

# Short-term Let (STL) Application Help Sheet

This is not the STL application form.

This template is designed to help complete the online application.



## Documents to be submitted with the application form:

Annual Gas Certificate (For premises with a gas supply)	You will need the Date Valid to:
Electrical Installation Condition Report (Renewal: Every 5 years)	You will need the Date Valid to:
Portable Appliance Testing Report (Renewal: Every 5 years)	You will need the Date Issued:

**If you do not submit valid documents your application will not be validated**

## Documents and dates required for the application form:

Planning permission (If required): <a href="http://fife.gov.uk">STL Planning Guidance (fife.gov.uk)</a>	You will need the Planning reference number: (If required):
EPC Certificate: (Where applicable) <a href="http://mygov.scot">Energy Performance Certificates - mygov.scot</a>	You will need the Date Valid to: You will need the EPC Rating:
Buildings Insurance	You will need the Date Valid to:
Public Liability Insurance	You will need the Date Valid to:
Legionella Risk Assessment <a href="http://HSE">Legionella and legionnaires' disease - HSE</a>	You will need the Date Complete:
Floor Plans (If required)	Please note: We will contact you if required

**Please ensure document dates are the most recent and not expired.**

## Application Names: Applicant, Manager and Corporate Entity:

<ul style="list-style-type: none"><li>Name(s) of Applicant (This will be the name used on the Licence)</li><li>Name(s) of Day-to-Day Manager(s) (If not the applicant)</li><li>Name(s) of Corporate Entity Applicant Details (e.g. company, partnership, trust or charity) (If relevant)</li></ul>	You will need the following for all named on the application, including the applicant (Licence Holder), Manager of the premises and Corporate Body members: Name: Address: Email: Tel: Date of Birth: Place of Birth: Criminal Convictions (if any):
Proof of consent from owner(s) (if applicable)	ONLY if the applicant is not the owner.

## Licence Conditions

Read and understood the mandatory conditions that will apply to the licence	<a href="http://fife.gov.uk">Short-term Let Mandatory Conditions (fife.gov.uk)</a>
Read and understood the additional conditions that will apply to the licence	<a href="http://fife.gov.uk">Short-term Let Additional Conditions (fife.gov.uk)</a>

## Application Fee

<p>Send the licence fee with the application.</p> <p>The application will not be processed without the fee being paid.</p>	<p>See <a href="#">Fee Structure</a></p> <p>You will need a payment card to pay for the licence at the end of the online application.</p> <p>If you have more than 20 occupants, we will contact you to arrange the payment.</p>
--	--

## What I need to do when the application is submitted?

<p>Display a Public Notice at or near the premises so that it can be conveniently read by the public. (Display for 21 days)</p> <p>This is not applicable for Temporary Licences or Temporary Exemption.</p>	<p>You can download this template:</p> <p><a href="#">Short-term Let Public Notice (fife.gov.uk)</a></p>
<p>Confirm the Public Notice has been displayed for 21 days with a Certificate of Compliance.</p>	<p>You can download this template:</p> <p><a href="#">Short-term Let Certificate of Compliance (fife.gov.uk)</a></p> <p>This must be returned before a licence can be issued.</p>

## How to check progress of the STL application:

<p>You can access the STL Public Register which will confirm applications awaiting validation and those validated. You will receive confirmation when the application is validated or if any further information is required.</p>	<p>STL Public Register Link:</p> <p><a href="#">Public Register of applications</a></p> <p>The STL Public Register is updated weekly. There is no reason to contact us directly.</p>
---	--

## What to do when the application is Granted:

<p>Prepared information that will be available to guests at the premises.</p>	<p>Information at the premises must include:</p> <ul style="list-style-type: none"><li>a) Fire, gas and electrical safety information,</li><li>b) Details of how to summon the assistance of emergency services,</li><li>c) A copy of the gas safety report,</li><li>d) A copy of the Electrical Installation Condition Report, and</li><li>e) A copy of the Portable Appliance Testing Report.</li></ul>
<p>Noted the requirement to display the licence number and EPC rating (where required) on listings for my premises</p>	<p>Licence Number:</p> <p>EPC Rating:</p>

Information provided in the application will be disclosed to Police Scotland, the Scottish Fire and Rescue Service and any other party deemed appropriate by Fife Council in the determination of the application.

**This is not the application form.**

**The online application can be found @ [Short-term Lets Licence | Fife Council](#)**

Fife Council,  
Short-term Let Licensing  
5<sup>th</sup> September 2023