



Short-term Let Renewal Process

The Civic Government (Scotland) Act 1982
(Licensing of Short-term Lets) Order 2022



From 1st October 2022, new hosts and operators cannot accept bookings until they have obtained a licence. The licence renewal is the responsibility of the Licence Holder(s). The application process for a renewal licence is the same as a new licence application.

Hosts and operators must apply for a renewal licence before the previous licence expires to continue operating. It is recommended applying as soon as reasonably possible before the previous expiry date.

- If the previous licence lapses before a renewal application is made then any subsequent application would be treated as a new application rather than a renewal, therefore hosts and operator must stop operating and taking bookings.
- If the previous licence expires before a renewal application is determined, applicants can continue to use the premises to provide short-term lets until the renewal application is determined.
- If a renewal licence is granted before the previous licence expires, it will become effective the day after the previous licence expiry date, and no days will be lost.

As with all Short Term Let applications –

You should include/attach:

- Current Annual gas certificate (for premises with a gas supply)
- Current Electrical Installation Condition Report (all pages)
- Portable Appliance Testing Report
- Short Term Let Licence Fee – see fee structure on website

Also, there are additional certificates you should have at hand to submit expiry dates where requested.

You should provide expiry dates for:

- EPC Certificate (for premises which are dwellinghouses)
- Buildings Insurance
- Public Liability Insurance
- Legionella Risk Assessment

Public Notice - Notifying Residents and Neighbours

When an application is made for a licence, it is a duty for the applicants to display a Public Notice at or near the premise for 21 days. This is not required for a Temporary Licence or Exemption. A template is available below.

Certificate of Compliance

You must confirm the Public Notice has been displayed for 21 days with a Certificate of Compliance. Please return the Certificate of Compliance when the public notice period ends and within 7 days of the Public Notice expiring. This is not required for a Temporary Licence or Exemption. A template is available below.

You can apply to renew your licence online by using the link below to our website -

[Short-term Lets Licence | Fife Council](#)

Or request a paper application to be emailed to you by contacting us at -

shorttermlets@fife.gov.uk