

Short Term Lets. Application guidance.

This document explains how to make a Short Term Lets application, the questions you will be asked and what documentation we require sight of in support of the application. This document is a comprehensive overview of the information and documents we require, you can also refer to our more in-depth guidance document for short term lets which is held [here](#).

How to apply.

You can apply via two methods for a Short Term Lets licence issued by Aberdeen City Council.

- Make an application via our dedicated online form accessible [here](#).
- If you do not have access to the internet, you can call our Digital Assist team on 03000 200 292 Monday to Friday, 9am to 5pm.

Please note that we do not offer a paper application form.

Personal or Company/Organisation information required.

The Applicant.

As the applicant we require to know your full name, address, email address and contact telephone number. The applicant is classified as the person completing the form and this could be different to the proposed licence holder, for example if you are an agent completing the application on behalf of a client then we require to know the name of the person at the agency making the application.

The Agent.

If you are an agent completing the application on behalf of a client, we require to know the agency name, address, email address and contact telephone number.

We also require to know the names of each Director, their date and place of birth and home address.

The Licence Holder.

We require to know the licence holder's full name, address, date and place of birth, email address and contact telephone number.

The Property Owners. These details must match the property title deeds.

We require to know the property holder's full name, address, date and place of birth. If there are joint owners, then we require this for each owner.

If an owner is a company/organisation, then we require to know the company/organisation name, address, email address and contact telephone number. We also require to know the names of each Director/Trustee, their date and place of birth and home address.

The Property Manager.

If the property manager is the same as the proposed licence holder or the agency, then we do not require any further information. However, if the management of the property is carried out by a third-party individual or company then we require to know:

- Individual: their full name, address, date and place of birth, email address and contact telephone number.
- Company: company name, address, email address and contact telephone number. We also require to know the names of each Director, their date and place of birth and home address.

The Public Notice.

Each short term let application requires a public notice to be presented outside the property for a period of 21 days. After the 21 days have passed, the applicant should then log back in and confirm that the notice has been displayed for that period. This allows for any objections to be made by the public and is subject to inspection by Aberdeen City Council.

We require to know the name, email address and telephone number for the person responsible for displaying the public notice. The public notice is issued to the applicant via email once an application has been made.

Property information required.

The type of licence being applied for: home sharing, home letting, home sharing & letting or secondary letting. We also require to know whether you are a host or an operator, please see our full guidance document for definitions of these.

The property details. Property address, type of property, number of bedrooms available for rent, maximum number of guests (not including children under 10), days of week available for booking, Energy Performance Certificate (EPC) rating and if the property currently in residential use. Note that if the property is not currently in residential use, then planning permission is required which is a separate application process. You can find information on planning permission applications on our dedicated [webpage](#).

We also require to know if any person or body named in the application has ever been convicted of a crime or offence (including spent convictions). We need their name, date of the incident and the court name.

If an applicant has previously been refused a short term lets licence, we require to know the date of refusal.

The applicant is also required to complete a Fire Service checklist as part of the form. This covers details on the premise, fire safety, firefighting equipment, doors and exits, automatic fire detection, emergency lighting and Fire Logbook and test certificates (these do not have to be uploaded).

Documentation.

We require electronic copies of the following documentation to be uploaded and submitted to us as part of the application:

- Floor plans. Please attach floor plan(s) for the premises indicating room sizes, fire escape routes and accommodation intended for guests with mobility impairment. If possible (but not mandatory), please show the location of any steps, stairs, elevators or lifts in the premises, as well as the extent and boundary of the building.
- Energy Performance Certificate. A copy of the valid, existing certificate. This must evidence the Energy Performance Rating you entered in the Licence Type & Property Information section of the application form.
- Portable Appliances Test (PAT). A copy of the current Portable Appliances Test (PAT) certificate which includes the itemised list of Portable Appliances with test results (i.e., pass/fail). This is the safety certification for the electrical appliances you display in the Short Term Let and must be certified annually.
- Gas Safety Certificate. A copy of an Electrical Installation Condition Report (EICR) from a qualified electrical engineer of a test carried out within the last 5 years to confirm that the electrical installation is safe.
- If existing host or operator (trading prior to 1st October 2022). Require bank statement issued within last three months reflecting income received from short term let trading.

Payment.

Electronic payment is required prior to submitting the application. Once the application is complete you will be redirected to our payment provider to make payment. This must be successfully made before the application is sent to us for review.

You can find our fee structure and further information on short term lets on our dedicated [webpage](#).