of the STL property/properties,• amendments to property layout, or• add or remove accommodation detailed on the STL licence) <p><i>NB: please note that an application for variation of an STL licence cannot be used to substitute a new holder of the licence for the existing one. Licences are not transferable.</i></p>	<p>YES/NO (please circle applicable option)</p> <p>If you have answered YES, please provide details below</p>

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<p>Is there any further information you wish to submit with your application?</p> <p><i>If you wish to submit any documents along with this application, please annex these to this application:</i></p>	<p>YES/NO (please circle applicable option)</p> <p>If you have answered YES, please provide details below</p>
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<p>Have you annexed any additional pages or documents with this application:</p>	<p>YES/NO (please circle applicable option)</p> <p>If you have answered YES, please provide details below</p>
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Declarations:

- **I / we confirm that the particulars given by me / us on this form are true.**
- **I / we understand that:**
 - It is an offence to provide statements to The Highland Council (as licensing authority) that are false or misleading, or that you know to be.
 - The information provided by me on the form may be stored on a computer system for licensing purposes. The information may be disclosed to other relevant parties for background enquiries.
 - In order to provide this service, The Highland Council needs to collect and process your personal data as described in the privacy notice annexed hereto. By proceeding you are confirming that you have read and understood this notice.
- **Where an application is being made to apply to vary the day-to-day manager of the existing STL licence, I / we confirm that:**
 - all the people involved in the day-to-day management of the property have been identified and are listed on this application.
 - The licensing authority will be notified of any changes to the day-to-day management of the property.
 - Only those named as the duty holder can carry out day-to-day management of the property.
- **Where an application is being made to apply to include further accommodation within that covered by the existing STL licence:**
 - 1. I / we confirm that, in respect of such further accommodation:**
 - Satisfactory equipment is installed to detect and warn against fire, suspected fire and carbon monoxide.
 - Furniture and furnishings within such further accommodation comply with fire safety regulations with records to demonstrate compliance.
 - All reasonable steps have been taken to ensure such further accommodation is safe for residential use.
 - All required planning permissions and building warrant documentation have been applied for. This includes for any alterations made to such further accommodation.
 - Information has been prepared for guests on the use of such further accommodation and is provided to the guests ahead of arrival.
 - If required, such further accommodation has a valid Energy Performance Certificate, issued within the last 10 years.
 - The property licence number will be displayed on adverts and listings for the property including such further accommodation.
 - Plans have been made to display the property EPC rating on adverts and listings, if required.
 - A Portable Appliance Testing Report has been provided for all moveable appliances to which guests have access to within such further accommodation. These are dated, labelled, and signed.
 - There is valid buildings insurance for the intended use of such further accommodation.
 - There is valid public liability insurance for the intended use of such further accommodation.
 - Satisfactory safety certification for any pressure vessels, lifts or other mechanical equipment used on such further accommodation has been completed.
 - 2. I / we have checked**
 - That the licence holder complies with additional licence conditions (if applicable).
 - If the property including such further accommodation meets the repairing standard.
 - The food hygiene and safety rules that apply to the licence holder.
- **I / we confirm I have read and accept the above declarations**

Date: _____

(Signature of Applicant/Agent)

Please note, this form is to be lodged with the Short-Term Let Licensing Team, The Highland Council, Charles Kennedy Building, Achintore Road, Fort William, PH33 6RQ or sent by email to : stl@highland.gov.uk .

The application fee is £120. Please submit a copy of your receipt with the appropriate.

WAYS TO PAY:

By Debit or Credit Card

- In Person at any Service Point
- By Telephone to a member of Council staff. Please telephone the payment line on 01349 886605/09 and a member of staff will be able to take your payment. This service is available Monday-Friday 8 am to 6 pm.

By Bank Credit Transfer, Telephone or Online Banking or Standing Order

Please pay to the: Virgin Money, 15 Academy Street, Inverness, IV1 1JN

Bank Sort Code: 82:70:13

Bank Account Number: 30000542

Please quote: Name of Premises/Type of Application or Invoice Number with all payments.

Privacy notices - Civic Government licence

- **Purpose**

Civic Government licence

- **Description**

The Highland Council is the licensing authority for various types of licensable activities in the Highland area which come under either the Civic Government (Scotland) Act 1982 and associated regulations (the 1982 Act) or the Housing (Scotland) Act 2006 (the 2006 Act).

Under the 1982 Act, a licence is required for:

- Boat hire
 - Commercial window cleaning
 - Indoor sports premises
 - Itinerant metal dealing
 - Knife dealing
 - Late hours catering
 - Market operating
 - Metal dealing
 - Private hire car driving
 - Private hire car operating
 - Public entertainment
 - Second hand dealing
 - Second hand vehicle dealing
 - Sex shop operating
 - Sexual entertainment venues
 - Short-term lets
 - Skin piercing and tattooing
 - Street trading
 - Taxi booking office operating
 - Taxi driving
 - Taxi operating
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Our permission is also required under the 1982 Act to hold a charitable collection or to hold a march or parade.

Under the 2006 Act, a licence from us is required to operate a house or flat as a house in multiple occupation (HMO).

As well as processing applications for these types of licences or permissions, we have a responsibility for handling complaints about licence holders or licensed premises or vehicles, for reviewing existing licences where necessary and for issuing various reminder notices to licence holders, such as reminders when licence renewals are due. We arrange medical check ups for taxi and private hire car drivers to ensure they meet DVLA Group 2 medical standards. We also have to arrange vehicle inspections and meter tests for taxi and private hire car operators to make sure their vehicle meets the standards, and inspections by the Environmental Health service for certain types of premises, vehicles and trailers to ensure that food hygiene, health and safety and HMO standards are met.

Personal information is needed to allow us to process your application for a licence, to determine your application and issue your licence, to include your licence in the public register of licences, to ensure you comply with the terms of your licence, to send you any necessary

reminder notices and to process and determine any complaints we receive in respect of your licence.

Where licence fees are payable, payments are taken through an online form on our website or by phoning or attending our Service Centre.

- **If you don't give us your information**

If you don't provide all of the personal information which is requested in our licence or permission application forms, we will be unable to process or determine your application and it will be returned to you.

- **Conditions for processing personal information**

We have a legal obligation under the 1982 Act and the 2006 Act to administer these licensing and permission functions in the Highland area. If you wish to hold a licence, we must process your personal information to fulfil this legal obligation.

- **Your rights**

- View personal data
 - Change personal data
 - Delete personal data
 - Restrict processing of personal data
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[Find out more about your rights at https://www.highland.gov.uk/info/704/data_protection_and_freedom_of_information/341/information_we_hold_about_you](https://www.highland.gov.uk/info/704/data_protection_and_freedom_of_information/341/information_we_hold_about_you)

- **Who we share your information with**

Your information will be shared with Police Scotland and any relevant council services who may need to inspect your premises, site, vehicle or trailer.

Where premises (including temporary structures) are involved, your information will also be shared with the Scottish Fire and Rescue Service who may carry out an inspection.

For public entertainment events, your information may also be shared with NHS Highland and the Ambulance Service to assess first aid provision. We may also share your information with Bear Scotland, Transport Scotland and Traffic Scotland where traffic management during the event needs to be assessed.

Your information may also be shared with the Home Secretary, where we are required to check your right to work in the UK.

In relation to short-term let licensing, data will be shared with the Scottish Government for statistical and research purposes, which may involve some additional data linkage for analysis purposes where appropriate.

- **How long we hold your information**

Your information will be held for 2 years after you cease to hold a licence or, in the case of refusal of a licence application, 2 years from the date of the refusal.

- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

- **Data controller**

The data controller is The Highland Council

- **Data Protection Officer**

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

dpo@highland.gov.uk

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>
