Renewal Timeline: Month by Month

A back-from-the-expiry-date plan: what to do six months, four months, two months and in the last weeks, and how the Renewal Calendar works it out.

The steps below are our suggestions, built on the rules in the Law Facts Sheet. They are not legal requirements. Your council may ask for more or different things: check its page. The Renewal Calendar sheet works these dates out from your licence expiry date.

The plan

When (before expiry)	What to do	Why
About 6 months	Find the expiry date on your licence. Put it in the Renewal Calendar. Read your council's renewal page. Email the council with the Questions sheet if its rules are not published.	Edinburgh lets you renew as early as six months before. Most councils publish no earliest date, so ask.
4 months	Book anything due soon: gas safety inspection, EICR, PAT, private water test, legionella review. Check when your insurance renews.	The Safety Certificates sheet shows which certificate runs out before you lodge.
3 months	Gather the documents on your council's list: floor plan, SFRS fire safety checklist, insurance, certificates. Check you can log in to the council's portal.	Dumfries and Galloway sends a reminder 3 months before. Aberdeenshire says it will contact you and asks you to wait for that before you apply.
2 months	Lodge the renewal and pay the fee. The same day, put up the site notice and photograph it.	Argyll and Bute recommends applying about 2 months before expiry. Put the notice up the same day you lodge so the 21 days start that day (Argyll and Bute counts from the later of lodging and first display).
Day 22 onwards	Take the notice down no earlier than the day after the 21 days. Send the certificate of compliance (Fife's renewal sheet, dated 1 August 2025: within 7 days of the notice period ending).	Councils want the certificate after the 21 days end. Scottish Borders says not to send it earlier.
Day 28	Objections should reach the council within 28 days of your application, or of the council's own public notice if later. Answer any the council sends you.	Schedule 1, paragraph 3(1); guidance 4.14.
The day before expiry	The last day to lodge. Do not leave it to this day.	Aberdeenshire's online system will not accept a renewal on or after the expiry date.
After you lodge	Keep letting while the council decides, but only if you lodged before expiry (or the council accepted a late application). Keep your confirmation.	Schedule 1, paragraph 8(5) keeps the old licence going. The law gives a council nine months to decide (guidance 4.21), which a sheriff can extend.

Source: Short term lets: licensing scheme part 1, guidance for hosts and operators, section 4 (how your application will be determined; publicity); Short term lets: licensing scheme part 1, guidance for hosts and operators, section 6 (staying compliant, including renewal); Civic Government (Scotland) Act 1982, Schedule 1 (paragraphs 2, 3 and 8: publicity, objections, duration and renewal); City of Edinburgh Council: short term let licence; Dumfries and Galloway Council: apply for a short-term let licence; Aberdeenshire Council: short-term lets, apply or renew; Argyll and Bute Council: short term lets licence; Fife Council: short-term let renewal process (council-authored sheet, hosted on industry.welcometofife.com); Scottish Borders Council: short-term lets frequently asked questions

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How the calendar works

- Type the licence expiry date. The sheet works out the last day to lodge (the day before expiry), the day to start gathering documents (120 days before, unless you type your own number), your target lodging date (60 days before, unless you type your own) and the date the site notice can come down.
- The Earliest you can lodge column looks your council up in the Council Timing and Fees sheet. It shows a date only for Edinburgh. For every other council it says Not published.
- The Status column tells you what to do today: Later, Gather documents now, Past your target date: lodge now, Lodge now: under 14 days left, or Expired.
- Weekends and bank holidays: lodge on a working day before your target. The pack does not know your council's office hours.

If you look after several properties

Enter each property on its own row with the same name on every sheet. The Safety Certificates sheet looks up each property's target lodging date from the Renewal Calendar and tells you if any certificate or insurance policy runs out before then.

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