



<i>For office use only</i>	<i>Application Ref No</i>	
	<i>Date Received</i>	
	<i>Date Registered</i>	
	<i>Fee Paid / Receipt No.</i>	

The Civic Government (Scotland) Act 1982 (Licensing of Short-Term Lets) Order 2022 (as amended)

Application for the Transfer of a Short-Term Let Licence

Introductory Notes:

- This application can only be made by the current short term let licence holder or a person authorised to act on their behalf.
- The application should be accompanied by the STL Licence to which the application relates. If this is not possible a statement of reasons should be provided for the failure to produce the licence.
- In order to process this form Argyll and Bute Council needs to collect and process your personal data as described in the Privacy Policy which is annexed at the end of this form. By proceeding you are confirming that you have read and understood this notice.
- Please complete all sections of this application form unless indicated otherwise.
- Please complete all details on this form in block capitals using black ink.
- Please review and sign the declarations at Section 4 of this form before returning this to us.
- On receipt of your application to transfer a short term let licence a member of the team will contact you to arrange payment. Your application cannot be processed until payment is received.
- If you have any questions regarding this application form you can contact us at short-termlets@argyll-bute.gov.uk

Section 1 Applicant Details

1.1 Are you the current STL licence holder or an agent completing this application on the current STL Licence holders behalf?

Please put a X at the applicable option

Current STL Licence holder **Agent**

If you have answered **Agent** please provide the following details;

Name:

Company / Business Name if applicable:

Address:

E-mail address:

Telephone Number:

1.2 Do you have written permission to make this application to transfer the STL Licence from **all current** STL Licence holders?

Please put a X at the applicable option

Yes **No**

If you have answered No please provide details of why;

1.3 Do you have written permission to make this application to transfer the STL Licence from all person(s) to whom the STL licence is proposed to be transferred?

Please put a X at the applicable option

Yes **No**

If you have answered No please provide details of why;

1.4 Have you enclosed a signed consent form from all current STL Licence holders and all person(s) to whom the STL Licence is proposed to be transferred?

Please put a X at the applicable option

Yes **No**

If you have answered No please provide details of why;

1.5 Date transfer of licence to take effect	
SECTION 2 PARTICULARS OF STL LICENCE AND CURRENT LICENCE HOLDERS	
2.1 STL Licence No.	
2.2 Type of Licence Held	Please put a X at the applicable option Full <input type="checkbox"/> Provisional <input type="checkbox"/>
2.3 Full Address of STL Premises including postcode	Address:
	Postcode:
2.4 Date licence was issued	
2.5 I have enclosed the licence with this application	Please put a X at the applicable option Yes <input type="checkbox"/> No <input type="checkbox"/> If you have answered No please provide details of why;
2.6.1 Full name of current licence holder (1)	
2.6.2 Organisation / company if applicable	
2.6.3 Full address including postcode of licence holder (1) including registered office if licence holder is a company	Address:
	Postcode:
2.6.4 Current telephone number for licence holder (1)	
2.6.5 Current e-mail address for licence holder (1)	
2.7.1 Full name of current licence holder (2)	
2.7.2 Organisation / company if applicable	
2.7.3 Full address including postcode of licence holder (2)	Address:

including registered office if licence holder is a company	
	Postcode:
2.7.4 Current telephone number for licence holder (2)	
2.7.5 Current e-mail address for licence holder (2)	
2.8.1 Full name of current licence holder (3)	
2.8.2 Organisation / company if applicable	
2.8.3 Full address including postcode of licence holder (3) including registered office if licence holder is a company	Address:
	Postcode:
2.8.4 Current telephone number for licence holder (3)	
2.8.5 Current e-mail address for licence holder (3)	
If there are any more licence holder please complete details on a separate piece of paper	
Section 3 Transferee Details	
3.1 How many host / operators of the STL property will there be following the proposed transfer of the licence? (Please include reference to any current hosts / operators who will remain as a host / operator of the STL property after the proposed licence transfer)	

3.2 In which capacity does the Transferee propose to hold the STL Licence?	Please put a X at the applicable option Individual or Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other Organisation <input type="checkbox"/>
3.3.1 Full name of transferee (1)	
3.3.2 Organisation / company if applicable	
3.3.3 Full address including postcode of transferee (1) including registered office if transferee is a company	Address:
	Postcode:
3.3.4 Current telephone number for transferee (1)	
3.3.5 Current e-mail address for transferee (1)	
3.4.1 Full name of transferee (2)	
3.4.2 Organisation / company if applicable	
3.4.3 Full address including postcode of transferee (2) including registered office if transferee is a company	Address:
	Postcode:
3.4.4 Current telephone number for transferee (2)	
3.4.5 Current e-mail address for transferee (2)	
3.5.1 Full name of transferee (3)	
3.5.2 Organisation / company if applicable	
3.5.3 Full address including postcode of transferee (3) including registered office if transferee is a company	Address:

	Postcode:
3.5.4 Current telephone number for transferee (3)	
3.5.5 Current e-mail address for transferee (3)	

If there are any more transferees please complete details on a separate piece of paper

Please add any other information you think would help us in considering your application

Section 4 Declaration

1. I declare that the information I have provided is true and accurate to the best of my knowledge and belief. I understand that it is an offence to make a false declaration.
2. All the hosts / operators / managers and owners of the STL property have been identified and are detailed on the application.
3. I understand that the information I have provided in this application will be shared with Police Scotland, the Scottish Fire and Rescue Service and with other Argyll and Bute Council services in accordance with the Council's privacy notice (attached).
4. I understand that the application fee is non-refundable.

Signed:

Date:

RETURN BY EMAIL

1. Once the form is complete, go to the Menu option in the top left corner and use Save As to save the form to your device
2. Email the saved form to Short-termlets@argyll-bute.gov.uk
3. Further information can be sent to this email address as required

RETURN BY POST

Print the form and send to:

Short Term Let's Licensing Team
Regulatory Services
Argyll and Bute Council
Helensburgh & Lomond Civic Centre
38 East Clyde Street
Helensburgh
Argyll and Bute
G84 7PG

*A member of the short term lets team will be in contact with you



PRIVACY NOTICE: Regulatory Services

SHORT-TERM LET LICENSING

Your Personal Data

Argyll and Bute Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation can be contacted at Legal and Regulatory Support, Argyll and Bute Council, Kilmory, Lochgilphead PA31 8RT. Email: data.protection@argyll-bute.gov.uk Telephone: 01546 605522

What information do we need?

The information will include details such as your name, address, address history for the last 5 years, telephone numbers, e-mail address, date of birth, place of birth and if a partner/director of a company, your position.

Why we need this information?

You are giving us your personal information to allow us to process an application for a licence for a Short-term let accommodation scheme

We need to know this information in order to:

- To provide you with the services we provide to assess and determine your application
- To provide you with the services you have requested
- To verify your identity where required,
- To contact you by post, email or telephone *and*
- To maintain our records

Our **legal basis** for processing your information:

- Legal obligation – processing is necessary for compliance with a legal obligation under the Civic Government (Scotland) Act 1982 (Licensing of Short-term lets) Order 2022

What we will do with your information?

In order to provide this service(s), we will share your information with the service / agencies listed below for the purposes specified

- Regulatory and law enforcement bodies in compliance with legal obligations – Police-Scotland, Fire-Scotland
- Other Council services involved in the processing of the application and Elected Members when considering representations made regarding the application
- Loch Lomond and the Trossachs National Park, in assessing any planning requirements in respect of the application.
- Other Council services to help us improve Council services
- The data (with the exception of details of any convictions) will also be kept in Argyll and Bute Council's Public Register of short term let licences which is open to public inspection.
- Data will be shared with the Scottish Government for statistical and research purposes, which may involve some additional data linkages for analysis purposes, where appropriate.

Objections and Representations

The 1982 Act permits any member of the public to submit an objection or representation in relation to an application for a short-term let licence.

A copy of the objection or representation will be provided to the applicant and will include your name and address.

UK or International Data Processing

All of the information we collect from you will be processed by staff in the United Kingdom. You should be aware however that your data will be stored on servers located in within the United Kingdom; the data will not be processed outside the European Union. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this can be provided by the Data Protection Officer if required.

How long will we keep your information?

We will usually keep your information for a minimum of 7 years after a licence lapses, after this period it will be destroyed under secure arrangements if it is no longer required for the lawful purpose(s) for which it was obtained. More information on our retention schedule can be provided by the Data Protection Officer if required.

Automated Decision Making

There are no Automated Decision Making systems used for any of the purposes identified above.

Your Rights

When you provide information to the Council, you will have the following rights:

- to withdraw consent at any time, where the lawful basis specified above is consent
- to lodge a complaint with the Information Commissioner's Office – see below for details
- to request access to your personal data – please contact the Data Protection Officer if you wish to submit a request.
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as far as the legislation permits – please contact the Data Protection Officer and provide details of what data you wish to be rectified or erased.

You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115 Email: Scotland@ico.org.uk