

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:

Your full name N/A

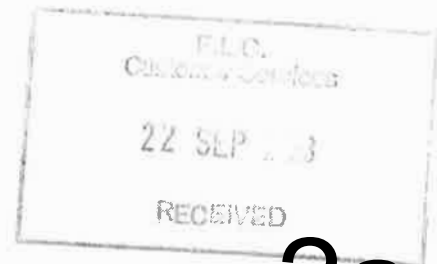
Date of birth _____

Place of birth _____

Home Address _____

Postcode _____

Tel. No. _____ Email address _____



2a

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.
N/A				

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 MONTGOMERY EMPIRE LTD

Limited company number (if applicable) SC 732724

First name and surname ALAN MONTGOMERY

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
ALAN MONTGOMERY	[REDACTED]	[REDACTED]	[REDACTED]
LEANNE AMANDA MONTGOMERY			

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				

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 35E EDINBURGH ROAD, MOSSELBURGH

Postcode EH21 6EE

Unique Property Reference Number (if known) N/A

EPC Rating* D

** (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 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 3 Bed/Sitting rooms 0

Bathrooms 1 Kitchens 1

Lounges 1

Other (please specify) 0

Specify the maximum number of guests 6
(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: 19-09-24
Electrical Installation Condition Report	Valid to: 31-8-27
Portable Appliance Testing Report	Valid to: 19-09-24
Fire Risk Assessment	DONE
Fire Service Safety Checklist	DONE
Legionella Risk Assessment	DONE
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: IN PROGRESS
Floor plan	DONE
EPC Certificate (for premises which are dwellinghouses)	Valid to: 14-1-32
Public Liability Insurance	Valid to: 31-7-24
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)	DONE

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	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

My premises (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.

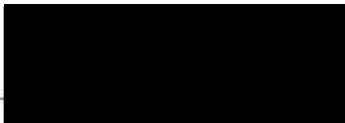
Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

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

ALAN MONTGOMERY

Date

20-09-2023

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) ALAN MONTGOMERY (MONTGOMERY EMPIRE LTD)

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

From 22-9-23 ending on 3-11-23

Applicant's signature 

Date 4-11-23

East Lothian Council
Licensing
20 NOV 2023
Received

* Original notice 1 stuck to lamppost attached.

Consultation Responses

Scottish Fire and Rescue Service – No objection (13 October 2023)

Police Scotland – No objection (12 October 2023)

Antisocial Behaviour team – Noise complaint 2021. No objection to STL application (5 October 2023)

Parking team – No objection (6 October 2023)

Environmental Services – No response

Planning Authority:

Reference 23/00554/CLU withdrawn 10 August 2023 due to 'you had not responded to an invalid schedule sent out on 23 May 2023 giving 28 days to reply'.

Reference 24/00068/CLU – currently considered invalid due to more information required from applicant.

East Lothian Council
Licensing

10 OCT 2023

Received

Received

10 OCT 2023

East Lothian Council
Licensing

Maxine Wood



East Lothian Council

Short-term Lets Department

PRIVATE AND CONFIDENTIAL

Air B&B Application: 35E Edinburgh Road, Musselburgh, EH21 6EE. Owner: Mr Alan Henderson.

I am writing on behalf of the owners and tenants resident within the stair 35 Edinburgh Road to object to the application for an Air B&B licence for 35E.

Mr Alan Henderson bought the property over a year ago and gave no indication of its intended purpose. He did not engage with residents of the stair or provide any contact details and it was only when his first guests arrived that we became aware that the flat was now being used for commercial purposes.

We have owned the [redacted] floor property [redacted] since 2012 and it is the family home of my partner.

My neighbour [redacted] in the flat [redacted] is also a long-standing property owner and this is her family home. She is a lone parent with two teenage children at [redacted] High School. [redacted] spends most of her time in her home and is particularly affected by this situation which at times affects her sleep patterns and results in panic attacks: the problems relating to the Air B&B and Mr Henderson's attitude has significantly impacted on her well being.

[redacted] are East Lothian Council tenants and have lived in [redacted] for around 5 years. [redacted] was forced to take early retirement a couple of years back due to a neurological condition that affects her mobility and periodically she requires mobility aids. She has grandchildren who visit her home on a regular basis.

[redacted] my neighbour opposite in [redacted] is also a home owner and has lived in the property for many years.

My neighbour in [redacted] is also a Council tenant and has been a resident for over 25 years.

Essentially it is a family stair which extends to the other 6 flats adjoining to the property where there are another two Council tenants, one of whom has lived there and raised his family for over 30 years. In general we all get on very well, are respectful and helpful towards each other and live peacefully in our community. We also have good connections with our neighbours on the opposite side of the road.

The utilisation of 35E has been a huge disrupter to our living environment from the onset and we have captured a catalogue of issues, all of which have been raised with Mr Henderson. The medium used for this has been what's app but in the months running up to the requirement to apply for a

licence Mr Henderson attached a timer to remove messages and so the vast majority of mine and [REDACTED] communication with him has been lost. He gave no indication of his intention to do this.

Collectively as residents however we can provide an overview of the issues as follows:

1. Smoking.

- Although it is a non-smoking property guests frequently open the windows and hang out of them to have a cigarette. The smell permeates mine and [REDACTED] flat in particular.
- Fire risk. I assume Mr Henderson has the necessary smoke alarms and ideally has asked for a HFSV however the risk is significantly increased when multiple guests disregard that smoking is prohibited and especially so when quite often guests are consuming alcohol.
- Fag ends out of the window. Some of the guests have chosen to throw their fag ends out the window as a way of avoiding the restrictions into my front garden which is privately owned. This is particularly unpleasant and I have to remove them.
- Where guests do abide by the rules they will often come down to the front door to smoke, again causing the smell to permeate my flat but also then throwing their fag ends down the front door steps. This makes for an unsightly and unpleasant entrance to our homes.

2. Drinking alcohol, noise disturbance and threatening behaviours.

- While Mr Henderson allows a wide variety of guests to rent the flat and not all consume alcohol, some guests have drunk to excess causing considerable noise disturbance and a sense of alarm and fear for residents.
- One particular hen party chose to drink and smoke outside the front door, sitting on my boundary wall and essentially heckling my partner, having a bit of 'banter' with him as he came into the stairwell. He found this very intimidating but felt unable to address their behaviours because they were clearly drunk and female. The noise on this occasion lasted well into the early hours.
- On one occasion three middle aged men were here for the Golf Open. They consumed vast amounts of alcohol and one person was then deliberately locked out of the flat. He decided to throw stones at [REDACTED] window in the early hours and when she responded he told her to go upstairs and knock on the flat door to get his mates to let him in. [REDACTED] refused and called the Police who attended the incident but could not locate the individual. He was later let in by his mates.

Later that evening I was giving my dogs their late night walk and spotted two young men with rucksacks in my opposite neighbours' garden. They then turned around and went into our stairwell and up to the flat. I do not know their intended purpose at that time in a morning but again there were unknown people coming in and out of a stair at all times of the night.

- We have also had men urinating in my front garden and spitting on the steps.
- The group of 9 New York students mentioned in 6. below decided to sleep out on the beach during their stay. They were up and down the stairwell at 2-3am in the morning carrying their blankets and kit. The next day they decided to dry their blankets on a clothes line not allocated to their flat which occupied the space for the whole day.
- One couple decided to have sex so vigorously and loudly in the living room of the flat that they caused [REDACTED] clock to fall off the wall and was damaged. As a Muslim,

██████ was absolutely mortified by this incident, particularly as her children were disturbed and she asked me to address this with Mr Henderson. ██████ is also very perturbed by the use of alcohol and that her children are witness to this.

- The use of alcohol is very common and results in excessive noise and poor behaviours. Frequently there is loud music, people dancing and moving loudly around the flat. Basically people are renting the flat as a holiday let and act accordingly with no regard to the people whose homes they disturb.

3. Noise disturbance.

- Guests come into the flat at all times of the day, including the early hours when flights are delayed or roadworks have held people up. This causes noise disturbance in the stair.
- People are lugging heavy suitcases up the stairwell, banging off each step and/or talking loudly or excitedly to each other, sometimes trying to get small children up the stair.
- When there are not problems with the use of alcohol it can be problematic when children are in residence. They do what children do: run, shout, cry, scream, play causing a lot of anxiety for ██████. At various times some children have decided to run through my front garden and jump down off the wall, damaging flowers and plants but more concerningly running a risk to themselves. I have spoken to parents on a number of occasions about this.
- This weekend, 8th October, there was a family in the flat with four young children which were so noisy ██████ asked the mum if they could be calmed down – to which she said she would 'try'. ██████ was also woken up at 7am on Sunday morning with the noise of the children going down the stair.
- The front door slams shut due to the hinge mechanism, particularly if the back door is open and guests do not take the precaution to close it quietly.

4. Stair maintenance and wear and tear.

- In addition to the impact of increased footfall on the stairwell the steady progression of people through the stair brings with it increased dirt and sand which is not cleaned on a regular basis by Mr Henderson. I raised this with him a couple of months back and he agreed to clean the stair on a monthly basis but has only undertaken this on one occasion in the past year and in doing so only swept the floor and did not mop.

██████ asked me to speak to him about this as she has been trying to keep the stair clean due to the excessive amount of sand in particular that comes through on guests shoes. As residents we are particularly mindful of living so close to the beach and clean our shoes before coming into the stair. Of note is that ██████ disability makes cleaning the stair difficult for her.

- There is an inevitable impact on the fabric of the stairs and doors in the stairwell from the increased footfall which is not covered by our insurances and requires communal agreement for repair. Mr Henderson is not required to make an increased contribution to this cost which means that home owners and East Lothian Council are subsidising his business.
- There is increased wear and tear on the path to the beach also. This is already a vulnerable and deteriorating walkway which is being considered for improvement as part of the flood defences scheme.

5. Waste Management

- On occasions guests have used our recycling bins and our green bins for their rubbish which can be excessive, especially when there is a high turnover within the two week period of the green bins being emptied. In addition, at times Mr Henderson's bin has overflowed causing a risk of vermin and certainly an opportunity for the birds to peck open bags resulting in unsightly rubbish around the bins and towards the sea shore. The last time this happened I called Mr Henderson who was in Turkey and he asked his parents to come over and clean up.
- Quite often guests will go onto the beach and use disposable barbecues. Unfortunately we do not have an East Lothian Council recycling bin for people to use (although I asked for this a couple of years back) and so guests (and other beach users) either leave their rubbish on the beach or fill our green bins.

6. Exceeding the maximum numbers

- It has been clear on a number of occasions that guests have exceeded the maximum capacity of the flat. The hen party noted previously was one such occasion but in August 2023 there were at least 9 students from New York City using the flat. This increases the level of risk and noise disturbance.

7. Soundproofing

- As ex-local authority flats the soundproofing is poor especially so when there are bare floorboards as in Mr Henderson's flat which makes for easy cleaning for him but is highly disturbing and disruptive for [REDACTED]

[REDACTED] has to suffer a multitude of random strangers using the flat above her who she does not know and does not feel able she can speak to and ask them to be more respectful of her living environment which is her home after all, especially when alcohol and potentially drugs have been consumed.

Noise disturbance is far more pronounced when you do not know the people who are staying.

8. Parking

- There is very limited on-street parking in our cul-de-sac which is already used regularly by members of the public visiting the beach. Two of our neighbours have allocated disabled parking spaces and one needs her gateway kept clear to be able to get her car out. There is a private road which is not in use for visitors and only available to the people who live along that road. So, in total the 12 flats in our stair and the row of houses along the main road (8), as well as the houses which are in the inner enclave, already have to compete for very limited parking. When air B&B people arrive they try and park as close to the entrance as possible, often having two cars which stay in situ for the duration of their visit making space very limited for residents.
- Sometimes they will park on the corner by the path to the beach which then is an obstruction for the Scottish Water vehicles which need to have access to the private lane. Local residents are aware of this and so do not park there.
- Sometimes guests high sided vehicles also block our views when the reason for purchasing these properties was in part for the picturesque views.

Since Mr Henderson bought the property and started to operate the B&B I have tried to maintain positive relationships through verbal and what's app communication. It is very concerning that Mr Henderson has chosen recently to apply a timer to these communications which means the majority have disappeared. Some of these written communication give a sense of Mr Henderson's actual attitude and approach:

He questioned if [REDACTED] is 'mental' in one post and that his guests have the right to drink and party until all hours if they want to. Stating that he is minded to put in tenants who have small children to give her something to bother about.

I have these posts:

"Is there something wrong with [REDACTED]..She is knocking on my door (the flat) disturbing my tenants because they are hoovering. God help her if I put his on long term rent and put in a family of 5 bairns. She needs to get a grip. This is a problem when folk living ordinary life's, watching TV, kids being Kids, and hoovering seems to be the end of the world for [REDACTED] – is she mentally all there?"

"I have other flats. One for 4 years and not once have I had any issue with the neighbours. That tells me I am doing air bnb right. My suspicions have been confirmed... [REDACTED] is the common denominator".

"My guests are paying good money to stay there and are getting made to feel like they are doing something wrong when they are not...Christ they are entitled to play loud music and dance all night if they so wish as long as it's within a certain decibel and not after midnight and within the law. [REDACTED] has got to understand, people live, people do what they want and are not all quiet hermits that don't make a sound"

He has texted [REDACTED] in the past to say that his guests object to the smell (he used the word 'stink') of her cooking and in particular her use of garlic, saying they wanted to leave as a result.

Mr Henderson no longer responds to [REDACTED] communications and says he cannot be expected to come out to deal with problems all the time. He appears to have abdicated all responsibility for the flat ownership other than to rake in the rental income. I am aware that he has imposed fines for guests but this money has not been used to compensate the residents who were the people actually inconvenienced.

I have asked him if he could not use the drop box for keys and entry and instead personally meet guests to show them around the flat, to explain the expectations etc but he said this is not feasible.

The advert on Air B&B is no indication of how this flat is rented out in practice. We live in a family stair and are having so many strangers (usually big numbers at one time as the flat can accommodate 6) coming by our doors at all hours of the day and this is very unsettling and intimidating. As noted already [REDACTED] is a lone parent with two teenage children to protect who have been undertaking their Nat 5s and Highers in the midst of all the disruption. Other than call the Police [REDACTED] is powerless to do anything about guests who are behaving badly – as noted Mr Henderson does not answer her calls and it is too risky to knock on the door not knowing what response will be received. [REDACTED] has also indicated that she feels physically vulnerable with all the people in the stair.

I hope ELC will look into this matter sensitively and seek to avoid any repercussions for those of us who live in the stair.

Your faithfully,

Maxine Wood

Rafferty, Alison (Licensing)

From: [REDACTED]
Sent: 13 March 2024 10:12
To: Short Term Lets
Subject: Re: RE: Objection to air b and b

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Please see below. I submitted an objection on 10 October 2023 and have received no outcome or updates. I was advised myself and my neighbours would be invited to give evidence to the committee. Meantime, the disturbances continue including the owner of the air bnb sending unnecessary texts to my upstairs neighbour which she is finding intimidating and worrying. There continue to be fag ends in my front garden on a regular basis as people stand at the door to the stairwell and just toss their butts, bins regularly overflow, there are often vehicles taking up spaces and parked across two spaces limiting the parking even further, noise continues, the stair is dirty and not cleaned regularly as was promised.

In the circumstances could you please provide a prompt response with a timescale for this matter being dealt with.

Thank you.

Maxine Wood

----- Original Message -----

From: [REDACTED]
To: stl@eastlothian.gov.uk
Sent: Sunday, December 31st 2023, 09:36
Subject: RE: Objection to air b and b

Good morning, can you advise on the progress with this please. The air b n b continues to operate with ongoing noise disturbance, overflowing bins. My neighbour once again called the Police earlier this month.

Thankyou.

Maxine Wood.

Fitzpatrick, Sheila

From: Fitzpatrick, Sheila
Sent: 28 March 2024 08:15
To: Montgomery Alan
Subject: RE: Invalid Letter Planning reference No 24/00068/CLU

Good morning Mr Montgomery,

Thank you for your email. The attached letter is from Planning.

The hearing on 9 May 2024 will be at the Licensing Sub-committee (LSC). The membership of the LSC is made up of elected members. If your application is to be heard by the LSC, they will determine the outcome of your application (not the Licensing team).

The LSC will take place on 9 May 2024 regardless of whether a Certificate of Lawfulness has been determined although members may take into consideration the invalid applications made for Planning permissions. The members would decide if any supplementary conditions were to be included in any grant of a licence.

I hope this is of assistance.

Regards,

Sheila Fitzpatrick
Team Leader – Licensing and Landlord Registration
East Lothian Council
Democratic & Licensing Services
John Muir House
HADDINGTON, EH41 3HA

01620 820623

sfitzpatrick1@eastlothian.gov.uk

From: Montgomery Alan [REDACTED]
Sent: Wednesday, March 27, 2024 10:42 AM
To: Fitzpatrick, Sheila <sfitzpatrick1@eastlothian.gov.uk>
Subject: FW: Invalid Letter Planning reference No 24/00068/CLU

You don't often get email from alan.montgomery@edf-energy.com. [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.

Thanks for taking my call earlier.

I was hoping you can clarify something?

I received the attached. Is this from planning?

If I withdraw the COL application (by not paying the fee), does that have any influence on ELC Licensing's team decision when we have the review meeting on the 9th May ?

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

PART 1: ABOUT YOU

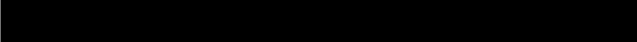
Are you applying as an individual or corporate entity?

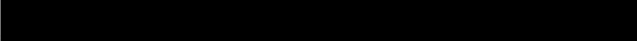
Individual Corporate Entity

Fill in if you are applying as an individual:

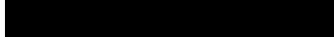
Your full name STEPHEN JAMES COYLE.

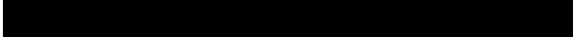
Date of birth 

Place of birth 

Home Address 

Postcode 

Tel. No. 

Email address 

2b

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>	

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.

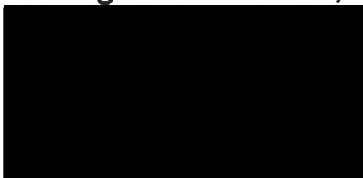
I submit this objection not only on my own behalf, but also on behalf of neighbours who I understand are more adversely impacted than myself.

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.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

East Lothian Council
Licensing

28 SEP 2023

Received

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:

2c

Your full name ELIZABETH GODFREY

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 _____

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

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 5 ESKVIEW TERRACE, MUSSELBURGH

Postcode EH21 6LS

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

Specify the number of rooms within the premises used as:

Bedrooms 2 Bed/Sitting rooms 0

Bathrooms 1 Kitchens 1

Lounges 1

Other (please specify) _____

Specify the maximum number of guests 2
(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

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: 24/09/2024
Electrical Installation Condition Report	Valid to: 17/09/2028
Portable Appliance Testing Report	Valid to: 17/09/2024
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: N/A
Floor plan	✓
EPC Certificate (for premises which are dwellinghouses)	Valid to: N/A
Public Liability Insurance	Valid to: 25/09/2024
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)	✓

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	N/A
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).	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)	N/A
Meets obligations with regard to the Tolerable and Repairing standard (applicable to dwellinghouses)	N/A

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.

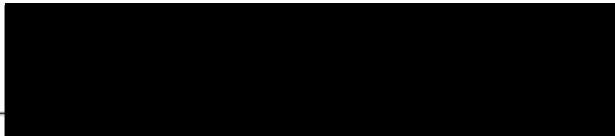
Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

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 _____

ELIZABETH GODFREY

Date _____

27/09/23

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.

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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) ELIZABETH GODFREY

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

From 28/09/2023 ending on 18/10/2023

Applicant's signature 

Date 25/04/24

Consultation responses

Antisocial Behaviour team – No objection. (25 JAN 24)

Parking team – Representation:

I have concerns that there is a lack on on-street parking at this address and Home Sharing shall result in extra vehicles parking on street. Vehicles already park up to the junction of Eskview Road creating road safety issues at times and there is little extra capacity. (26 JAN 24)

Planning Authority – Planning permission not required. (26 FEB 24)

Environmental Services – No response.

Police Scotland – No objection. (30 JAN 24)

SFRS – No response.

Lindsay, Arlene (Licensing)

From: Parking
Sent: 26 January 2024 14:32
To: Short Term Lets
Subject: RE: Short Term Let Application 5 Eskview Terrace Musselburgh EH22 6LS

Follow Up Flag: Follow up
Flag Status: Completed

Hi,
I have concerns that there is a lack of on street parking at this address and Home sharing shall result in extra vehicles parking on street. Vehicles already park up to the junction of Eskview Road creating road safety issues at times and there is little extra capacity.

Kind Regards

Grant Talac
The Parking Team
East Lothian Council



From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 25 January 2024 14:52
To: Building Standards <buildingstandards@eastlothian.gov.uk>; Raselli, Gail <graselli@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Parking <parking@eastlothian.gov.uk>
Subject: Short Term Let Application 5 Eskview Terrace Musselburgh EH22 6LS

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

Arlene Lindsay | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk

13 MAR 2024

Received



East Lothian Council

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:

2d

Your full name LORRAINE MCBREARTY

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 _____

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

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 1 SETON PLACE PORT SETON

Postcode EH32 0EX

Unique Property Reference Number (if known) _____

EPC Rating* _____

** (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

1 BEDROOM LET IN A 3 BED HOUSE

Specify the number of rooms within the premises used as:

Bedrooms 3 (1 to be let) Bed/Sitting rooms _____

Bathrooms 4 (1 to be let) Kitchens 1 (not to be let)

Lounges 1 (not to be let)

Other (please specify) _____

Specify the maximum number of guests 2
(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

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: 12/5/25
Electrical Installation Condition Report	Valid to: 01/02/29
✓ Portable Appliance Testing Report	Valid to: 1/2/25
✓ 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: N/A.
✓ Floor plan	✓
✓ EPC Certificate (for premises which are dwellinghouses)	Valid to: 11/4/2033
✓ Public Liability Insurance	Valid to: 16/8/2024
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)	N/A

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	✓ N/A
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).	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

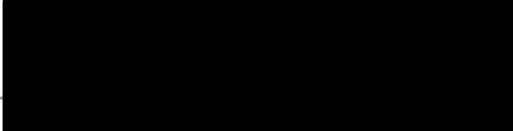
East Lothian Council, as licensing authority, will use information it holds about you to determine whether you are a fit and proper person to operate a short-term let. In addition, licensing authorities to which you apply may share relevant information they hold about you with one another to help those 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 LORRAINE MURPHY

Date 12/3/24

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

East Lothian Council

East Lothian Council
Licensing
9 APR 2024
Received

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) LORRAINE MCBURN

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

From 12/3/24 ending on 2/4/24

Applicant's signature 

x Date 7/4/24

Consultation responses

Antisocial Behaviour team – No objection (4 April 2024)

Parking team – Objection:

The property does not seem to have off street parking and letting out 1 room shall put further pressure on a busy area for on street parking. I would therefore recommend refusal of this application based on potential additional on street parking requirements (4 April 2024)

Planning Authority – No planning permission required (22 April 2024)

Environmental Services – No response

Police Scotland – No objection (9 April 2024)

SFRS – No response