



## 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 James Graham Narin Miller-Stirling

Date of birth [REDACTED]

Place of birth [REDACTED]

Home Address [REDACTED]

\_\_\_\_\_

\_\_\_\_\_ Postcode [REDACTED]

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

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  Craig Douglas

Date of birth  [REDACTED]

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

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.
Ingkawan Miller Stirling				

**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.
Craig Douglas				

## 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).

---

---

---

### PART 3: PREMISES DETAILS

Premises Address 15a Balfour Street, North Berwick, EAST Lothain

Postcode EH39 4JY

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

EPC Rating\* Band 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 type="checkbox"/>	Flat	<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 checked="" type="checkbox"/>	B&B	<input type="checkbox"/>
Guest house	<input type="checkbox"/>	Other form of home sharing	<input type="checkbox"/>
Home letting	<input type="checkbox"/>		

Specify the number of rooms within the premises used as:

Bedrooms   2   Bed/Sitting rooms   0  

Bathrooms   2   Kitchens   1  

Lounges   1  

Other (please specify)   1 Utility Room  

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**

<b>I have enclosed the following</b> (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>25/01/24</b>
Electrical Installation Condition Report	Valid to: <b>12/10/23</b>
Portable Appliance Testing Report	Valid to: <b>06/10/27</b>
Fire Risk Assessment	<b>yes</b>
Fire Service Safety Checklist	<b>Yes</b>
Legionella Risk Assessment	<b>Yes</b>
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: <b>100643658</b>
Floor plan	<b>yes</b>
EPC Certificate (for premises which are dwellinghouses)	Valid to: <b>03/01/28</b>
Public Liability Insurance	Valid to: <b>06/04/24</b>
Proof of consent from owner (if applicable)	<b>N/A</b>
Evidence of operation as a short-term let on or before 1 October 2022 (for existing hosts applying during transitional period)	<b>yes</b>



<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	yes
Ensured that to the best of my knowledge all those named on my application are fit and proper persons	yes
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.	yes
Applied for planning permission (if required).	yes
Noted the requirement to display my licence number and EPC rating on listings for my premises	yes
Proof that furniture and furnishings/the furniture and furnishings guests have access to, comply with fire safety regulations	yes
Read and understood the mandatory conditions that will apply to my licence	yes
Read and understood the additional conditions that will apply to my licence	yes

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

## 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 James Graham Nairn Miller-Stirling

Date 18/09/23

## 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 (13 October 2023)

Police Scotland – no objection (17 October 2023)

Parking Team – no objection (12 October 2023)

Antisocial Behaviour Team – No objection (13 October 2023)

Planning Authority – Application for Certificate of Lawfulness of Use or Development (CLUD) refused (12 January 2024)

Decision reason:

- *It has not been demonstrated that the use of the flat as a short term holiday let is not a material change of use that does not required planning permission or that the flat has been in use as a short term holiday let for a continuous period of 10 years or more.*
- *The existing use of the applicant's flat as a short term holiday let has not be proven to be lawful under Section 150 of the Town and Country Planning (Scotland) Act 1997 (as amended). Accordingly, this application therefore be refused and a Certificate of Lawfulness should not be issued.*

ELO0184P

**Licensing**

---

**From:** Joyce Surfleet [REDACTED]  
**Sent:** 29 October 2023 21:08  
**To:** Licensing  
**Subject:** Objection to short term let license

**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.

---

UPRN 138036692  
License Ref ELO0184P

I have just been informed by a neighbour that a planning application has been submitted for a license for a short term let at 15 a Balfour Street North Berwick. The notice was attached to a lamppost and by sheer luck was spotted by a resident. This application is for a short term let license in a close where there is only one permanent resident whose family have been severely disrupted over the years by some of the people renting these flats.

I would like to object for the reasons listed below:

- A large number of holiday homes and rentals already exist in Balfour Street and the Quadrant.
- My TEN nearest neighbours are holiday homes or rentals.
- This takes the heart out of our local community and has an impact on people being able to buy homes in their local area.
- There is often anti social behaviour associated with these rentals and recently a group of young male golfers in a top floor flat had wide open windows for the length of their stay and were extremely noisy. Heard by the whole street but even more disturbing for the residents living below. They also threw items out of the windows and had to be asked to desist. This is just one example of numerous incidents.
- Many of these flats leave their green bins in Quadrant Lane ( often overflowing) leaving residents to clear up the mess and taking up much needed parking spaces.

Although I live [REDACTED] my back gate opens into Balfour St and we are directly affected by the points listed above.

I would appreciate if the above is taken into consideration when considering the application.

Joyce Surfleet  
[REDACTED]

## Licensing

---

**From:** Christine Gollan <[REDACTED]>  
**Sent:** 30 October 2023 00:08  
**To:** Licensing  
**Subject:** Objection to Licensing of 15a Balfour Street, North Berwick EH39as a short-term let

**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.

### Objection to Licensing of 15a Balfour Street, North Berwick EH39 as a short-term let.

To whom it may concern.

UPRN 138036692

Licence Ref. No: EL00184P

We live very close to 15 Balfour Street as our property at [REDACTED] which adjoins Balfour Street. We are gravely concerned to see that No.15A is being considered for a licence as a short-term/holiday let. Neighbours have received **no letter of notification for this**, whereas we did for the previous application to license the property at [REDACTED]

Balfour Street has suffered disproportionately from the proliferation of short term lets and No 15 is the best and worst example of everything that is wrong with the current unlicensed system. There is only one permanently occupied property in the stair and the owners are regularly subjected to inconsiderate, anti-social behaviour and the related consequences of short term lets to visitors whose very anonymity encourages activities and behaviour that they (probably) wouldn't indulge in in their own homes. The area of Balfour Street, Melbourne Road, Quadrant used to be almost exclusively populated by families, couples and individuals at different stages of life, bar a couple of guest houses and there was a thriving, neighbourly, social aspect which contributed to the health and wellbeing of adult residents but especially children. With every Short-Let approved, that sense of a caring, child-friendly community has gradually been eroded to the point where there are more Short-Lets and rarely used second homes than resident owners or long-term renters. This has had a devastating impact on those of us who live here permanently because most second home/short let owners and their visitors simply do not care about protecting their neighbours from excess noise, anti-social behaviour, careless dumping of refuse and recycling in private and public litter bins on the public highway. Crucially, residents in Balfour Street and surrounds are living with an ever-changing, transient set of short-term neighbours whose names they don't know and whose behaviour is unpredictable at best. Residents need to feel safe in their own homes and there is no doubt that the security of the communal areas of No 15 is compromised by the predominance of short term lets in the stair.

We have lived at our address for 22 years and have experienced innumerable day to day issues during the holiday let seasons which cannot be promptly and adequately addressed as defined in ELC's Additional and Mandatory Conditions for Short term lets:

Specifically and Additional that: *The Licensee will be responsible for the day to day running of the premises, and for ensuring that guests comply with the terms of their Lease and in particular to deal effectively with any anti-social behaviour by guests to anyone else in the locality of the Short-term Let.*

Related and Mandatory: *The licence holder must ensure that the number of guests residing on the premises does not exceed the number specified in the licence. How does any owner ensure this? It is disingenuous to imply that all neighbours who need to contact the owner can do so and that the owner would promptly deal effectively with anti-social behaviour. In July (w/b 3/7/23), in another short-term let, the top flat at No 15d Balfour Street was occupied by a seemingly excessive number of rowdy American golfers who were throwing things out of the window onto the street and parked cars below. Music was blaring out of windows thrown open all day and many of us suffered disturbed evenings. I have no idea who owns that particular flat and the owner certainly did not "deal effectively with any anti-social behaviour by guests to anyone else in the locality of the Short-term Let."*

Additional condition: *Adequate and suitable facilities must be provided for the storage and disposal of refuse. Where bins are provided to terraced and tenemental properties they must be clearly identified by flat or property address. The licensee must ensure that the guests utilise the bins provided and ensure that refuse or bins are placed out on collection day and that bins are returned to the bin storage area following collection (where applicable)*

This is a running sore for residents in the area described. Balfour Street is very narrow and the pavements even narrower and thus refuse bins are a hazard unless removed and stored off street. The result is that between 15 – 20 green bins with no ID, are lined up along Quadrant Lane and the Lane is used as a public dump for holidaymakers' rubbish. When a let ends, we can often be faced with excessive amounts of rubbish and recycling in bin bags dumped anonymously and carelessly in communal back garden spaces, in the Quadrant Lane or blown over and accessible to seagulls and rodents. No holiday let owner has ever cleaned up and cleaners who clean the flats for agents don't know or care whose bins they are using. These commercial premises are profiting at our expense as there is evidently no manager nor any commercially designated waste management in place, which surely means permission should not be granted on those grounds alone.

If ELC approves the Licensing of 15a Balfour Street, as a commercial premises with no on-site management which is set within the domestic residential tenement terrace it would be another blow to the remaining tiny community who choose to live here permanently. The economic benefits which allegedly accrue to the town are fanciful as these holiday flats are mostly empty in the off-season and self-catering properties in the holiday season benefit Tesco and other supermarkets that deliver as we observe from the number of delivery vans circling and trying to find a parking place. There is no economic research to prove the ludicrous figures being bandied about as benefitting the town.

The current Planning and Licensing policy of approving an excessive number of short-term let properties in the 'old' town of North Berwick is having a seriously detrimental effect. As permanent residents find themselves increasingly without any neighbours and surrounded by empty flats and houses in the winter or disturbed once or twice a week every week in the holiday season, inconvenienced by inconsiderate visitors, what should we do? The dreaded 'doughnut effect' on the town has already begun and unless ELC Planning and Licensing urgently work with us, it may be too late to stop it. Properties with communal areas of access should not be considered as appropriate for short term lets.

Hence the reason for this objection and a plea that the committee listens and supports the residents of this area by rejecting the application for 15a Balfour Street.

Yours faithfully,

Christine and Graeme Gollan



## Licensing

---

**From:** Carol Stobie [REDACTED]  
**Sent:** 29 October 2023 20:26  
**To:** Licensing  
**Cc:** chairman@northberwickcommunitycouncil.org.uk; [REDACTED]  
McFarlane, Carol; Allan, Liz; jeremyfindlay@btinternet.com; Dingwall, Keith;  
Paul.McLennan.msp@parliament.scot; ministerlgep@gov.scot  
**Subject:** Objection to short-term holiday let application

You don't often get email from [REDACTED] [Learn why this is important](#)

**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.

### Objection to Licensing of 15A Balfour Street, North Berwick EH39 as a short-term let.

To whom it may concern.

UPRN 138036692

License Reference EL00184P

We moved to this address 20 years ago; we are now the only permanent residents in this stair. We have suffered increasingly from the presence of holiday lets and are very distressed to see that No.15A is being considered for license as a short term holiday let. We strongly feel that our security is compromised by unknown people coming and going late at night, noise and disturbance at various times, at times drunken and disturbing behaviour in the stair and outside residents' windows, sand on the stair that is not swept up and creates a slip hazard; lack of proper management of recycling and household refuse, particularly food waste that has attracted rats and maggots; dog fouling in the shared garden; the removal of carpets increasing noise disturbance for those living below short-term tenants at all times of day and night; a general sense that many holidaymakers are indifferent to the fact that people live here and deserve an undisturbed night's sleep. Guests in this stair also disrupt the sleep of adjacent permanent residents - who may be families trying to get small children to sleep, working people who have to get up early in the morning, or even vulnerable elderly occupants frightened by the disturbance.

We and other neighbours have received no letter of notification for this application, whereas we did for the previous property at [REDACTED]. Why is this? As to notices displayed on a lamppost for 21 days – unsuitable for anyone with poor eyesight, mobility etc at the best of times - in this case the notice on the lamppost rapidly became extremely difficult to read in recent weather, and does not display the dates by which objections should be received. This is not acceptable and should be sufficient for the application to be rejected on procedural grounds.

We have endured years of distressing disturbance since adjacent properties began operating as holiday lets, with North Berwick Holiday Homes managing a series of lets for most owners, and wish to register our strongest objection to its continued operation. NB Holiday Homes has not addressed specific concerns regarding the management of problems and have at times been very dismissive of our neighbours' concerns when approached, expecting them to contact owners, which is unreasonable. Neither they nor owners are 'on site' to manage issues that arise, and do not attend promptly when problems are reported.



We no longer have any neighbours within our stair, and it is therefore difficult to negotiate matters such as building repairs. We are landed with the responsibility of staying in for tradespeople, builders etc, which is also unreasonable when many of the communal repairs have been necessitated by previous absentee owners.

This summer, in another short-term let, the flat above us at 15D - (also apparently applying for license, with a storm-damaged lamp-post notice and side 2 impossible to see, therefore not fulfilling the requirement to be visible for 21 days but with no record of this application on your register) - was occupied by a party of American golfers. Apparently they were part of a larger group who were being accommodated across several NB Lets properties. Unfortunately the flat above us was chosen for nightly congregations of a large number of people. The living window was left wide open all the time and their conversations could be heard loud and clear in our bedroom below and were audible well down the street. Although the owner was eventually contacted by us, most of the people who were suffering this lengthy disturbance would have had no idea how to reach them. As a second example, in summer 2022, drunken holidaymakers who had evidently walked off with their pint glasses from a local pub gathered to shout, laugh at obnoxious volume, drink and smoke outside the front windows on the narrow pavement, which was frightening for residents and posing the danger of dropped and broken glass in the street. Worse still, instead of going up one flight of stairs to use the toilet, one decided to relieve himself into our downstairs neighbour's front garden.

When a let ends, we can often be faced with excessive amounts of rubbish and recycling not properly sorted. Guidance never appears to be given to or followed by holidaymakers on waste and food disposal. They do not appear to have much awareness of recycling procedures and we have the impression that they have not been left receptacles for waste that needs to be recycled. Some politely ask us what to do, and we have tried to help or even taken it on for them after their departure, but this should not be our responsibility. Much is regularly binned unnecessarily because of this. The owners are taking advantage of our free local services, paid for by our Council Tax. One of the communal food bins was carelessly used to dump cooked food waste without using suitable bags earlier this summer, unknown to residents until they were confronted with a bin crawling with maggots, which was very distressing to dispose of.

We would also point out that some holiday owners allow their dogs to defecate on our shared back green, which is used by residents with children or small grandchildren, posing a risk to their health. One ground floor neighbour nearly found themselves stepping into dog mess at their back doorstep. When politely asking the nearby holiday visitor (present with their dog in the garden - no dogs live in this stair) to clean this up, they denied responsibility and left our neighbour to deal with it.

The application for 15A Balfour Street shows an agency in Edinburgh as being responsible for the day-to-day management of short-term lets in this property. The range and urgency of the sort of issues we have outlined above show that such management arrangements are a fantasy and we and other permanent residents will be left to sort out such problems as before.

We frequently hear the argument that short-term lets bring an economic benefit to the area. We have never seen a convincing argument as to why properties that are let for, say, half the year bring more income into the area than permanently occupied properties. But the debate should be about more than about economic benefits. Balfour Street and similar parts of old North Berwick have been undergoing rapid and unplanned change. Although there are still a small number of us close neighbours left, supporting each other at times such as the pandemic in particular, the resilience of the community in the street and surrounding streets has been eroded to a critical level where neighbourhood support is being put at risk.

When the Council started researching this problem, we understood that the presumption would be that short-term let applications for tenement properties and blocks of flats would be looked at most seriously. We believe we have provided you with enough evidence to demonstrate that the application for 15A Balfour Street should be turned down.

Yours faithfully,

Carol Stobie and Neil McIlwraith

East Lothian Council  
Licensing

09 OCT 2023

6 October 2023

Dear Sirs

Received

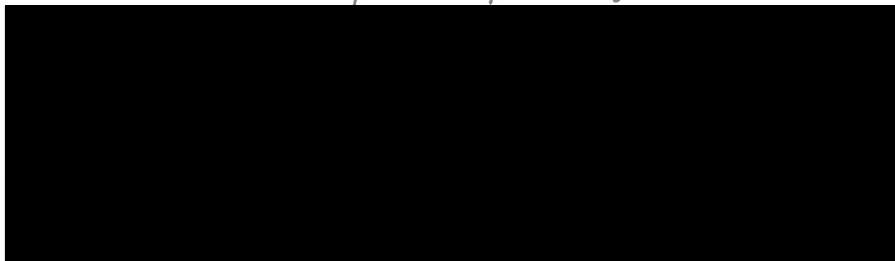
We are writing in support of James Miller-Stirling's application for a short-term lets licence in respect of 15A Balfour Street, North Berwick EH39 4JY.

We live directly [REDACTED] the applicant's flat and have a very good relationship with the applicant and the excellent way his flat is managed. It is mostly let out to high-end golfers who usually frequent local restaurants and shops in North Berwick thus aiding the local economy. The applicant and his family often spend time in the flat and are so mindful of causing any noise to neighbours that they remove their shoes when in residence. We, who live [REDACTED], are extremely grateful.

Although the applicant's flat is in a communal stair it is the first flat that visitors come to so they are not passing anyone else's door.

We would be extremely sorry if this application were to be refused and would ask you to grant it.

Yours faithfully

d/ 

[REDACTED]  
**30.11.23**

Dear Sir/Madame,

I write to support the application for a Certificate of Lawlessness (reference number 23/01088/CLU) of my downstairs neighbour, James Miller-Stirling. (I stay in [REDACTED] Balfour St, he in 15a Balfour St, North Berwick – postcodes for both: EH39 4JY).

I am happy to confirm that I have not been affected by noise/disturbance/hooliganism or unsanitary conditions resulting from his occupation of his flat.

I note that access to his flat on the first floor from the downstairs external door does not pass anyone else's door on the staircase which minimises noise; that the flat entrance doors on the first and second floors are located a minimum 5-6 metres apart reducing proximity of contact and inconvenience; and that the stairwells are light and spacious.

Moreover, I have seen no evidence of dogs using 15 a – so no sign of the noise, smell and sand which can accompany such animals ; and am unaware of any complaints of too much (or, for that matter, any) noise made by anyone else in our staircase.

James, in my experience, is an exemplary neighbour who takes seriously all the issues that need to be addressed by those who seek to be responsible landlords.

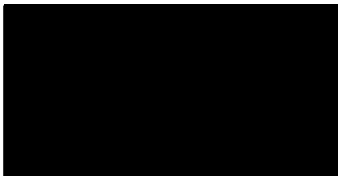
Yours sincerely,

[REDACTED]  
Jock Dalrymple



Date: 8 February 2024

Mr James Miller-Stirling



Dear Mr Miller-Stirling,

**Licensing Sub-Committee meeting – Application for Grant of Short-term Let (STL) licence for  
15A Balfour Street, NORTH BERWICK, EH39 4JY  
Civic Government (Scotland) Act 1982**

I refer to your application for the Grant of a STL licence at 15A Balfour Street, NORTH BERWICK, EH39 4JY. Objections have been received from a Joyce Surfleet, Christine and Graeme Gollan, and Carol Stobie and Neil McIlwraith. I have enclosed copies of the objections for your information. In addition to the objections, notification from East Lothian Council's Planning Authority has been received advising that your application for a Certificate of Lawfulness of Use or Development (CLUD) has been refused.

As objections have been received and the application for the CLUD has been refused, 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, 14 March 2024 at 2.00pm. The Licensing Sub-committee will now be conducted as a hybrid meeting – meaning you can attend in person or join online. The in-person meeting will be held at Council Chambers, The Town House, Court Street, HADDINGTON, EH41 3ED. 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) 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, your application will be considered in your absence and that an invitation to attend the meeting will be issued to any party who submitted an objection. Should you wish to withdraw your application for a short-term let licence, please advise this department, in writing, to [stl@eastlothian.gov.uk](mailto:stl@eastlothian.gov.uk).

Yours sincerely,

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

