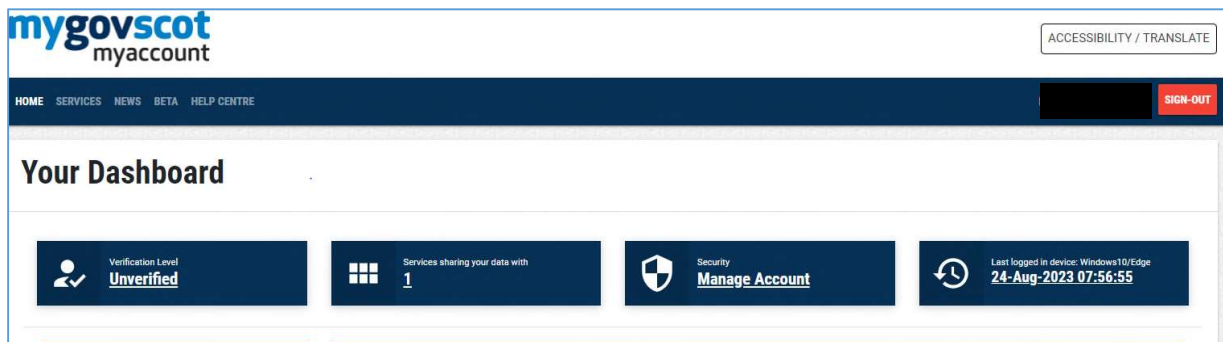




INSTRUCTIONS FOR ACCESSING ONLINE SHORT-TERM LETS LICENCE APPLICATION VIA MYGOVSCOT AND MYPKC

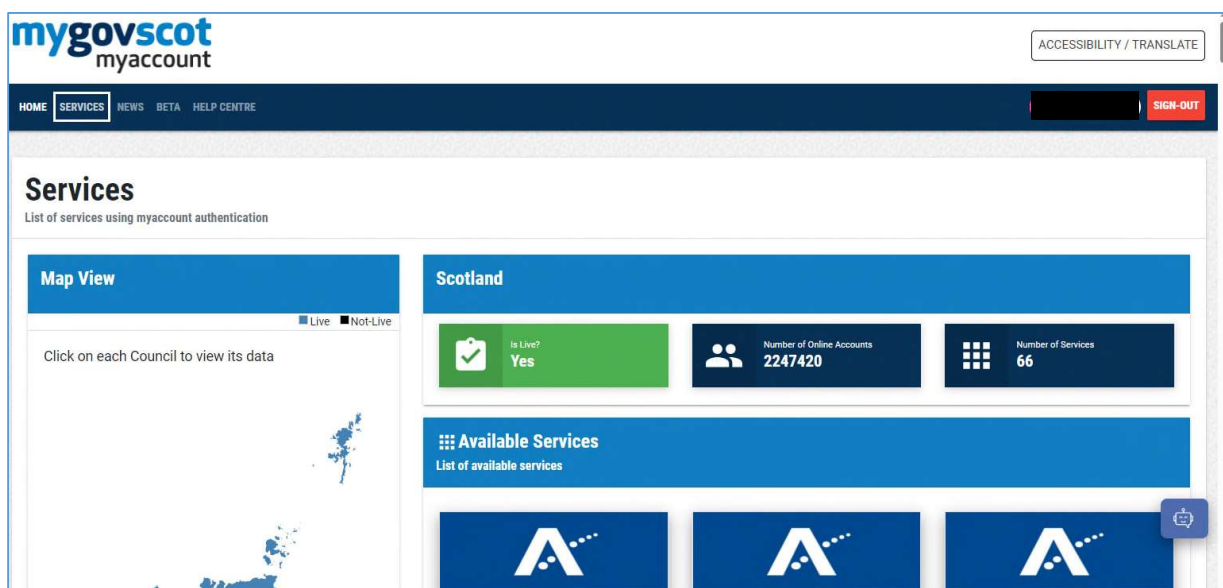
➤ **Log-in to your [MyGovScot](#) account**



➤ **Select 'Services'**



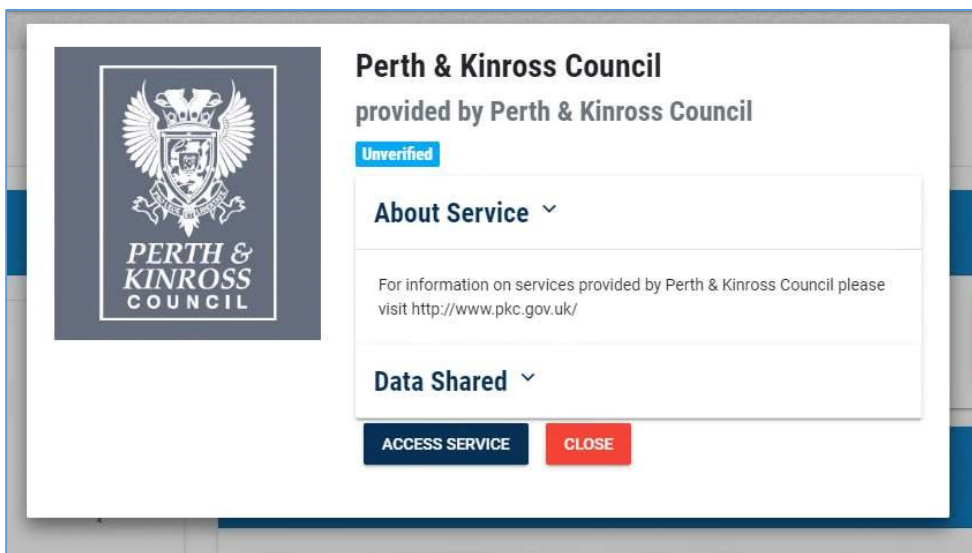
➤ **This will present a screen with a map of Scotland:**



- **Select the option presented, below. If presented with multiple options, this should be the third option.**



- **Select 'Access Service'**



➤ Select 'Services'

NOTE: If you wish to access a previously prepared and saved application:

- select 'My Requests'
- wait a few moments for your requests to load
- click on the application you wish to continue

The screenshot shows the Perth & Kinross Council MyPKC Home page. The header includes the council name, a welcome message, and the MyPKC logo. Below the header is a navigation bar with buttons for MyPKC Home, Services, My Requests, and MyAccounts. The main content area is titled 'Most popular' and features six service tiles with icons and text:

- Council housing repair - report
- Council tax - change of address
- Council tax - apply for a single person discount
- Council tax - pay by direct debit
- Financial insecurity fund - apply
- Garden waste permit (2023-2024) - order

➤ In the search bar, type in 'short term let'

The screenshot shows the Perth & Kinross Council MyPKC Services page. The header is the same as the previous screenshot. The navigation bar has 'Services' highlighted. Below the navigation bar is the 'Services' section with a search bar containing the text 'short term let' and a 'Search' button. Below the search bar is a grid of service categories:

Benefits and advice Council Tax reduction, welfare trust ...	Bins and recycling Bin requests, permits, report a bin issue ...	Births, marriages and death Copies of certificates
Business and trade Small business bonus, retail relief ...	Contact us General enquiry, subject access request ...	Council tax Discounts, reductions, changes in circumstances ...
Community Unpaid work, Volunteers	Environment Report street cleaning, flytipping ...	Health and social care Care sector incidents
Housing Council housing repairs, garages and lock ups	Planning and building Breach of planning control, street naming ...	Roads, transport and parking Street lighting, road faults, abandoned vehicles ...
Schools and learning Registration, music tuition, grants ...	Other View our other online services	

➤ **Select 'Short term lets – apply'**

The screenshot shows the Perth & Kinross Council MyPKC website. The header includes the council name and a user welcome message. Below the header is a navigation menu with 'MyPKC Home', 'Services', 'My Requests', and 'MyAccounts'. The 'Services' section is active, displaying a search bar with the text 'short term let' and a 'Search' button. Below the search bar, two search results are visible: 'P Public toilet issue - report' and 'S Short term lets - apply'.

➤ **This will launch you into the application form**

The screenshot shows the 'Short term lets licence - apply' application form on the Perth & Kinross Council MyPKC website. The header is the same as the previous screenshot. The main heading is 'Short term lets licence - apply'. Below the heading is a horizontal menu with the following tabs: 'Introduction', 'Appointed agent', 'Planning permission checklist', 'Application and licence type', 'Premises details', and 'Applicant details'. Below this menu is another horizontal menu with the following tabs: 'Day to day management', 'Contact details', 'Insurance', 'Fire safety checklist', 'Supporting evidence', and 'Declaration'. The 'Introduction' tab is selected. The content under the 'Introduction' tab includes a section titled 'Background' with the following text: 'The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 amended the Civic Government (Scotland) Act 1982 to require short-term lets to be licensed. Providers and licensing authorities have no discretion, the activity must be licensed. From 1 October 2022:'. Below this text are two bullet points: '• new hosts and operators will need to have a licence. If you were not using your premises to provide short-term lets before 1 October 2022, you cannot take bookings or receive guests until you have obtained a licence.' and '• existing hosts / operators have until 1 October 2023 to apply for a licence and you can continue to operate whilst your application is being determined.' At the bottom of the page, it says 'There are four types of short term lets licences:'.