

55835

Short-Term Let Licensing Costs and Income

Please provide the total costs incurred by the council in administering STL licensing from its inception (October 2022) to date, by financial year.

If available, please break down the costs by:

- Staffing
- Systems or IT
- Legal advice
- Training
- Communication/marketing
- Other overheads

The information that you have sought will be included in a report to the Council's Regulatory Committee on 29th September 2025 - <https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=144&MId=7823&Ver=4>

Publication of this information ahead of this date is likely to prejudice the function of the committee.

Please provide total STL licence fee income, by financial year received during the same period, including:

- Application fees (initial and renewal)
- Any other income attributed to the STL scheme
- Number of licences approved
- Number of licences pending
- Number of licences rejected

The fees were set by committee and the information provided to committee

<https://democracy.edinburgh.gov.uk/documents/s49768/7.1%20Short%20Term%20Let%20s%20Licensing%20-%20Update%20after%20Consultation%20v2.pdf>

Minor changes have been made to the fee structure following two further reports to committee,

<https://democracy.edinburgh.gov.uk/documents/s69766/STL%20Licensing%20Policy%20Temporary%20Exemptions.pdf>

<https://democracy.edinburgh.gov.uk/documents/s83650/7.1%20Short-Term%20Let%20Licensing%20Three%20Year%20Secondary%20Let.pdf>

More generally the council considers all fees for licensing on an annual basis and makes any adjustment required as part of the annual budget setting in February each year. The latest fees took affect from 1 April 2025. Whilst licensing fees increased generally by 5% from 1 April 2025 there was no increase in fees applied to STL licences at that time. The attach minutes contain the details of increases from pages 120-122.

<https://democracy.edinburgh.gov.uk/documents/g7296/Printed%20minutes%2020th-Feb-2025%2010.00%20City%20of%20Edinburgh%20Council.pdf?T=1>

The next consideration of fees will take place in advance of the budget setting in Feb 2026.

Has the council conducted a cost recovery assessment to ensure STL licensing is being delivered on a cost-neutral basis, in line with legislation?

If so, please provide:

- A copy of the most recent assessment
- Any internal documentation, modelling, or reporting used to support this

Please refer to the response to Q1.

Has any STL licence fee income been:

- Reallocated to cover unrelated council activities or
- Used to cross-subsidise other licensing services?

If yes, please provide details.

This information is not held.

Is STL licensing delivered through:

- A dedicated STL team?
- A wider licensing team (e.g. civic, HMO, taxi)?

STL licensing is delivered through a wider licensing team.

Approximate FTE staffing allocation to STL administration.

The City of Edinburgh Council does not hold an estimate due to the complexities of each application, however details of how the costs are allocated across licensing types will be detailed within the upcoming report to the Regulatory Committee on 29th September 2025.

Has the council discussed or considered any shared service model or centralised approach to STL licensing (e.g. regional team, joint IT system, pan-council admin hub)?

If yes, please provide a brief summary or copy of any relevant documents, proposals, or meeting minutes.

The City of Edinburgh Council does operate a shared service model for some other licence types, however the STL licensing regime is not considered suitable for such a shared service model due to the differing local STL policy's and the high level of service demand in Edinburgh. No other local authorities have approached Edinburgh to discuss such a model of service delivery, and as such, no documents, proposals or meetings have been held.