

Short Term Let Data Collection

Data Collection Specification and example XML schema

For the collection of licencing data for Short Term Lets

Final Version

Update as at 1 October 2023 – latest changes shown in red text

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Introduction

This data specification contains the core questions to be used in the monitoring short term let licences by local authorities. It includes the acceptable methods and media for sending the data, the overall format of the data file, and rules governing when to send data. Definitions and validation checks on each variable are also provided. This document is intended to be a working document and will be updated periodically as required. The revisions log below provides the record of the nature and timing of these updates

Revisions Log

21 st July 2022	First draft of data specification
27 th July 2022	Add code descriptions to categorical returns
23 rd August 2022	Version 2 based on Local Authority feedback
8 th September 2022	Final Version based on further feedback
31 st March 2023	Updated following 23 rd February 2023 Data Working Group meeting discussions and associated email communications
29 th September 2023	Updated following 28 th September 2023 Data Working Group meeting discussions, so that the specification contains all relevant changes for 1 October 2023 onwards

File Format and Sample Data

Data should be sent in XML format.

The XSD schema and sample data is available at the end of the document.

The XML schema should adopt a flat record format (one full record per application). This will result in multiple records for individual properties where multiple applications are present in the public register (for instance where an application for renewal has been received while the existing licence is still valid). In such instances, analysis by Unique Property Reference Number (UPRN) and property address will generate information on all applications associated with each individual property for analytical purposes.

In the event of unsuccessful applications and revoked licences, it is important to capture the reason(s) why applications were not granted.

File Transmission

After the end of each quarter local authorities should submit an XML file of their data to the Scottish Government. Data transmission will be via the Scottish Government's ProcXed data system. Further information will be provided in time for local authorities to upload their data.

Rules for sending data

Cases should be submitted in batches four times a year.

Local authorities should send the current contents of their public register, as specified in this document. This should include all currently granted licences, as well as all applications pending determination, along with applications in the last 12 months that have been rejected, refused, revoked, lapsed, suspended or withdrawn.

This 'in the last 12' months approach is to ensure that we receive all the required information on the records being removed for legitimate reasons over recent quarters. However after this time frame, records that have been refused, revoked, withdrawn, lapsed etc over 12 months previously can be safely removed from the data provided.

Authorities are not required to send through data for invalid applications until all the necessary information has been provided by the applicant and the application is considered valid. However authorities can if they wish send through records for invalid applications, especially if most of the data fields relating to the data specification have been completed.

Specification of the Short Term Lets Licence Variables and Validations

This section describes each of the variables to be exported, the possible responses to the questions to which they relate, the values associated with the responses and any validation checks required.

PropertyDetails

Unique Property Reference Number

XML Tag:

UniquePropertyReferenceNumber

Description:

The Unique Property Reference Number of the address of the Short Term Let property.

Format

Numeric

Validation

Mandatory (Optional if property does not have a UPRN **or if application is invalid**)

Responses

A valid UPRN which matches the address given

Address Line 1

XML TAG:

AddressLine1

Description:

The first line of the address of the Short Term Let property. Usually this will be a house name or number, or a flat number or designation.

Format

String (text)

Validation

Mandatory (Optional if application is invalid)

Address Line 2

XML TAG:

AddressLine2

Description:

The second line of the address of the Short Term Let property. Usually this will be a street name or road. Sometimes this is not required if the 1st line provides this information.

Format

String (text)

Validation

Mandatory – unless provided in 1st line of address or **if application is invalid**

Address Line 3

XML TAG:

AddressLine3

Description:

The third line of the address of the Short Term Let property. This is usually only required for very long addresses with multiple components.

Format

String (text)

Validation

Optional

Address Town

XML TAG:

AddressTown

Description:

The town component of the address of the Short Term Let property. Usually this will be the town but sometimes a local region is given.

Format

String (text)

Validation

Mandatory for towns – Optional otherwise **or if application is invalid**

Postal town

XML TAG:

PostalTown

Description:

If a postal town is required for providing an address, enter it in this field. Usually this will be the town but sometimes a local region is given.

Format

String (text)

Validation

Optional

Council Ward

XML TAG:

Ward

Description:

This data field relates to the Electoral Ward of the address of the Short Term Let property.

A full list of current Electoral Ward codes in the format of the Government Statistical Service 9 character code beginning with S13 can be found in the 'Scotland Register of GSS Codes' document available on the small area statistics reference page [Small area statistics: reference materials - gov.scot \(www.gov.scot\)](http://www.gov.scot) (refer only to "Live" Wards and not those archived). In addition, the Electoral Ward for each postcode can be found in the National Records of Scotland (NRS) postcode index csv files available at [Scottish Postcode Directory \(SPD\) | National Records of Scotland \(nrscotland.gov.uk\)](http://nrscotland.gov.uk).

We are aware from the provision of the first quarter of data that local authorities are currently recording the data behind this field in different ways, and that any change to the required format of Ward codes for this specification may cause some further work for authorities to implement. We therefore propose to explore this further through circulating a paper setting out further details of the current position and the available GSS Ward codes, and to consider how this may help to standardise the approach whilst also assessing any implications on authorities.

Format

String (text)

Validation

Mandatory (Optional if application is invalid)

Address County

XML TAG:

AddressCounty

Description:

The county of the address of the Short Term Let property. Generally corresponds to the local authority. This data field is optional.

Format

String (text)

Validation

Optional

Postcode

XML Tag:

Postcode

Description:

The postcode of the address of the Short Term Let property.

Format

Alphanumeric, seven characters maximum that match post code regular expression

Validation

Mandatory (Optional when a property does not have a postcode **or if application is invalid**)

Responses

A valid postcode matching the following regular expression.

```
(GIR 0AA)|((([A-Z][0-9][0-9]?)|([A-Z][A-HJ-Y][0-9][0-9]?)|([A-Z][0-9][A-Z])|([A-Z][A-HJ-Y][0-9]?[A-Z])))0-9[A-Z]{2}
```

National Park.

XML Tag:

NationalPark

Description:

Which national park, if any, the Short Term Let property is within.

Format

List (two digits codes with leading zeros)

Validation

Mandatory (Optional if application is invalid)

Responses

Valid Responses	Code	Description
Not in a National Park	01	Property is not within a National Park
Loch Lomond and Trossachs National Park	02	Property is within Loch Lomond and Trossachs National Park
Cairngorms National Park	03	Property is within Cairngorms National Park

LicenceDetails

Licence Number

XML TAG:

LicenceNumber

Description

Identifying code for the Licence Number. This is broken into three segments with separate specifications that are concatenated into a single Licence code.

Note that the licence number should be provided without dashes.

Also note for reference that for the Licence Type component of the Licence Number field should be updated whenever the separate Type of Licence field is changed (see the Type of Licence section of the data specification below, which explains changes to types of licences in more detail).

Format

2 character and 5 digits and 1 further character that match following regular expression
^(AC|AS|AN|AR|CL|DG|DD|EA|ED|EL|ER|EH|FK|FI|GL|HI|IN|ML|MO|ES|NA|NL|OR|PK|RN|SB|SH|SA|SL|ST|WD|WL)+[0-9]{5}(E|T|P|N|F|R)+\$

Validation

Mandatory (Optional if application is invalid)

The licence number will comprise 8 characters, three of which are alphabetical (capital letters) and 5 of which are digits (D):

A1A2DDDDDA3

The leading two characters (A1A2) will identify the licensing authority:

Local Authority	Code
Aberdeen City	AC
Aberdeenshire	AS
Angus	AN
Argyll and Bute	AR
Clackmannanshire	CL
Dumfries and Galloway	DG
Dundee	DD
East Ayrshire	EA
East Dunbartonshire	ED
East Lothian	EL
East Renfrewshire	ER
Edinburgh	EH
Falkirk	FK
Fife	FI
Glasgow	GL

Highland	HI
Inverclyde	IN
Midlothian	ML
Moray	MO
Na h-Eileanan Siar	ES
North Ayrshire	NA
North Lanarkshire	NL
Orkney	OR
Perth and Kinross	PK
Renfrewshire	RN
Scottish Borders	SB
Shetland	SH
South Ayrshire	SA
South Lanarkshire	SL
Stirling	ST
West Dunbartonshire	WD
West Lothian	WL

The 5 digits will be assigned by the local authority and should be unique for each local authority in their area.

The final character (A3) will denote the type of 'licence' (see the [Type of Licence section of the data specification below](#)).

Type of Licence

XML Tag:

LicenceType

Description:

Description of the type of licence. Although the type of licence is already represented in the last character of the licence number, a separate variable will aid the analysis of STL data by different types of licences.

Following 1 October 2023 all applications received should use 'N' for new applications, to be changed to 'F' at the point in time that an application is granted, or if the licence application isn't granted, then the 'N' code should remain and the Status of Application field should be recorded as Refused or another appropriate outcome. For clarity, note that an 'N' licence number will not allow a host to operate.

Any provisional 'P' type licences which are already in the system, or which relate to applications from existing hosts that have been received before 1 October 2023 but not yet input into the system, should be recorded as 'P' types, to be changed to 'F' at the point in time that an application is granted, or if the licence application isn't granted, then the 'P' code should remain and the Status of Application field should be recorded as Refused or another appropriate outcome.

Format

List (single character code)

Validation

Mandatory (Optional if invalid). Provisional ("P") or New ("N") applications recorded as Granted will be flagged as errors. Applications marked as Provisional licence type where the Application Date is on or after 1 October 2023 will also be flagged (to be confirmed by local authorities). Note that for Provisional applications, the "Date Application Determined Valid" can be after 1 October if there is lag in time between receipt of the application and local authorities confirming the application to be valid.

Licence Type	Code	Description
Temporary exemption	E	A temporary exemption from the requirements to obtain a licence
Temporary licence	T	A temporary licence for a duration not exceeding 6 weeks (unless an application for full licence is received before expiry)
Provisional licence number issued on receipt of a licence application from existing hosts only	P	For existing short term let operators, for properties which were let prior to the introduction of the licencing system on 1 st October 2022, who apply for a full first licence before 1 st October 2023, but who have not yet received a determination
New operator application	N	An application for a licence from new operators or from existing operators who miss the 1 October 2023 deadline or are applying for a licence for properties that were previously unlet prior to the introduction of the licencing

		system on 1st October 2022, and who have not yet received a determination
First (full) licence	F	A standard full licence
Renewed licence	R	A licence which has been renewed by the applicant

Licence expiry date

XML Tag:

ExpiryDate

Description:

Date that the licence will expire. To be updated if any licence expiry dates are extended.

Format

Date (YYYY-MM-DD)

Validation

Mandatory (when application status is "Granted - no additional conditions" or "Granted - with additional conditions", optional for all other cases)

ApplicationDetails

Date application received

XML Tag:

ApplicationDate

Description:

Date that the application for licence was received by the licencing authority

Format

Date (YYYY-MM-DD)

Validation

Mandatory

Date application determined valid

XML Tag:

ApplicationValidDate

Description:

Date that the application for licence was determined to be valid by the licencing authority

Format

Date (YYYY-MM-DD)

Validation

Mandatory (Optional when Application Status is "Invalid")

Date application determined

XML Tag:

ApplicationCloseDate

Description:

Date that the application for licence was determined.

Format

Date (YYYY-MM-DD)

Validation

Mandatory except when application is still being determined, in which case should be left blank

Must be after licence applications opened.

Must not be after the present day.

Status of application

XML Tag:

ApplicationStatus

Description:

Description of the decision on the application for licence.

Format

List (two digits codes with leading zeros)

Validation

Mandatory (Optional if application is invalid)

Response	Code	Description
Granted - no additional conditions	01	Application has been granted, with no additional conditions other than those mandatory conditions which are required by legislation
Granted - with additional conditions	02	Application has been granted, with additional conditional added along with those mandatory conditions required by legislation
Withdrawn	03	Application has been withdrawn by the applicant
Pending determination	04	Application is being determined by the licencing authority
Revoked	05	Licence was granted, but subsequently revoked
Lapsed	06	Licence was granted, but has expired without renewal
Suspended	07	Licence was granted, but has been suspended
Refused	08	Application was refused licence by Local Authority
Invalid	09	Application did not contain sufficient information for determination

Reason for refusal or revocation

XML Tag:

ApplicationRefusalReason

(Multiple of these tags can be used, and these tags are themselves wrapped within ApplicationRefusalReasonList xml tags)

Description:

The reason for an application's refusal or revocation.

Format

List (two digits codes with leading zeros)

Repeatable

Validation

Mandatory if application status is refused or revoked

All valid reasons should be selected

Reason for refusal	Code
Applicant not fit and proper	01
Premises not suitable	02
Planning permission required and not held	03
Cannot secure compliance with any other mandatory or additional licencing authority conditions	04
Other	98

Description of premises

Type of premises

XML Tag:

PremisesType

Description:

Type of building, construction or otherwise that the short term let relates to.

Format

List (two digits codes with leading zeros)

Validation

Mandatory (Optional if application is invalid)

Type of dwelling	Code	Description
Detached house	01	Detached house
Semi-detached house	02	Semi-detached house
Terraced house	03	Terraced House
Self-contained flat	04	Self-contained flat
Unconventional dwelling	05	Unconventional dwellings such as yurts , camping pods, caravans (excluding those located within licenced caravan sites) used mainly for holiday lets – ie. any accommodation requiring a licence that is not a dwelling or house

Type of Short Term Let

XML Tag:

LettingType

Description:

Type of short term let that the property will be using. Home sharing is when a room or bed at the property is let out and the owner is still nominally living at the property. Home letting is when the whole primary dwelling of the owner is let out (for example, while they are away on holiday or working on an oil rig). Secondary letting is when a property that is let out is not the primary dwelling of the owner or another person. Second homes that are used by owners and not let out are not included.

Format

List (two digits codes with leading zeros)

Validation

Mandatory (Optional if application is invalid)

Type of short term let	Code	Description
Home sharing	01	Part of the owner's primary residence is let out whilst they are present
Home letting	02	All of part of the owner's primary residence is let out whilst they are absent
Home sharing and letting	03	Licence allowing for a mix of both home sharing and home letting
Secondary letting	04	An owners non-primary residence is let out (entire premises)

EPC Rating

XML Tag:

EPC

Description:

The latest valid Energy Performance Certificate letter rating for the property, if available.

Format

List (single character from A to G)

Validation

Mandatory (Optional when a property does not have a valid EPC, for example where only a room within a building is being let, or for certain types of dwellings not covered by EPC regulations)

EPC Rating
A
B
C
D
E
F
G

Accommodation units on premises

XML Tag:

AccommodationUnitsOnPremises

Description:

How many separately lettable short term letting accommodation units are at the licensed address. Camping pods or yurts in a field are each individual accommodation units at the premises of the field. Multiple rooms in a bed and breakfast also count as multiple accommodation units on the same premises. Multiple flats in a block of flats, each let out separately are considered separate premises and separate accommodation units, each requiring a separate licence. A whole home being let out would count as a single premises.

Format

Integer

Validation

Mandatory (Optional if application is invalid)

Must be one, or greater

Maximum occupancy

XML Tag:

MaximumOccupancy

Description:

Number of guests permitted to reside on the premises.

Format

Integer

Validation

Mandatory (Optional if application is invalid)

Must be greater than 0

Number of bedrooms

XML Tag:

NumberOfBedrooms

Description:

Number of bedrooms available for let in the short term let.

Format

Integer

Validation

Mandatory (Optional if application is invalid)

Must be greater than 0

ApplicantDetails

Applicant Company Name

XML TAG:

ApplicantCompanyName

Description

If the applicant is a company, rather than a natural person, this should be completed. This is not restricted to limited companies, and should be provided where an applicant is any kind of company rather than a natural person.

Format

String (text)

Validation

Mandatory if applicant is not a natural person (ie. a company) (Optional if application is invalid)

Xml template

Xsd files can be opened with a text editor (such as notepad), or most modern web browsers. The text contained is also copied immediately below.



Short-Term-Lets-XSD
-Schema-v1.1.xsd

```
<?xml version="1.0" encoding="utf-8"?>
<xs:schema attributeFormDefault="unqualified" elementFormDefault="qualified"
xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="xml">
    <xs:complexType>
      <xs:sequence>
        <xs:element name="DataReturnComponent">
          <xs:complexType>
            <xs:sequence>
              <xs:element name="Uniqueld" minOccurs="1" maxOccurs="1" >
                <xs:simpleType>
                  <xs:restriction base="xs:integer">
                    <xs:enumeration value="100"/> <!--Aberdeen City -->
                    <xs:enumeration value="110"/> <!--Aberdeenshire -->
                    <xs:enumeration value="120"/> <!--Angus -->
                    <xs:enumeration value="130"/> <!--Argyll & Bute -->
                    <xs:enumeration value="150"/> <!--Clackmannanshire -->
                    <xs:enumeration value="170"/> <!--Dumfries & Galloway -->
                    <xs:enumeration value="180"/> <!--Dundee City -->
                    <xs:enumeration value="190"/> <!--East Ayrshire -->
                    <xs:enumeration value="200"/> <!--East Dunbartonshire -->
                    <xs:enumeration value="210"/> <!--East Lothian -->
                    <xs:enumeration value="220"/> <!--East Renfrewshire -->
                    <xs:enumeration value="230"/> <!--Edinburgh City -->
                    <xs:enumeration value="235"/> <!--Na h-Eileanan Siar -->
                    <xs:enumeration value="240"/> <!--Falkirk -->
                    <xs:enumeration value="250"/> <!--Fife -->
                    <xs:enumeration value="260"/> <!--Glasgow -->
                    <xs:enumeration value="270"/> <!--Highland -->
                    <xs:enumeration value="280"/> <!--Inverclyde -->
                    <xs:enumeration value="290"/> <!--Midlothian -->
                    <xs:enumeration value="300"/> <!--Moray -->
                    <xs:enumeration value="310"/> <!--North Ayrshire -->
                    <xs:enumeration value="320"/> <!--North Lanarkshire -->
                    <xs:enumeration value="330"/> <!--Orkney Islands -->
                    <xs:enumeration value="340"/> <!--Perth & Kinross -->
                    <xs:enumeration value="350"/> <!--Renfrewshire -->
                    <xs:enumeration value="355"/> <!--Scottish Borders -->
                  </xs:restriction>
                </xs:simpleType>
              </xs:element>
            </xs:sequence>
          </xs:complexType>
        </xs:element>
      </xs:sequence>
    </xs:complexType>
  </xs:element>
</xs:schema>
```

```

<xs:enumeration value="360"/> <!--Shetland Islands -->
<xs:enumeration value="370"/> <!--South Ayrshire -->
<xs:enumeration value="380"/> <!--South Lanarkshire -->
<xs:enumeration value="390"/> <!--Stirling -->
<xs:enumeration value="395"/> <!--West Dunbartonshire -->
<xs:enumeration value="400"/> <!--West Lothian -->
</xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="ComponentXml">
  <xs:complexType>
    <xs:sequence>
      <xs:element name="ShortTermLets">
        <xs:complexType>
          <xs:sequence>
            <xs:element maxOccurs="unbounded" name="Property">
              <xs:complexType>
                <xs:sequence>
                  <xs:element name="UniquePropertyReferenceNumber" />
                  <xs:element name="AddressLine1" />
                  <xs:element name="AddressLine2" />
                  <xs:element name="AddressLine3" />
                  <xs:element name="AddressTown" />
                  <xs:element name="PostalTown" />
                  <xs:element name="Ward" />
                  <xs:element name="AddressCounty" />
                  <xs:element name="Postcode" />
                  <xs:element name="NationalPark" />
                  <xs:element name="LicenceNumber" />
                  <xs:element name="LicenceType" />
                  <xs:element name="ExpiryDate" />
                  <xs:element name="ApplicationDate" />
                  <xs:element name="ApplicationValidDate" />
                  <xs:element name="ApplicationCloseDate" />
                  <xs:element name="ApplicationStatus" />
                  <xs:element name="ApplicationRefusalReasonList">
                    <xs:complexType>
                      <xs:sequence>
                        <xs:element maxOccurs="unbounded" name="ApplicationRefusalReason" />
                      </xs:sequence>
                    </xs:complexType>
                  </xs:element>
                  <xs:element name="PremisesType" />
                  <xs:element name="LettingType" />
                  <xs:element name="EPC" />
                  <xs:element name="AccommodationUnitsOnPremises" />
                  <xs:element name="MaximumOccupancy" />
                  <xs:element name="NumberOfBedrooms" />
                </xs:sequence>
              </xs:complexType>
            </xs:element>
          </xs:sequence>
        </xs:complexType>
      </xs:element>
    </xs:sequence>
  </xs:complexType>
</xs:element>

```

