

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

# APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

## PART 1: ABOUT YOU

2

Are you applying as an individual or corporate entity?

Individual

Corporate Entity

Fill in if you are applying as an individual:

Your full name \_\_\_\_\_

Date of birth \_\_\_\_\_

Place of birth \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

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)

**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 Pin High Properties Ltd

Limited company number (if applicable) SC688159

First name and surname Alexandra Walker

Registered or principal office address Craigend Farm, Craigend Road,  
East Kilbride, G75 9DR

Tel. No. [REDACTED] Email address [REDACTED]

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
Alexandra Walker			
Kenneth Walker			
Karen Walker			

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

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).

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### PART 3: PREMISES DETAILS

Premises Address 14 Rhodes Cottage, North Berwick, East Lothian

Postcode EH39 5NL

Unique Property Reference Number (if known) \_\_\_\_\_

EPC Rating\* C

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

Please select the type of premises:

Detached House	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>
Terraced House	<input checked="" type="checkbox"/>	Flat	<input type="checkbox"/>
End Terrace	<input checked="" type="checkbox"/>		
Unconventional accommodation	<input type="checkbox"/>		

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

Self-catering	<input type="checkbox"/>	B&B	<input type="checkbox"/>
Guest house	<input type="checkbox"/>	Other form of home sharing	<input type="checkbox"/>
Home letting	<input checked="" type="checkbox"/>		

Specify the number of rooms within the premises used as:

Bedrooms 2 Bed/Sitting rooms 1

Bathrooms 2 Kitchens 1

Lounges NA

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:

<b>NAME</b>	<b>DATE</b>	<b>COURT</b>	<b>OFFENCE</b>	<b>SENTENCE</b>
NA				

## 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: <b>29/07/2023</b>
Electrical Installation Condition Report	Valid to: <b>01/08/2027</b>
Portable Appliance Testing Report	Valid to: <b>All brand new appliances bought in 2022</b>
Fire Risk Assessment	
Fire Service Safety Checklist	
Legionella Risk Assessment	
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: <b>NA</b>
Floor plan	
EPC Certificate (for premises which are dwellinghouses)	Valid to: <b>7/5/2033</b>
Public Liability Insurance	Valid to: <b>4/5/2024</b>
Proof of consent from owner (if applicable)	
Evidence of operation as a short-term let on or before 1 October 2022 (for existing hosts applying during transitional period)	



<b>I have:</b> (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	✓
Prepared information that will be available to guests at the premises including:  (a) a certified copy of the licence and the licence conditions, (b) fire, gas and electrical safety information, (c) details of how to summon the assistance of emergency services, (d) a copy of the gas safety report, (e) a copy of the Electrical Installation Condition Report, and (f) a copy of the Portable Appliance Testing Report.	✓ ✓ ✓ ✓ ✓ ✓
Applied for planning permission (if required).	NA
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	✓

<b>My premises</b> (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)	NA
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 given in this application is correct to the best of my knowledge

Signed



Print name **ALEXANDRA WALKER**

Date **1/08/23**

## **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

## **Consultation Responses**

Scottish Fire and Rescue Service – No objection (28 September 2023)

Police Scotland – No objection (12 September 2023)

Antisocial Behaviour Team – No objection (12 September 2023)

Parking Team – No objection (11 September 2023)

Planning Authority – Planning permission not required (8 November 2023)

[REDACTED]  
21 September 2023

**Representation re. Application for short-term let, Alex Walker, 14 Rhodes Cottages, North Berwick**

Dear Sir/Madam,

In considering the above application for short-term secondary letting, please consider this representation, from Jane Wilson, full-time resident at [REDACTED]  
[REDACTED]

This is a residential area. [REDACTED] is a family home, where a young child lives. It is inappropriate for a string of unknown holidaymakers to be sharing communal areas and access, as well as using garden space outside the bedroom window of a young child. Already while number 14 has been let, we have had problems with parties taking place outside our windows, with strangers drinking alcohol, talking loudly and staring into our home as we go about our family life. Furthermore, our home has borne the stink and noise of barbecues from holidaymakers.

Living [REDACTED] to eternally changing strangers who are on their holidays all year round, is very different to living next to residents. The strangers on their holidays do not and should not have to expect to negotiate living in a tight-knit community in this small, interwoven set of terraced houses. I should not have to explain to my child, when teaching them about putting out the bins and looking after the garden, why people are drinking wine in the middle of the day, talking loudly and staring at us as if we are the ones intruding. If this were a regular scenario, then we would manage around it, but not to know from one day to the next what kind of situation the latest strangers will present means a constant series of adjustments that my family is forced to make.

The way the houses and gardens link and share areas is not appropriate for holidaymakers to share with vulnerable residents. Would guests be checked against the sex offenders' register? And any other police or Interpol records? Because these guests will be very close to my young family, and I need assurances for my family's safety. Am I to keep all the doors and windows locked all year round? While strangers make merry directly outside for my family to see and learn from?

While I am not opposed to people taking holidays, or to tourism here in North Berwick, I am opposed to commercial enterprises taking away from residents' childhoods. These houses are simply not appropriate for short-term letting because of the layout and the nature of how unavoidably close these guests are to my family.

Yours faithfully,

[REDACTED]  
Jane Wilson

Date: 20 November 2023

Ms Jane Wilson



Dear Ms Wilson,

**Licensing Sub-Committee meeting – Application for Grant of Short-term Let (STL) licence for  
14 Rhodes Cottage, NORTH BERWICK, EH39 5NL  
Civic Government (Scotland) Act 1982**

I refer to your representation to the Grant of a STL licence at 14 Rhodes Cottage, NORTH BERWICK, EH39 5NL. As a representation has been received, the application will now be considered by East Lothian Council's Licensing Sub-Committee. You are invited to attend the meeting of the Licensing Sub-Committee on Thursday, 21 December 2023 at 2.00pm, where you will be given the opportunity to speak to your representation. Please be aware that the public items of business will be recorded and be made available online at <https://eastlothian.public-i.tv/core/portal/webcasts>.

To participate in the online meeting, you must use one of the following options:

- the latest version of Google Chrome or Microsoft Edge as your browser *or*
- the Connect Remote app for iOS or Android *or*
- join by telephone

**If you wish to attend, please contact [licensingcommittee@eastlothian.gov.uk](mailto:licensingcommittee@eastlothian.gov.uk), no later than 8 December 2023, to confirm your attendance, at which point you will be offered a link to join the meeting.**

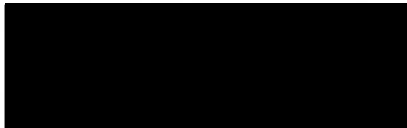
Please note that if you do not attend, the application will be considered in your absence.

Yours sincerely,

Licensing Officer  
[stl@eastlothian.gov.uk](mailto:stl@eastlothian.gov.uk)

Date: 20 November 2023

Pin High Properties Ltd  
Alexandra Walker



Dear Ms Walker,

**Licensing Sub-Committee meeting – Application for Grant of Short-term Let (STL) licence for  
14 Rhodes Cottage, NORTH BERWICK, EH39 5NL  
Civic Government (Scotland) Act 1982**

I refer to your application for the Grant of a STL licence at 14 Rhodes Cottage, NORTH BERWICK, EH39 5NL and can advise that a representation has been received. I have enclosed a copy of the representation for your information.

As a representation has been received, your application will now be considered by East Lothian Council's Licensing Sub-Committee. You are invited to attend the meeting of the Licensing Sub-Committee on Thursday, 21 December 2023 at 2.00pm. Please be aware that the public items of business will be recorded and be made available online at <https://eastlothian.public-i.tv/core/portal/webcasts>.

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Please note that if you do not attend, your application will be considered in your absence and that an invitation to attend the meeting will be issued to any party who submitted a representation.

Yours sincerely,

Licensing Officer  
[stl@eastlothian.gov.uk](mailto:stl@eastlothian.gov.uk)

