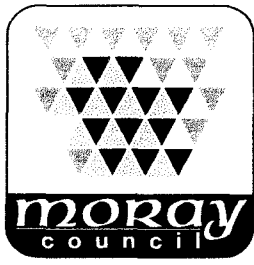




£495 PMO on 3/8/23
- CASAN



4 AUG 2023

**THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (LICENSING OF SHORT-TERM LETS)
ORDER 2022
APPLICATION FOR A SHORT-TERM LET LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING THE FORM

A. LICENCE DETAILS

Tick one box only:

Secondary Letting

Home Letting

Home Sharing

Home Letting and Home Sharing

Are you applying for a temporary licence? YES / NO

B. APPLICANT DETAILS

Tick one box only: Individual Corporate Entity

B.1 Individual Details:-

Full Name Mrs Bresilda Haka

Home Address [Redacted]

[Redacted]

[Redacted]

Post Code [Redacted]

Tel. No Mobile... [Redacted]

If you have lived at this address for less than five years, you must provide previous addresses below to cover this period.

Previous Address 1

[Redacted]

[Redacted]

Post Code

[Redacted]

Previous Address 2

[Redacted]

[Redacted]

[Redacted]

Post Code

[Redacted]

If you have further address details to add, include these in the additional information sheet attached to this application.

[Redacted]

Email

[Redacted]

Date of Birth

Age

[Redacted]

Place of Birth

[Redacted]

Are you a Registered Landlord?

YES NO

If yes, please provide your landlord registration number

B.2 Corporate Entity

Full Name of Person completing application

N/A

Full Name of Corporate Entity

Address of Registered or Principal Office

Post Code

Tel. No

Email

Full details of all Directors, Partners or other persons responsible for management of the entity (continue on the additional information sheet if necessary)

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

Full Name

Home Address

.....

.....

Post Code

Tel. No Mobile.....

Email

Date of Birth Age.....

Place of Birth

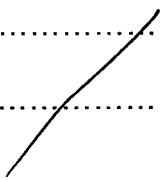
C. DAY TO DAY MANAGEMENT OF THE PREMISES

Do you intend to carry out the day to day management of the premises? YES NO

If no, provide the full details of the agent/day-to-day manager who will be responsible for management of the premises:

Full Name

Home Address



Post Code

If the agent/day to day manager has lived at this address for less than five years, provide previous addresses below to cover this period.

Previous Address 1

Post Code

Previous Address 2

Post Code

If you have further previous address details to add, include these in the additional information sheet attached to this application.

Tel. No Mobile.....

Email

Date of BirthAge.....

Place of Birth

D. PREVIOUS/OTHER SHORT-TERM LET LICENCE DETAILS

Have you or anyone else named on this application held a short-term let licence? YES NO

If yes, please provide the licensee's full name, name of licensing authority who granted the licence and the type of short-term let licence held

.....
.....
.....

E. OWNERSHIP OF THE PREMISES

Do you own the premises/land on which the premises are located that you are seeking a licence for? YES / NO

If yes, do you share ownership? YES / NO

If you do not own, or are not the sole owner of the premises/land on which the premises are located, please provide the full name(s) and address(es) of each owner (continue on the additional information sheet if necessary):

Full Name [Redacted]

Home Address [Redacted]

Post Code [Redacted]

Full Name

Home Address

Post Code

If you do not own or are not the sole owner of the premises, do you have permission of the owner(s), each other owner(s) or, person authorised to act on behalf of the owner(s)?

YES NO

Have you included a consent declaration from each owner(s)/each other owner(s) or, person authorised to act on behalf of the owner(s) with this application?

YES / NO

F. PREMISES

Full Address of Premises
(including County)

1 WOODSIDE

CALCOTS ROAD

ELGIN

Post Code

IV308BW

Please confirm the Moray Council Ward where the premises are located by ticking the relevant box.

Ward 1 Speyside Glenlivet

Ward 2 Keith and Cullen

Ward 3 Buckie

Ward 4 Fochabers Lhanbryde

Ward 5 Heldon and Laich

Ward 6 Elgin City North

Ward 7 Elgin City South

Ward 8 Forres

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Is the premises located within a National Park?

YES NO

If yes, please confirm the National Park where the premises are located by ticking the relevant box.

Cairngorms National Park

Loch Lomond and Trossachs National Park

Were the premises available for short-term let before 1 October 2022?

YES / NO

F.1 Description of the Premises

Please give a general description of the type of the premises (e.g. bungalow, flat, unconventional dwelling, specify number of floors, etc) and enclose a detailed floor/layout plan. Your plan should indicate room sizes, fire escape routes, steps, stairs, elevators or lifts, accommodation intended for guests with mobility impairment as well as the extent and boundary of the building if relevant.

END TER HOUSE, 2 FLOORS, SEMI RURAL LOCATION

.....
.....
.....
Please provide details of any third party accreditation or certification awarded to the premises (e.g. Visit Scotland Quality Assurance, date of award and number of stars awarded).
.....
.....

F.1.1 Rooms

Total number of habitable rooms (include kitchen) 6
Total number of letting bedrooms 4
Total number of beds available for use by the guests 5
Total number of public rooms available for use by the guests
i.e. lounge/dining room etc. 2
Total number of rooms used for owner/manager's private accommodation 0

F.1.2 Catering

Do you offer Self Catering accommodation? YES/NO
Do you offer Bed Only accommodation? YES/NO
Do you offer Bed & Breakfast/Full Board accommodation? YES/NO

F.2 General Safety and Standards

F.2.1 Fire Safety

Does the premises have satisfactory equipment installed for detecting and giving warning of fire or suspected fire, and the presence of carbon monoxide? YES/NO
Do all upholstered furniture and furnishings intended for guest use or to which guests are permitted to have access to comply with the Furniture and Furnishings (Fire Safety) Regulations 1988? YES/NO
If yes, do you have records to demonstrate compliance with the Furniture and Furnishings (Fire Safety) Regulations 1988? YES/NO
Have you completed Scottish Fire and Rescue Service's fire safety checklist? YES/NO

You must send a copy of the completed checklist to Moray Council with your licence application.

F.2.2 Gas Safety

Does the premises have a gas supply?

YES / NO

If yes, please provide a copy of the most recent Gas Safety Certificate for the premises with this application.

F.2.3 Electrical Safety

Do guests have access to electrical fittings within the premises?

YES / NO

If yes, please provide a copy of the most recent Electrical Installation Condition Report on fixed installations with this application.

Do guests have access to electrical moveable appliances within the premises?

YES / NO

If yes, please provide a copy of the most recent Portable Appliance Testing Report on moveable appliances with this application,

F.2.4 Water Safety

Does the premises have a private water supply?

YES / NO

If yes, have you complied with the requirements set out in the Water Intended for Human Consumption (Private Supplies)(Scotland) Regulations 2017?

YES / NO

Have you completed a legionella risk assessment for the premises?

Please provide a copy of the risk assessment carried out with this application.

YES / NO

F.2.5 Safety & Repair Standards

Have you taken all reasonable steps to ensure the premises are safe for residential use?

YES / NO

Are the premises subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006?

YES / NO

If yes, do the premises meet the repairing standard?

YES / NO

F.2.6 Energy Performance Certificate

Does the premises have an Energy Performance Certificate issued within the last 10 years?

YES / NO

If yes, please enclose a copy of the Energy Performance Certificate with this application.

If yes, please tick the box which indicated the Energy Performance Certificate Rating for the premises.

A	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>
D	<input type="checkbox"/>
E	<input type="checkbox"/>
F	<input type="checkbox"/>
G	<input type="checkbox"/>

F.2.7 Building Warrant

Are you aware of any building work that has been carried out on the premises in the last 10 years?

YES NO

If yes, please specify

.....
.....
.....

Have you considered if a building warrant is required?

YES NO

If yes, please give the reference and date granted

If no, please search "Do I need a building warrant?" at www.moray.gov.uk

F.2.8 Insurance

Specify the buildings insurance in force, including details of insurance company and amount of cover. **Enclose with the application a valid Insurance Certificate or other proof of insurance cover.**



Specify the public liability insurance in force, including details of insurance company and amount of cover. Please note valid public liability insurance for not less than £5 million should be in place for the duration of each short-term let. **Enclose with the application a valid Insurance Certificate or other proof of insurance cover.**



F.3 Planning Permission

Have you considered if planning permission is required?

YES NO

If yes, please give the reference and date granted

If no, please search "Do I need planning permission?" at www.moray.gov.uk

G. OCCUPANCY AND AVAILABILITY

Total number of guests you would like to accommodate at any one time in the premises

Total number of adult guests and total number of child (aged under 10) guests you would like to accommodate at any one time in the premises.

Total number of owner(s) family or family of the person(s) managing the premises and guests at one time.

Is the accommodation used by the owner(s) family or family of person(s) managing the premises entirely separate from the other guests accommodation? YES NO

How often do you intend to make the premises available to guests?
Please tick the box that applies.

- Less than 3 months per year
- 3 to 6 months per year
- 6 to 9 months per year
- All year round

Other please describe

.....

Do you hold a House in Multiple Occupation Licence in respect of the premises? YES NO





J. DECLARATION

I declare that I shall, for a period of 21 days, display at or near the premises mentioned in Section F so that it can be conveniently read by the public, a notice complying with the requirements of Paragraph 2(2) of the Civic Government (Scotland) Act 1982. *A form which may be used for this purpose is in appendix 1 and you must submit a Certificate of Compliance to the Council.*

Signature of applicant  Date 02/08/2023

or

Signature of Agent on behalf of applicant Date

Agents Address

I declare that I have met the mandatory licence conditions set out in The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022

Signature of applicant  Date 02/08/2023

or

Signature of Agent on behalf of applicant Date

Agents Address

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant of the licence applied for.

Signature of applicant  Date 02/08/2023

or

Signature of Agent on behalf of applicantDate

Agents Address
.....

NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application

Data Protection - Moray Council is the Data Controller for this process. Please see our [Privacy Notice](#) for information about how and why the personal information provided on this form will be used to process an application for a short-term lets licence.



ADDITIONAL INFORMATION SHEET (1/2)

Section B.1 Individual Details

Section B.2 Corporate Entity

Section C. Day to Day Management of the Premises

Section E. Ownership of the Premises



ADDITIONAL INFORMATION SHEET (2/2)

Use the space below to provide any other information relevant to your application