STL Licence Application Guidance - Edinburgh

👉 **Craig Douglas from STL Solutions runs a Zoom call every weekday from 3pm to 4pm to provide guidance on Licence application. Meeting link <u>here</u>.**

📎 The purpose of this guidance note is to help you understand the process for applying for your STL Licence to City of Edinburgh Council (CEC), and to provide helpful tips and resources for ensuring that it is successful.

To get started, familiarise yourself with these resources:

✅ **Useful resources**:
* CEC: **<u>Short Term Lets - Licence and permit applications</u>**
* CEC: **<u>Guidance Notes</u>**
* Scottish Government: **<u>Legal requirements for a short-term let licence</u>**

There's a diagram of how the overall process works at the bottom of this note. It's busy, but it's not difficult. See the notes below for tips.

Safety certificates

Some Local Authorities have incorrectly applied the Licensing Order (perhaps intentionally) to make an STL Licence dependent on an award of planning permission in all cases for 'flats', which they subsequently refuse to grant. Advice given to use by leading planning lawyers is that this is not a lawful position to take.

But in law, its purpose is to satisfy the authorities that your property is safe and adequately insulated. You demonstrate this by obtaining and submitting a set of certificates about your energy performance, and the safety of your electricity, gas, fire escapes, and water.

EPC Certificate

This is your Energy Performance Certificate. You may already have one of these - check your property home report, or search online for your postcode. Otherwise, these are quick and cheap to get - check this link for advice: https://www.scottishepcregister.org.uk/

EICR / PAT

EICR - "Electrical Installation Condition Report". PAT - "Portable Appliance Testing Certificate".

The EICR assesses the safety of your property's fixed wiring. The PAT assesses the safety of anything you plug into it. Check sites like 'local electricians direct' to find someone in your area who can do this for you.

Ask your Engineer to send your certificates in a combined PDF document. This will make compilation easier.

Gas Safety Check

This checks the safety of all permanent and portable gas appliances in your property. A local gas SAFE registered engineer will do this for you. You'll need a Carbon Monoxide alarm. Again, ask them to send your certificates in a combined PDF document.

Legionella

You can do this for yourself for a small fee. See, for example, https://lraregister.co.uk/legionella-risk-assessment-scotland.

Fire Risk Assessment

✅ **Useful resources**:
* Scottish Government: **Fire safety risk assessment: forms and guidance**
* Scottish Fire and Rescue Service: **Short Term Let Licensing Fire and Safety Checklist**

Floor Evacuation Plan

See page 4 of the CEC's guidance notes (link in the introduction to this guide) for the information that must be shown on your floor plan.

Compiling and submitting your application

CEC's website only allows a maximum of 4 PDF uploads, of which one is your application form. So all the certificates have to be combined into not more than 3 PDFs. Most PDF software on PCs and Macs allow you to combine and edit PDFs.

> ✉️ **Tip**: You are perfectly entitled to submit your application in person and in paper form. Under the Electronic Communications Act, withholding your email address indicates your preference to be communicated with by physical mail. Be aware, however, that doing this may overload the CEC's ability to process applications.

After you've submitted your form, display a "Notice of Application" near your property in a position where it can easily be seen by members of the public. It has to remain there for a continuous period of 21 days. See page 7 in the CEC guidance notes for details. After 21 days, take down your notice and send the CEC your "Certificate of Compliance".

> 📷 **Tip**: Take a photo of your notice as evidence that it has been displayed.

Receiving your Licence

CEC will send you your Licence, and a "Neighbour Notification Slip". Post the notification slip through your neighbours' letterboxes and tell CEC you've done it.

Display your Licence, Certificates, Emergency Plans, Floor Plan, and Maximum Occupancy notice in your property.

Finally, update your hosting platforms with your Licence and EPC certificate.

Congratulations. You are a Licensed STL Operator.

> 🔥 **Tip**: There is a risk that City of Edinburgh Council will reject your application. You can significantly reduce this risk by submitting a compelling application for a Certificate of Lawfulness. STL Solutions can help you do this. To find out more, visit https://stlsolutions.co.uk/
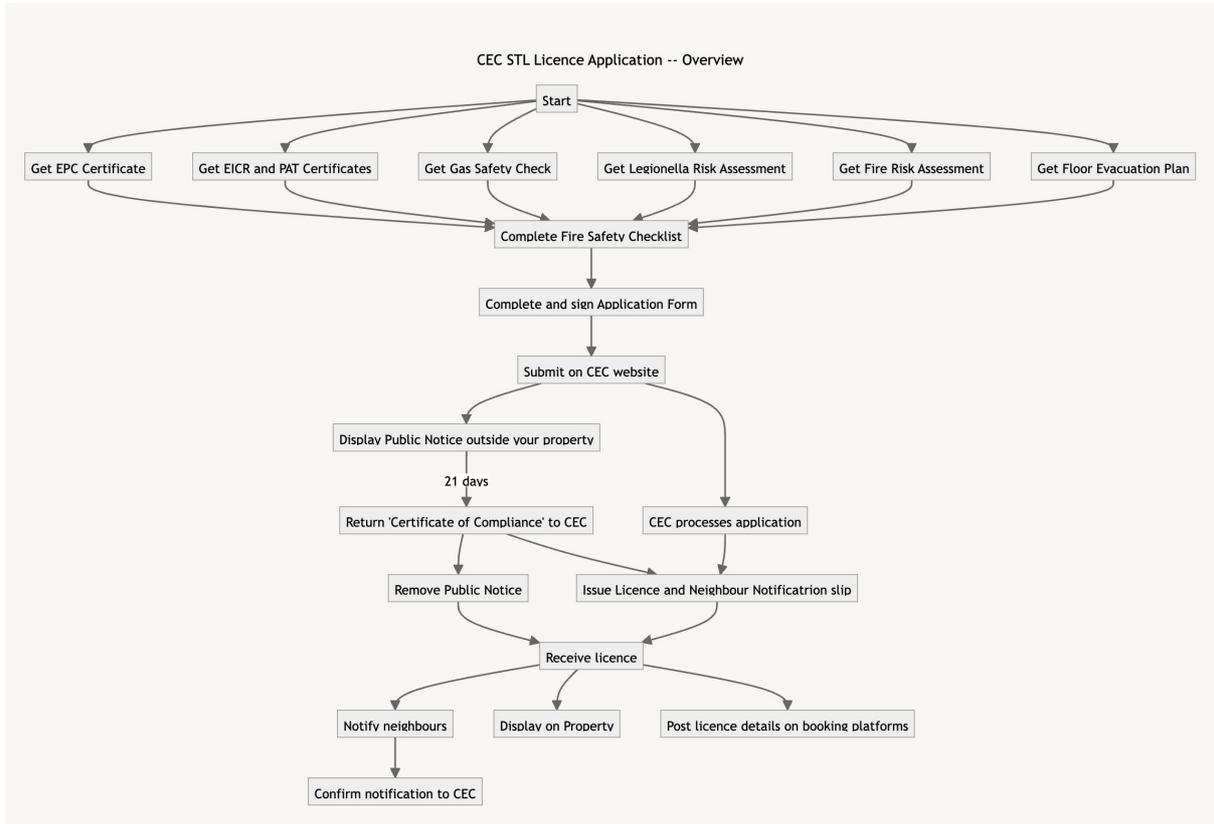
CEC STL Application process

STL Solutions. https://stlsolutions.co.uk/