**

**Short-Term Let Licence Application Form**

**Civic Government (Scotland) Act 1982 (Licensing of Short-Term Lets) Order 2022 (the "STL Order")**

# FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| NAC Reference No. (e.g. "NA00001P") | Click or tap here to enter text. |
| Name of Applicant | Click or tap here to enter text. |
| Address of Premises | Click or tap here to enter text. |
| Date of Application Receipt | Click or tap to enter a date. |
| Fee amount | Click or tap here to enter text. |
| Fee payment date | Click or tap to enter a date. |
| Fee payment ref. | Click or tap here to enter text. |

**Consultation**

|  |  |  |
| --- | --- | --- |
|  | **Date sent** | **Date reply rec'd** |
| Police Scotland | Click or tap to enter a date. | Click or tap to enter a date. |
| SFRS | Click or tap to enter a date. | Click or tap to enter a date. |
| NAC Protective Services | Click or tap to enter a date. | Click or tap to enter a date. |
| NAC Housing | Click or tap to enter a date. | Click or tap to enter a date. |
| NAC Planning (grant only) | Click or tap to enter a date. | Click or tap to enter a date. |

**Consideration History**

|  |  |
| --- | --- |
| **Decision** | **Date** |
| **Choose an item.** | **Click or tap to enter a date.** |

# Before you start...

|  |
| --- |
| 1. You should read the "Frequently Asked Questions" document (FAQs). There are also notes after some of the questions in this form. You should take independent legal advice before you complete and send this form.  2. As well as sending this form to the Council, if you are applying for the grant or renewal of a Licence, you will have to display a Site Notice at or near the premises for 21 days so that the public can know about your proposals. You must display the Site Notice for 21 days, starting from the date that you send us the application form. After 21 days, you will have to give us a "Site Notice Display Certificate" confirming that you have put up a Site Notice. If you don't give us this certificate we are legally prohibited from granting your application. You don't need a Site Notice if you request a Transfer (variation) or an amendment ("material change").  3. If you have several properties, use a separate form for each. You might qualify as an 'Existing Host' for one but not for another. If you have several properties in the same premises, you only need one form, e.g. rooms in a Bed-and-Breakfast.  4. If the space on the form is not enough, give the same sort of information on a separate document and send it to us.  5. Sometimes this form will ask you to type in words or a number. Move the mouse over the words "***Click or tap here to enter text"*** and they will change colour. Then  - you left-click the computer mouse (press down and release the left mouse button)  - type the answer  - left-click the computer mouse again to finish.  6. Sometimes this form will ask you to choose one option from a list, using the words "***Pick one from this list***". The name of the list might be something like:  **< Choose "yes" or "no" >**  and it will change colour when you move the mouse over it. The list will appear if:  - you left-click the computer mouse (press down and release the left mouse button) on the words in < > , and  - then left-click on the downward pointing arrow (the triangle at the right)  - then left-click on the item you want from the list that appears.  If you are giving a date, the computer will display a month's calendar and you left-click on the date you want.  7. This document has internal links meaning that you can jump to a particular section just by clicking on the section's title in the "Navigation Pane" in Microsoft WORD. If the Navigation Pane is not already open, click on 'View' at the top of the screen and then click the checkbox for "Navigation Pane". |

Part A (What do you want the Council to do?)

A.1. I want the Council ...

|  |
| --- |
| [a] to grant a new Licence |
| [b] to nominate a new Day-to-Day Manager |
| [c] to make any other 'material change' (e.g. to alter layout) ("Amendment") |
| [d] to renew an existing licence (not a Confirmation) |
| [e] to transfer a Licence ("Variation") |

*If you already have a Confirmation from the Council under the North Ayrshire 'Existing Hosts Confirmation Scheme', you want [a] "to grant a new Licence". The Confirmation you got was not a Licence, and you can't renew it.*

**Pick one from this list:**

**Choose an item.**

A.2. What Parts of this form do I need to complete?

The Parts of the form you need to complete depend on your answer to the last question:

|  |  |
| --- | --- |
| **Your choice** | **Parts of the form needed** |
| [a] grant | B, C, D, E, F, L and M |
| [b] nominate a new DDM | B, F and M |
| [c] amendment (another 'material change') | B, G and M |
| [d] renew | B, H, L and M |
| [e] transfer | B, I and M |

Part B (About the Accommodation)

|  |  |
| --- | --- |
| Address: | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |

Part C (More about the Accommodation)

C.1. What "Type of Short-Term Let" is this?

**Pick one from this list:**

**< Type of Short-Term Let >**

*You must say what "Type" of STL Licence you are applying for and your Licence will state one of (a) to (d). You can only use the Premises for* ***that*** *purpose. This is because one of the Mandatory Conditions of the STL Licence is:*

*"2. Type of licence*

*The Holder of the Licence may only offer the Type of Short-Term Let for which the licence has been granted." (STL Order, Sch. 3, Para. 2)*

*The regulations put Short-Term Let Licences in one of 4 categories:*

*(a) "Secondary Letting"*

*(b) "Home Letting"*

*(c) "Home Sharing"*

*(d) "Home Letting" and "Home Sharing"*

*The 4 categories are defined in the STL Order, Schedule 3, Paragraph 18.*

*The definitions in the STL Order are:*

***“Secondary Letting”***

*"means a Short-Term Let consisting of the entering into of an agreement for the use of Accommodation which is* ***not****, or is not part of, the licence holder’s only or principal home"*

***“Home Letting”***

*"means a Short-Term Let consisting of the entering into of an agreement for the use, while the Host is* ***absent****, of Accommodation which is, or is part of, the Host’s only or principal home"*

***“Home Sharing”***

*"means a Short-Term Let consisting of the entering into of an agreement for the use, while the Host is* ***present****, of Accommodation which is, or is part of, the Host’s only or principal home"*

*Home Sharing and Home Letting concern the use of the Host’s only principal home. (for example 'Bed and Breakfasts" are "Home Sharing").*

*Secondary Letting does not relate to the use of the Host’s principal home (for example, self-contained holiday homes are "Secondary Lets").*

C.2. What Council Ward is it in?

**Pick one from this list:**

**Choose an item.**

*This is a legal requirement. There are 9 wards in North Ayrshire, each with between 1 and 5 Councillors:*

*1 – North Coast*

*2 - Garnock Valley*

*3 - Ardrossan*

*4 - Arran*

*5 - Saltcoats and Stevenston*

*6 - Kilwinning*

*7 - Irvine West*

*8 - Irvine East*

*9 - Irvine South*

*You can locate your Ward on a map and get a lot of information about local Council services at:*

[*https://www.maps.north-ayrshire.gov.uk/Sites/YourLocation*](https://www.maps.north-ayrshire.gov.uk/Sites/YourLocation)

*This includes a tab "Ward and Councillors".*

C.3. What is the "Unique Property Reference Number" (UPRN) for this Accommodation?

**Type your answer:**

**Click or tap here to enter text.**

*UPRNs are used for many government functions. For example, if the property is registered for Non-Domestic Rates, the UPRN may be shown on letters from the Council. You can find your UPRN for free at:*

[*https://www.findmyaddress.co.uk/search*](https://www.findmyaddress.co.uk/search)

C.4. What is the "Maximum Occupancy" (not counting children under 10) ?

**Type your answer:**

**Click or tap here to enter text.**

C.5. If you already have a Confirmation

If you already have a Confirmation from the Council under the North Ayrshire 'Existing Hosts Confirmation Scheme', what is the Council's reference number? (it will be like "NA00001C")

**Type your answer:**

**Click or tap here to enter text.**

*You can still claim 'Existing Host; status even if you don't have a Confirmation from us, but you will have to give us evidence to support your claim: see FAQ 20 "What is Evidence of 'Existing Host' status?".*

# Part D (Planning Permission)

*If you are applying for the grant of a Licence, we will send your application to the Council's Planning Department. If they take the view that your Short-Term Let proposal would be a "Breach of Planning Control", we will be entitled to refuse to consider your Licence application until you obtain either:*

*- Planning Permission, or*

*- a "Certificate of lawfulness of existing use or development"*

D.1. Do you have either of these?

**Pick one from this list:**

**Choose an item.**

*Note: At the time of preparing this form (November 2022) the Council have not designated any part of North Ayrshire as a "Short-Term Let Control Area" under the Planning legislation, but it is still possible that you need Planning Permission.*

*For example, if you already use a house as a private residence but you want to operate a business, that might be seen as a 'change of use' so you should ask the Council's Planning Office for advice about whether or not you need Planning Permission (that is different from the Licensing Office and the Licensing Committee do not grant Planning Permission) - email:*

[*eplanning@north-ayrshire.gov.uk*](file:///C:\Users\obrienw\Desktop\!C19Z\21-09\0915%20Wed\eplanning@north-ayrshire.gov.uk)

Part E (Who is to hold the Licence?)

*If you are asking us to grant or renew a Licence, this asks about you.*

*If you are asking us to transfer a Licence, this asks about the person who is to get the Licence from you (the Transferee).*

*Answer* ***one*** *of these:*

*E.1 the Licence is to be held by a natural person*

*E.2 the Licence is to be held by a Non-Natural Person (like a Company or a Partnership)*

E.1 The Licence is to be held by a NATURAL PERSON

*Give details of everyone who holds the Licence.*

**Sole Applicant or First Joint-Holder**

|  |  |
| --- | --- |
| First name | Click or tap here to enter text. |
| Last name | Click or tap here to enter text. |
| Date of birth | Click or tap to enter a date. |
| Place of birth | Click or tap here to enter text. |
| Home address: | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Home postcode: | Click or tap here to enter text. |
| Email address:  *We may use this to contact you so you should tell us if you later change it.* | Click or tap here to enter text. |
| Telephone No.: | Click or tap here to enter text. |

**Second Joint-Holder**

|  |  |
| --- | --- |
| First name | Click or tap here to enter text. |
| Last name | Click or tap here to enter text. |
| Date of birth | Click or tap to enter a date. |
| Place of birth | Click or tap here to enter text. |
| Home address: | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Home postcode: | Click or tap here to enter text. |
| Email address:  *We may use this to contact you so you should tell us if you later change it.* | Click or tap here to enter text. |
| Telephone No.: | Click or tap here to enter text. |

***Note: you agree that the Council can send any correspondence about this Application or Licence by email to any address shown on this form, so you should tell us if there is a change in address.***

E.2 The Licence is to be held by a NON-NATURAL PERSON (like a Company, a Partnership or a Trust)

**If there are fewer than 5 Directors or other office bearers, partners or trustees, complete Part E.1 (natural person) for each of them, as well as completing Part E.2.**

|  |  |
| --- | --- |
| Full name of the Non-Natural Person | Click or tap here to enter text. |
| If this is a Limited Company, what is the Companies House number? | Click or tap here to enter text. |
| If this is a Registered Charity, what is the number with the Office of the Scottish Charity Regulator ("OSCR") ? | Click or tap here to enter text. |
| Registered Office address (or main business address) | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Post Code | Click or tap here to enter text. |

***Note: you agree that the Council can send any correspondence about this Application or Licence by email to any address shown on this form, so you should tell us if there is a change in address.***

# Part F (Day-to-Day Manager)

*Not all Licences need a Day-to-day Manager (here "DDM"), but where they do we need information on who the DDM will be after the Licence is granted (or renewed or transferred).*

*The DDM is the individual who is to be directly concerned with the management of the licensed Premises and is responsible, along with the Licence-Holder, for complying with the licence conditions.*

*One of the national Mandatory Conditions that your Licence has automatically is:*

*"1. Agents*

*Only those named as a Holder of the Licence can carry out the day-to-day management of the Short-Term Let of the Premises."*

Can I skip this section?

There are several possible situations. Look for the situation that describes your own case, and the answer to "Can I skip this section?" will be "Yes" or "No".

|  |  |
| --- | --- |
|  | **Skip?** |
| *The "Type of Short-Term Let" is "Home Letting", "Home Sharing" or both.* | *Yes* |
| *Both these apply:*  *1. I am a natural person and*  *2. I can answer this question "yes":*  *"Will I (or if there is more than one Licence Applicant, will any of them) manage the Premises directly, so that if Guests have any inquiries, want services done, or want things fixed, they will contact me (or that person) or a local agency?"* | *Yes* |
| *Both these apply:*  *1. The Licence is to be held by a Partnership or Trust (established by a deed, destination in a conveyance, Trust Disposition and Settlement, or other testamentary document) and*  *2. I can answer this question "yes":*  *"Will I (or any of the other Partners or Trustees) manage the Premises directly, so that if Guests have any inquiries, want services done, or want things fixed, they will contact me (or that person) or a local agency?"* | *Yes* |
| *The answer to both questions is "no" or "this does not apply"* | *No* |
| *The Licence is to be held by another Non-Natural Person (a common example is a Company registered under the Companies Acts, with a Registration number like "SC123456")* | *No* |

*If your answer to "Can I skip this section?" was "No":*

*1. you must give the following information about the DDM and*

*2. the DDM must sign this form as well as you.*

***IMPORTANT***

***The DDM is a "Joint Holder" of the Licence – this will mean that if the DDM stops acting as such, you must apply to the Council within six (6) weeks to nominate a new DDM. If you do this in time, the Licence continues. If you don't do this in time, the Licence stops. This is the Law and the Council cannot extend the 6-week period.***

F.1. Your Licence Number?

If you are nominating a new DDM and this is not a Transfer request, what is your Licence number? (it will be like 'NA01234F"):

**Type your answer:**

**Click or tap here to enter text.**

F.2. Give information about the new DDM

|  |  |
| --- | --- |
| First name | Click or tap here to enter text. |
| Last name | Click or tap here to enter text. |
| Date of birth | Click or tap to enter a date. |
| Place of birth | Click or tap here to enter text. |
| Your home address: | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Your home postcode: | Click or tap here to enter text. |
| Email address:  *We may use this to contact you so you should tell us if you later change it.* | Click or tap here to enter text. |

Part G (Amendment)

Send us an email explaining what changes you want and include any relevant extra documents, e.g. an updated Layout Plan.

Part H (Renewal)

*If you already have a Confirmation from the Council under the North Ayrshire 'Existing Hosts Confirmation Scheme', you probably want [a] "to grant a new Licence". The Confirmation you got was not a Licence, and you can't renew it.*

H.1. Your Licence number?

It will be like 'NA01234F":

**Type your answer:**

**Click or tap here to enter text.**

H.2. Are you ONLY renewing?

Do you simply want to renew your licence without making any changes?

**Pick from this list:**

Choose an item.

*Notes:*

*1. Changes:*

*If you simply want to renew your licence without making any changes to things like the layout or the maximum occupancy, you don't need to give us any documents and you can go straight to the Declaration at the end of this form. We will assume that you want all the details in your current Licence to say the same unless you tell us otherwise. If you want to change anything, contact us to see if you need to give us extra documents, e.g. an updated Layout Plan.*

*2. Renewal Fee:*

*What you pay when requesting renewal is double the renewal fee set by the Council, because as well as asking for renewal you have to pay a 'recurring fee' when you apply for renewal and every 10, 20, 30 etc. years after that. This is not a "10-year licence. To save administration for Hosts and the Council, we will approach your renewal application with the assumption that it should be granted 'without limit of time', but with an extra Licence Condition requiring to pay a 'recurring fee' at 10-year intervals. If the Licensing Committee think there is a need for this, they can limit the duration of the renewed Licence, but the starting-point is that any STL Licence, once granted, might last forever. See LPS Annex D ("Licence Duration") for more information.*

Part I (Transfer)

*You can ask us to Transfer the Licence to someone else using the Variation procedure under the Civic Government (Scotland) Act 1982, Schedule 1, Paragraph 10.*

I.1. Your Licence number?

It will be like 'NA01234F":

**Type your answer:**

**Click or tap here to enter text.**

I.2. When do you want the Transfer to be effective?

**Type your answer:**

**Click or tap to enter a date.**

I.3. Effective Date

Do you want the Transfer to happen as soon as possible (or at the Date of Settlement of a sale transaction) ("the Effective Date")?

**Pick from this list:**

**Choose an item.**

***Note on Effective Date***

*In most cases you will say "yes" because you will want the Transfer to happen as soon as possible (or at the Date of Settlement of a sale transaction) so we will assume (unless you say "no") that your application form says:*

*"I want the variation to take effect as soon as it is granted, and I give up my right to appeal – which would otherwise postpone the effective date of the variation for 28 days under Civic Government (Scotland) Act 1982, Schedule 1, Paragraph 10(5)."*

*We must copy the Transfer Application to both:*

*- Police Scotland*

*- Scottish Fire and Rescue Service*

*and they can each comment on your Transfer request. We will also ask them to give up their right to appeal.*

I.4. Who is the Transferee?

*You have to give the same information about the person who you want the Council to transfer the Licence to as if that person was applying for a Licence directly (e.g. full name, date of birth, place of birth).*

*Complete Part E (who is to hold the Licence?) and give the Transferee's details. Either:*

*- E.1 - The Licence is to be held by a NATURAL PERSON, or*

*- E.2 - The Licence is to be held by a NON-NATURAL PERSON (like a Company, a Partnership or a Trust).*

I.5. Is there to be a Day-to-Day Manager after the Licence is transferred?

*If there is, you should give details of that person. You won't need a DDM:*

*- If the "Type of Short-Term Let" is "Home Letting" and/or "Home Sharing"*

*- in some (not all) cases of "Secondary Letting".*

*See Part F (Day-to-Day Manager) for more information.*

I.6. Is there to be an Amendment as well?

Are there to be any other changes to the Licence, for example a change to the Layout Plan? If there are, complete Part G (Amendment).

# Part J (The documents you must give us)

*The documents you need to show us depend on what you want the Council to do:*

*- If you are applying for a grant of a new Licence, you should give us everything on the list*

*- If you are asking for an amendment of a Licence, you should ask us what extra documents you need (if any), but*

*- If you are asking for anything else you only have to pay the fee.*

*A list similar to this is suggested by the Scottish Government to provide a helpful starting point for checking you have the relevant information required in order to submit an application for a licence. Getting your application right first time will make the process easier for both you and the Council and will help you to get a decision more quickly.*

*This list is in two parts:*

*(a) documents you must give us (Part J of this form)*

*(b) things you should check yourself (Part K of this form)*

|  |  |
| --- | --- |
| **I have enclosed:** | Yes |
| Layout Plan - 6 copies (see FAQ 18 – "What is a Layout Plan?") |  |
| Location Plan - 6 copies (see FAQ 19 – "What is a Location Plan?") |  |
| Evidence of 'Existing Host' status (if you don't have a Confirmation) (see FAQ 20 – "What is Evidence of 'Existing Host' status?") |  |
| Evidence of owners' consent (if you are not the owner) (see FAQ 21 – "What proof of owner's consent do I need?") |  |
| Legionella Risk Assessment: see FAQ Annex L, "MC 9" |  |
| Energy Performance Certificate (EPC): See FAQ 23(b), FAQ 27, Mandatory Condition 14(1)(b) |  |
| Copy of the Planning document (Part D of this form) (only if you have one) |  |
| Fire Safety Checklist (needed only for grant or renewal applications (This is a form prepared by Scottish Fire and Rescue Service. You will complete this yourself and you don't need a SFRS employee to visit your STL accommodation. You can get a blank form from our website.) |  |
| Any separate document you have used if the form was not big enough |  |
| Fee Payment (see FAQ 12 "How much is the fee?" and the note below "How to pay the fee") |  |

Part K (Things you should check yourself)

*In this section "MC" means the "Mandatory Conditions". These apply to every STL Licence in Scotland and North Ayrshire Council have no choice but to apply them. We cannot change them. The MC are in STL Order, Schedule 3.*

*The only "Additional Condition" applied by North Ayrshire Council relates to Waste Disposal – see item 2 in the list (there is another local condition, but that does not apply until later, when you apply for renewal).*

*You do not have to give us documents in Part K yet, but we might ask for them during the consideration of your Licence application and a Council officer might ask to see them at any time after the Licence is granted. You will need to make some of the documents available for your Guests.*

*See two Annexes in the LPS (both are copied in the FAQ document):*

*Annex C - Mandatory Licence Conditions*

*Annex L - What documents do I have to give Guests?*

|  |  |
| --- | --- |
| 1 | Information for guests: I have prepared the required information for guests and know where I will put it for them on the premises (MC 12 and LPS Annex L – "What documents do I have to give Guests?". This is copied in the FAQ document. |
| 2 | Information for Guests about the Waste Disposal condition in North Ayrshire (Set out in LPS Part 10(b), under the heading "The first exception", and also at FAQ 14(b)). |
| 3 | Responsibility for the property (Agents) – I have identified those involved with the day-to-day management of my premises and know that I cannot change them without the licensing authority’s approval. (MC 1 and see Part F of this form) |
| 4 | General safety – I have taken all reasonable steps to ensure the property is safe for residential use. (MC 10(1)) |
| 5 | Repairing Standard: I am satisfied that my premises all legal standards so far as they apply. (MC 10(2)) |
| 6 | Fire safety: I have installed satisfactory equipment to detect and warn against fire or suspected fire, and carbon monoxide. (MC 3) |
| 7 | Fire safety: furniture and furnishings used by Guests comply with fire safety regulations and I have records that demonstrate compliance. (MC 4) |
| 8 | Gas Safety: If there are gas appliance(s): I have up-to-date Gas Safety Certificates (dated within the last 12 months). (MC 5) |
| 9 | Electrical Safety: I have made sure my electrical fittings and items are in good working order and arranged for an electrical safety inspection to be carried out by a competent person. (MC 6) |
| 10 | Electrical Safety: I have obtained an "Electrical Installation Condition Report" (EICR) on any fixed installations. (MC 6(c)) |
| 11 | Electrical Safety: I have a Portable Appliance Testing Report on moveable appliances to which my guests have access and labelled inspected items (MC 6(d)). |
| 12 | If my premises have a private water supply: I comply with the relevant regulations (MC 8 - this does not apply if Scottish Water supply the water) |
| 13 | Listings: I have made plans to display my licence number and EPC rating on adverts and listings (MC 14) |
| 14 | Buildings insurance: I have checked that there is valid buildings insurance in place for the premises (MC 15(a)). |
| 15 | Public liability insurance: I have checked that there is valid public liability insurance in place whilst my premises is let as a short-term let (MC 15(b)). |

Part L (Site Notice)

If you are applying for the grant of a Licence or the renewal of an existing licence, you should display a "Site Notice" at or near the Accommodation telling the public of your proposal. Place this anywhere the public can easily read it, for example on the inside of a window-pane facing out, or pinned to a door, or tied to a nearby lamppost.

You can use the "Short-Term Let Licensing Site Notice" on our website:

<https://www.north-ayrshire.gov.uk/business/licences-and-permits/short-term-let-licence.aspx>

This must be on public display for 21 days. After that period you will need to give us a "Short-Term Let Licensing Site Notice Display Certificate" (which is also on our website).

In most cases you should display a Site Notice yourself. If you cannot do so because you lack access rights to the place where you would have put up a Site Notice, we can put an advert in a newspaper or on the internet.

Which of these applies to you?

|  |  |
| --- | --- |
| (a) | I declare that I shall, for a period of 21 days from the date of this Application, display at or near the premises so that it can conveniently be read by the public, a Site Notice and I shall afterwards give the Council a Site Notice Display Certificate |
| (b) | I declare that I am unable to display a Site Notice at or near the premises because I do not have the rights of access which would enable me to do so, but I have taken the undernoted steps to acquire those rights but have been unable to do so. |

Choose one of (a) or (b):

**Pick from this list:**

**Choose an item.**

If you chose (b), tell us what stopped you putting up a Site Notice and what you did to try to deal with the problem.

|  |
| --- |
|  |

Part M (Declaration)

|  |  |
| --- | --- |
| **Applicant**:  I ask the Council to grant this application. I confirm that the information I have given:  - in this form  - in the accompanying documents listed in Part J ("The documents you must give us") and  - in any covering letter or email  is true and accurate.  I have obtained all the information and documents described in Part K of this form ("things you should check yourself").  I understand that:  - this request may be sent to the Police for checks about anyone named in this form;  - there are criminal penalties for giving false or misleading information;  I authorise:  - the Council to send any correspondence about this application or the Licence by email to any address I have put in this form;  - the Council to share information relating to the application, the Licence or the Accommodation with any statutory body, and any current, past or prospective Guest or Listing Agency, and to make public details of any Licence applying to the Accommodation.  - the Council to make whatever inquiries they deem appropriate in relation to this application,  - any person, statutory body, listing agency or any private person or business to disclose any information relating to the application, the Licence or the Accommodation to the Council.  **Day-to-Day Manager (if relevant – see \* below)**  I have read and understood the Licence Conditions and I will keep to these. | |
| Applicant - Signed:  (not if sending by email) |  |
| Date: | Click or tap to enter a date. |
| DDM: Signed:  (not if sending by email) \* |  |
| Date: | Click or tap to enter a date. |

*\* If the form is sent to us by email, the DDM (if there is one) should send us a letter or an email from a different email account stating:*

*1. that he/she agrees to be named in the Short-Term Let Application, giving both your name (the Applicant's name) and the Accommodation address, and*

*2. that he/she has read and understood the Licence Conditions and will keep to these.*

***Please send your completed form and all supporting papers by email to:***

[licensing@north-ayrshire.gov.uk](file:///C:\Users\obrienw\Desktop\!C19Z\21-09\0917%20Fri\licensing@north-ayrshire.gov.uk)

How to pay the fee:

You can pay:

(a) by BACS transfer

(b) by telephone

(c) by cheque

If you have any questions regarding these payment options then please contact us as soon as possible by e mail at [licensing@north-ayrshire.gov.uk](mailto:licensing@north-ayrshire.gov.uk).

(a) BACS Transfer

Payment can be made by BACS using the following details:

Payee: **North Ayrshire Council**

Bank:  **Clydesdale Bank, 151 High Street, Irvine**

Bank Account No:  **20443773**

Sort Code:  **82 65 22**

Payee Ref / Account id: **10253003000060155** (it is important to quote this number)

This is the "Licensing Civic Government (Others)" income code which we need to allocate payments to the correct account.

Payment / Customer Ref: **name of accommodation, individual or organisation making payment**

**Important**

It is very important that when you submit a payment by BACS that we are kept informed so that we can look out for your payment and mark up our records accordingly once it has been received by the Council. Therefore, when you submit a BACS payment please send the remittance advice or alternative notification to [licensing@north-ayrshire.gov.uk](mailto:licensing@north-ayrshire.gov.uk)

(b) Telephone Payment

If you can't pay by BACS then you can use a debit or credit card over the telephone.

If you wish to do this notify us by email at [licensing@north-ayrshire.gov.uk](mailto:licensing@north-ayrshire.gov.uk). Please include a contact telephone number and an indication of the most suitable time(s) for us to contact you. A member of the Licensing team will then call you to take payment.

(c) Cheque

If you require to pay by cheque then please post it to the Licensing Office address (detailed below) and if possible inform us of this (by email at [licensing@north-ayrshire.gov.uk](mailto:licensing@north-ayrshire.gov.uk)) so that we are aware of it and can look out for your cheque being received.

North Ayrshire Council Licensing Department

1st Floor West

Cunninghame House

Irvine

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