

# Short Term Let Data Collection

Data Collection Specification and example XML schema

For the collection of licencing data for Short Term Lets

Final Version

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Housing and Homelessness Analysis

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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 <sup>st</sup> July 2022	First draft of data specification
27 <sup>th</sup> July 2022	Add code descriptions to categorical returns
23 <sup>rd</sup> August 2022	Version 2 based on Local Authority feedback
8 <sup>th</sup> September 2022	Final Version based on further feedback

## 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, withdrawn or determined to be invalid.

## **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)

**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



## 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 1<sup>st</sup> line provides this information.

**Format**

String (text)

**Validation**

Mandatory – unless provided in 1<sup>st</sup> line of address

## **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

## 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:**

The council ward of the address of the Short Term Let property.

### **Format**

String (text)

### **Validation**

Mandatory

## **Address County**

**XML TAG:**

AddressCounty

**Description:**

The county of the address of the Short Term Let property. Generally corresponds to the local authority.

**Format**

String (text)

**Validation**

Mandatory

## 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)

### 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

### 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.

#### 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|F|R)+$
```

#### Validation Mandatory

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

### **A<sub>1</sub>A<sub>2</sub>DDDDDA<sub>3</sub>**

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'

<b>Licence Type</b>	<b>Code</b>	<b>Description</b>
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	P	For existing short term let operators who apply before 1 <sup>st</sup> April 2023, but 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

## 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.

### Format

List (single character code)

### Validation

Mandatory

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	P	For existing short term let operators who apply before 1 <sup>st</sup> April 2023, but 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

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

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

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)

<b>EPC Rating</b>
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

Must be one, or greater

## **Maximum occupancy**

### **XML Tag:**

MaximumOccupancy

### **Description:**

Number of guests permitted to reside on the premises.

### **Format**

Integer

### **Validation**

Mandatory

Must be greater than 0

## **Number of bedrooms**

### **XML Tag:**

NumberOfBedrooms

### **Description:**

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

### **Format**

Integer

### **Validation**

Mandatory

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

#### Format

String (text)

#### Validation

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



## 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.

```
<?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: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:element name="ApplicantCompanyName" />
                </xs:sequence>
              </xs:complexType>
            </xs:element>
          </xs:sequence>
        </xs:complexType>
      </xs:element>
    </xs:sequence>
  </xs:complexType>
</xs:element>

```

