

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

PART 1: ABOUT YOU

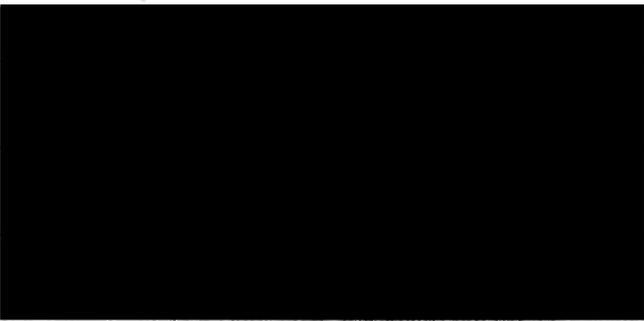
Are you applying as an individual or corporate entity?

Individual Corporate Entity

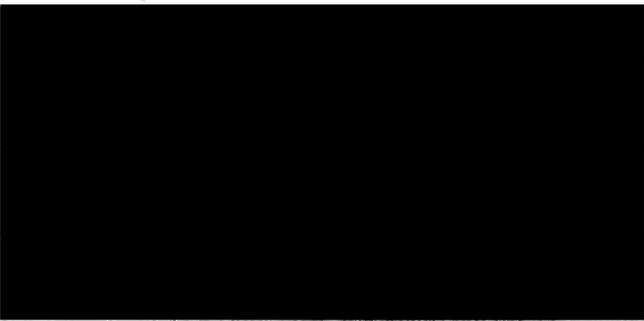
Fill in if you are applying as an individual:

2b

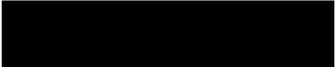
Your full name STEPHEN JAMES COYLE.

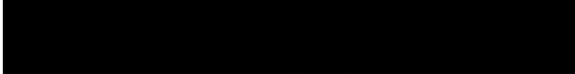
Date of birth 

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 _____ *N/A*

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.
FIONA VERNON-COYLE				

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 N/A _____

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
	N/A		

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.
		N/A		

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).

N/A

PART 3: PREMISES DETAILS

Premises Address 'OLD ABBEY COTTAGE', 19 OLD ABBEY ROAD,

NORTHBERWICK Postcode EH39 4BP

Unique Property Reference Number (if known) 138007252

EPC Rating* D

**(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 3 Bed/Sitting rooms 0

Bathrooms 1 Kitchens 1

Lounges 1

Other (please specify) 1 (DINING ROOM)

Specify the maximum number of guests 5
(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
<u>—</u>	<u>N O N E</u>	<u>—</u>	<u>—</u>	

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	PAY REF CPRH-YLJR-QFP5 AUTH CODE T78154 TRANSACTION 25-8-23 08:57 AMOUNT. £ 390-00	See East Lothian Council website – Civic Licence Fees
Annual gas certificate (for premises with a gas supply)	✓	Valid to: 20-11-23
Electrical Installation Condition Report	✓	Valid to: 25-1-27
Portable Appliance Testing Report	✓	Valid to: 3-5-24
Fire Risk Assessment	✓	DONE 10-2-23
Fire Service Safety Checklist	✓	DONE 22-8-23
Legionella Risk Assessment	✓	DONE 6-2-23
Planning permission (for premises within a control area or where requested by the licensing authority) (UNDERSTAND ELC DO NOT CONSIDER 'HOUSE' TO		Planning application reference number: N/A
Floor plan	✓ REQUIRE PLANNING	
EPC Certificate (for premises which are dwellinghouses)	✓	Valid to: 8-2-33
Public Liability Insurance	✓	Valid to: 23-3-24
Proof of consent from owner (if applicable)		N/A.
Evidence of operation as a short-term let on or before 1 October 2022 (for existing hosts applying during transitional period)	✓	-TRIPADVISOR REVIEWS - ELC WASTE TRFR NOTE.

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	✓
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.	✓ (ONCE RECD) ✓ ✓ ✓ ✓ ✓
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 given in this application is correct to the best of my knowledge

Signed _____

Print name STEPHEN COYLE

Date 26/8/2023



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



The Civic Government (Scotland) Act 1982
(Licensing of Short-term Lets) Order 2022

CERTIFICATE OF COMPLIANCE

SHORT-TERM LETS LICENCE – CONFIRMATION OF
DISPLAY OF PUBLIC NOTICE

Confirmation Of Display Of Notice

This section must be completed by the applicant and the whole notice returned to the East Lothian Council, Licensing, John Muir House, HADDINGTON, EH41 3HA or licensing@eastlothian.gov.uk at the end of the 21-day display period.

I (Full name of applicant) STEPHEN COYLE.

Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days

From 26/8/2023 ending on 17/9/2023 (NOTICE WAS REMOVED 23/9/2023)

Applicant's signature [Signature]

Date 25/9/2023

* REF: STL APPLICATION FOR;
'OLD ABBEY COTTAGE', 19 OLD ABBEY ROAD, NORTH BERWICK, EH39 4BP.

East Lothian Council
Licensing
27 SEP 2023
Received

Consultation responses

Antisocial Behaviour team – No objection (21 September 2023)

Parking team – No objection (22 September 2023)

Planning Authority – No planning permission required (25 April 20024)

Environmental Services – No response

Police Scotland – No objection (25 September 2023)

SFRS – No objection (28 September 2023)

6 September 2023

Letter of Representation to:

East Lothian Council,
Licensing,
John Muir House,
Haddington,
EH41 3HA.

East Lothian Council
Licensing

07 SEP 2023

Received

Subject: Objection to the issuing of a commercial short-term letting licence for the following house,

**19 Old Abbey Road,
North Berwick,
EH39 4BP.**

In accordance with the process for opposing the issuing of a commercial short-term letting licence on the above residential property, I submit the following representation.

Privacy

I am the owner occupier of [REDACTED] Old Abbey Road. 19 Old Abbey Road, "the Property" is located on a shared pathway in an "off-street" area, and directly overlooks the [REDACTED] of my house. The shared pathway is less than two metres from the [REDACTED] of my house and immediately adjacent to my [REDACTED] fence. The Property is located just over 3 metres from my [REDACTED] and only 11 metres from the [REDACTED] of my house. There are three first floor windows in the Property which directly overlook my [REDACTED]. Additionally, the three first-floor windows have direct views into my [REDACTED].

The relative position of the properties means that views into the respective properties is unavoidable without blocking out ambient light. However, having different unknown rental customers occupying the Property every few days, is a very undesirable situation compared with having a known long-term occupancy neighbour. I experience the lack of privacy resulting from the high turnover of short term let occupiers of the Property as very intrusive.

My house has currently short-term letting properties on two of three sides, each of which regularly change occupiers on a weekly basis, meaning I am unable to be aware of who are occupying the two short term let properties beside my home.

Nuisance

My neighbours, who live here on a long-term basis, have a respect for each other and would not for example block the common path by setting out chairs so they could sit in the sun having drinks. Those who live here also have an understanding of how refuse and recycling operate. In recent weeks I have had to collect my own numbered recycling container from the Property, as well as to return one which had been left behind by the Council employees outside my house, as had been incorrectly filled by one of the short-term renters. My own general waste bin has also been used, almost certainly by renters to deposit unsorted waste.

Renters of the Property regularly leave on a hall light which illuminates my living area to a greater extent than the ambient street lighting. Renters have on occasion left this light on overnight. Over a year ago I was informed that this light would be shaded to reduce the direct light to the rear of my house. This did not happen.

With neighbours, issues can much more readily be resolved, but with short term renters there is limited value in interventions, given they will be gone within a few days. There are of course occasions necessitating intervention, such as when a renter's car alarm is repeatedly disrupting neighbours.

It should not be the responsibility of long-term residents have to "look after" high turnover, short term renters.

Neighbourhood

There are 9 houses comprising all those adjacent to the common shared path and those who live in them long term are neighbours in the true sense.

The neighbours know each other well and are part of a small but distinct community, who get along, work out any differences and look out for each other.

The short term let occupiers contribute nothing positive to this small neighbourhood, but rather require frequent interventions from those who live here.

I realise contribution to the community / neighbourhood may not be a criterium taken into consideration in the decision on licensing for a short-term commercial letting licence, but community is a key reason I choose to live here.

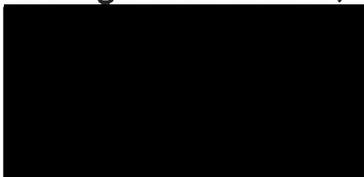
I submit this objection not only on my own behalf, but also on behalf of neighbours who I understand are more adversely impacted than myself.

Thanks for your consideration of this objection submission and please feel free to contact me should you require additional information.

Yours sincerely,

A large black rectangular redaction box covering the signature area.

George Macfarlane,

A black rectangular redaction box covering contact information.