

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

PART 1: ABOUT YOU

East Lothian Council
Licensing

21 JUL 2023

Received

Are you applying as an individual or corporate entity?

Individual

Corporate Entity

Fill in if you are applying as an individual:

Your full name Alexander Mihulka

Date of birth

Place of birth

Home Address

Postcode

Tel. No.

Email address

3B

Please provide your **home address history for the last 5 years** with no gaps or overlaps, starting with the most recent. Please confirm the dates you resided at these properties (continue on a separate sheet if necessary):

Addresses (last 5 years)	Postcode	Date from (mm/yy)	Date to (mm/yy)
See page 1			

Agent(s) & Day to Day Manager(s)

Do you have or intend to appoint an agent or day-to day manager?

Yes No

If you answered yes, please provide details for your agent(s) or day to day manager(s).

Full name _____

Date of birth _____

Tel. No. _____ Email address _____

Addresses (last 5 years)	Postcode	Date from (mm/yy)	Date to (mm/yy)

Joint Ownership

Is your property jointly owned? Yes No

If you answered yes, please provide details for all joint owners.

Joint owner(s) (continue on a separate sheet if necessary):

Full name	Date of birth	Addresses (last 5 years)	Email	Tel. No.

Individuals, please go to Part 2.

Corporate entities

Corporate entities, please complete the relevant sections on the following pages.
Fill in if you are applying as a corporate entity (e.g. company, partnership, trust or charity)

Corporate entity name _____

Limited company number (if applicable) _____

First name and surname _____

Registered or principal office address _____

Tel. No. _____ Email address _____

Names and private addresses and dates and places of birth of its directors, partners or other persons responsible for its management, including trustees in the case of charities (continue on a separate sheet if necessary).

Full name	Personal address	Place of birth	Date of birth

Please complete for all other named persons on the licence (e.g. any agent or day-to-day manager) (continue on a separate sheet if necessary):

Full name	Date of birth	Addresses (last 5 years)	Email	Tel. No.

PART 2: APPLICATION AND LICENCE TYPE

(to be completed by all applicants)

Please select the application type:

- First application (existing operator*)
- First application (new operator)
- New application (where property has been used as licensed STL previously)
- Renewal
- Change to existing licence

**This option is only available for applications made on or before 1 April 2023 by existing operators (ie those operating the premises in which a licence is being applied for as a short-term let on or before 1 October 2022).*

If you are applying to renew or alter your licence, please complete the following fields. If submitting a new application where the property has never been used as a licensed short-term let before, please proceed to '**The Type of Short Term Licence you require**' (below).

Existing licence number _____

Existing licence expiry date _____

If you are submitting a new application where the property has been used as a licensed short-term let before, please complete the following fields.

Previous licence number _____

Previous licence expiry date _____

Please select the type of short-term let licence you require:

- Home sharing
- Home letting
- Home sharing & home letting
- Secondary letting

Short-term let (STL) Application Form



If you do not own the property which is the subject of this licence application, do you have proof of permission from the owner(s):

Yes No N/A

If you are applying for a change to your existing licence, please indicate the reason for your request (e.g. a change of agent, changes to the property – e.g. an extension to increase maximum occupancy).

PART 3: PREMISES DETAILS

Premises Address Bay Cottage, Sea Wynd, Aberlady

Postcode EH32 0SD

Unique Property Reference Number (if known) _____

EPC Rating* 70

**(if applicable – not required for home sharing or unconventional accommodation)*

Please select the type of premises:

Detached House Semi-detached house
Terraced House Flat
Unconventional accommodation

From the following options, please select the description that best describes your short-term let:

Self-catering B&B
Guest house Other form of home sharing
Home letting

Specify the number of rooms within the premises used as:

Bedrooms 2 Bed/Sitting rooms 1

Bathrooms 1 Kitchens 1

Lounges _____

Other (please specify) _____

Specify the maximum number of guests 4
(excluding children under 2 years of age)

Advise if you operated this premise as a short-term let prior to 1 October 2022

Yes No

PART 4: CONVICTIONS

Has anybody named on the application been convicted of any offence? Please include details of any unspent convictions in the table below:

NAME	DATE	COURT	OFFENCE	SENTENCE
n/a				

PART 5: APPLICATION CHECKLIST

Note – this check list must be fully completed in order to submit your application

I have enclosed the following (please tick to confirm (or enter N/A))	
Correct application fee	See East Lothian Council website – Civic Licence Fees
Annual gas certificate (for premises with a gas supply) ✓	Valid to: 07.02.2024
Electrical Installation Condition Report ✓	Valid to: 18.02.2028
Portable Appliance Testing Report ✓	Valid to: 18.02.2028
Fire Risk Assessment ✓	<u>Date of assessment:</u> 14.03.2023
Fire Service Safety Checklist ✓	14.03.2023
Legionella Risk Assessment ✓	Valid to: 01/25
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: u/a
Floor plan ✓	05/2023
EPC Certificate (for premises which are dwellinghouses) ✓	Valid to: 22.09.2032
Public Liability Insurance	Valid to: unlimited / to renew yearly
Proof of consent from owner (if applicable)	u/a
Evidence of operation as a short-term let on or before 1 October 2022 (for existing hosts applying during transitional period)	Coast Properties

I have: (please tick to confirm (or enter N/A))	
Identified the owners and those involved in the day-to-day management of my premises	✓
Ensured that to the best of my knowledge all those named on my application are fit and proper persons	✓
<p>Prepared information that will be available to guests at the premises including:</p> <p>(a) a certified copy of the licence and the licence conditions,</p> <p>(b) fire, gas and electrical safety information,</p> <p>(c) details of how to summon the assistance of emergency services,</p> <p>(d) a copy of the gas safety report,</p> <p>(e) a copy of the Electrical Installation Condition Report, and</p> <p>(f) a copy of the Portable Appliance Testing Report.</p>	✓
Applied for planning permission (if required).	n/a
Noted the requirement to display my licence number and EPC rating on listings for my premises	✓
Proof that furniture and furnishings/the furniture and furnishings guests have access to, comply with fire safety regulations	✓
Read and understood the mandatory conditions that will apply to my licence	✓
Read and understood the additional conditions that will apply to my licence	✓

My premises (please tick to confirm (or enter N/A))	
Meets current statutory guidance for provision of fire, smoke and heat detection	✓
Meets statutory guidance for carbon monoxide alarms	✓
Meets the required regulations for private water supplies (for premises with a private water supply i.e not provided by Scottish Water)	✓
Meets obligations with regard to the Tolerable and Repairing standard (applicable to dwellinghouses)	✓

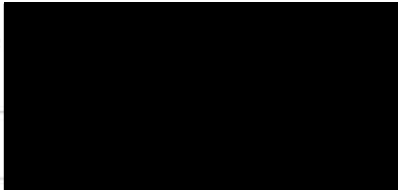
PART 6: DECLARATION

East Lothian Council, as licensing authority, will use information it holds about you to determine whether you are a fit and proper person to operate a short-term let. In addition, licensing authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. They may also share and seek relevant information with Police Scotland and, if appropriate, other relevant authorities.

Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

I declare that I have read and understood the mandatory conditions that apply to short-term let licences and East Lothian Council's additional conditions

I will comply with the requirement to display a site notice in accordance with paragraph 2 of Schedule 1 of the Civic Government (Scotland) Act 1982

I declare that the  information is correct to the best of my knowledge

Signed _____

Print name Alexander Mihulka

Date 20/07/2023

DATA PROTECTION ACT 2018

Please note that the information given on this form may be stored electronically by this Authority for the purpose of licensing.

The Identity of the Data Controller under the Data Protection Act 2018 ("the Act").

East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA ("the Council")

The purpose or purposes for which the data are intended to be processed.

The Data will be processed in order for East Lothian Council to fulfil its statutory duty under the Civic Government (Scotland) Act 1982 in receiving, registering, determining and granting applications for licenses under the said Act. The Data will be shared with public bodies who require to be consulted about the application, such as the Police. It will also be shared with internal East Lothian Council services, particularly within the Environment Department who give advice to the Council as Licensing Authority, in respect of the application.

East Lothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information can be obtained from:

Data Protection Officer
Licensing, Administration and Democratic Services
John Muir House
Haddington
dpo@eastlothian.gov.uk

Short Term Lets

From: Allan, James
Sent: 10 August 2023 13:53
To: Short Term Lets
Subject: RE: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 0SD

Good afternoon

Thank you for your email and attachments regarding the above subject.

Based on the information provided I can confirm that planning permission is not required for the change of use of the house, the subject of this enquiry, to form short term holiday let accommodation.

Kind regards

James Allan

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 25 July 2023 15:55
To: Building Standards <buildingstandards@eastlothian.gov.uk>; Raselli, Gail <graselli@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 0SD

Good afternoon

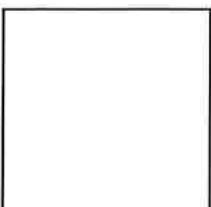
Please provide observations/comments regarding the application for a Short Term Let Licence for the above address. All responses should be returned within the 21 day consultation period.

Thanks
Christine

Christine Aitken | Licensing Officer | Licensing Dept. | East Lothian Council | John Muir House | Haddington | East Lothian | EH41 3HA |

Tel. 01620827664
Email. caitken@eastlothian.gov.uk

NHS Coronavirus Information



Short Term Lets

From: Cramer, Torquil <Torquil.Cramer@firescotland.gov.uk>
Sent: 10 August 2023 09:59
To: Short Term Lets
Subject: RE: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 OSD

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Classification: **Unclassified**

Hi,

Thank you for the STL application for - Bay Cottage, Sea Wynd, Aberlady, EH32 OSD

The SFRS has no objections to the STL licence being granted at this time.

Regards

Torquil

Torquil Cramer GFireE | Watch Commander | Fire Safety Enforcement Officer
Prevention & Protection | MELB | Haddington Community Fire Station
47- 49 Court Street | Haddington | EH41 3AE
Mobile: 07989 220751
Email: torquil.cramer@firescotland.gov.uk



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Safety. Teamwork. Respect. Innovation.

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 25 July 2023 15:57
To: Cramer, Torquil <torquil.cramer@firescotland.gov.uk>
Subject: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 OSD

CAUTION: This email originated from outside of SFRS. Do not click links or open attachments unless you are certain the email is genuine and know the content is safe.

Good afternoon

Please provide observations/comments regarding the application for a Short Term Let Licence for the above address. All responses should be returned within the 21 day consultation period.

Regards

Short Term Lets

From: Raselli, Gail
Sent: 26 July 2023 09:51
To: Short Term Lets
Subject: FW: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 0SD
Attachments: Application.pdf

Morning Christine,

Nothing on the ASB register for this address.

Regards,
Gail

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 25 July 2023 15:55
To: Building Standards <buildingstandards@eastlothian.gov.uk>; Raselli, Gail <graselli@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 0SD

Good afternoon

Please provide observations/comments regarding the application for a Short Term Let Licence for the above address. All responses should be returned within the 21 day consultation period.

Thanks
Christine

Christine Aitken | Licensing Officer | Licensing Dept. | East Lothian Council | John Muir House | Haddington | East Lothian | EH41 3HA |

Tel. 01620827664
Email. caitken@eastlothian.gov.uk

NHS Coronavirus Information

Keep using
Covid sense



gov.scot/coronavirus



Short Term Lets

From: Parking
Sent: 27 July 2023 07:44
To: Short Term Lets
Subject: RE: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 OSD

Hi,
I have no objection to this application.

Kind Regards

Grant Talac
The Parking Team
East Lothian Council



From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 25 July 2023 15:55
To: Building Standards <buildingstandards@eastlothian.gov.uk>; Raselli, Gail <graselli@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Lothian & borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: Short Term Let application - Alexander Mihulka, Bay Cottage, Sea Wynd, Aberlady, EH32 OSD

Good afternoon

Please provide observations/comments regarding the application for a Short Term Let Licence for the above address. All responses should be returned within the 21 day consultation period.

Thanks
Christine

Christine Aitken | Licensing Officer | Licensing Dept. | East Lothian Council | John Muir House | Haddington | East Lothian | EH41 3HA |

Tel. 01620827664
Email. caitken@eastlothian.gov.uk

NHS Coronavirus Information

**Keep using
Covid sense**



gov.scot/coronavirus



Licensing

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 27 July 2023 10:13
To: Licensing
Subject: SHORT TERM LET APP - BAY COTTAGE, ABERLADY - ALEXANDER MIHULKA -
[REDACTED]
Attachments: APPLICATION.PDF

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi all,
No Police objection
Our ref - 743717

Regards
Iain

Licensing
John Muir House
Haddington
EH41 3HA

East Lothian Council
Licensing
12 SEP 2023
Received

Dear Sirs,

I am writing to state my objection to the application for short-term let's licence in relation to Bay Cottage, Sea Wynd, Aberlady, EH32 0SD.

As a young resident in Aberlady, I object to the application for the following reasons:

- Risk of damage to the property
- Strain on relationships with neighbouring properties
- Loss of business for hospitality sector, particularly the nearby Aberlady Inn and Ducks Hotel
- Potential for Anti-social behaviour
- Over-crowding of property
- Potential for a transient community
- Reduced housing supply leading to less choice and higher rents for private tenants, particularly when housing supply in Aberlady is already extremely low
- Owner likely has no interest in adding to the village community or developing the village since they live abroad and appear to have bought the property purely as an investment

I trust you will consider each of the above points when reviewing this licencing for this property.

Signed: [REDACTED]

Ewan Thomson - [REDACTED]

Date.....

11/09/23

