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Request for information regarding Short-Term Let (STL) licensing fees:

Income and Expenditure

For each financial year since the introduction of STL licensing (from 2023–24 onwards):

- Total income received from STL licence fees
- Total costs incurred in administering the STL licensing scheme

Please break costs down by main categories (e.g. staffing, processing, inspections, enforcement, digital systems) and provide any relevant financial documentation or budget papers evidencing this.

A licence fee income report for period 2023/24 onward was published on 29 September 2025 and is available here <https://democracy.edinburgh.gov.uk/documents/s88636/8.1%20-%20Licence%20Income%20from%20Fees%2023-24%20and%2024-25.pdf>

Fee Setting and Review

- What assumptions were used when setting fees (e.g. projected licence volumes)?

The fees were calculated based on the cost of delivering the service which includes staff costs, inspection costs, administration costs of inboxes, call handling, objections, Committee costs, general administration and decision making. They were not based on a specific number as the licensing fees need to cover the costs of the service regardless of numbers of applications. The Committee report below explains that the Council expected the costs to be broadly equivalent to that of licensing an HMO and the fees for secondary letting were recommended using that as a benchmark. The Council's fee structure was reported to committee and agreed as per the following link:

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

- Has the council reviewed fees now that actual application/licence numbers are known? If yes, please provide copies of any internal review, governance papers or minutes.

The fees currently charged are normally approved by the Council as part of the annual budget process and was last considered on 20 February 2025. A link to the last report can viewed here:

<https://democracy.edinburgh.gov.uk/ieListDocuments.aspx?CId=150&MId=7296&Ver=4>

- If no review has been undertaken, is one planned?

NA

Income Beyond Cost Recovery

- Has the council generated any income above the costs of running the scheme?
- If so, how much, and how has this been recorded or allocated?

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Reference to National Guidance

The Scottish Government's More Homes Division stated that "the majority of the fees published so far by local authorities... fall within the estimate of £218 to £436 for a three-year licence predicted in the Scottish Government's Business Regulatory Impact Assessment". Please confirm how your current STL fees compare to this range, and how they reflect Scottish Government guidance to tailor fees by licence type and accommodation size.

The Council's STL licensing fee structure is available here:

<https://www.edinburgh.gov.uk/licences-permits/short-term-let-licence-application-fees-202324>.