

CAN 84317

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

East Lothian Council
Licensing

16 MAY 2024

Received

PART 1: ABOUT YOU

Are you applying as an individual or corporate entity?

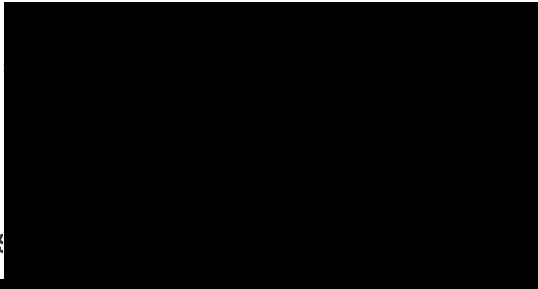
Individual

Corporate Entity

1b

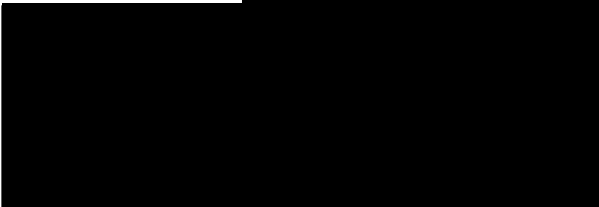
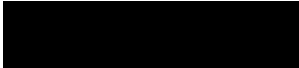
Fill in if you are applying as an individual:

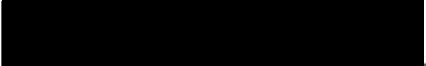
Your full name REBECCA MACLELLAN

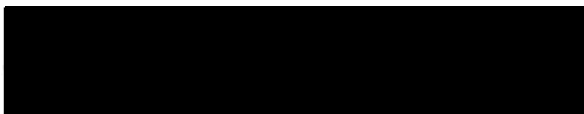
Date of birth 

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)

(CONTINUED ON NEXT SHEET.)

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).

Trading Name and Nominated Individual _____

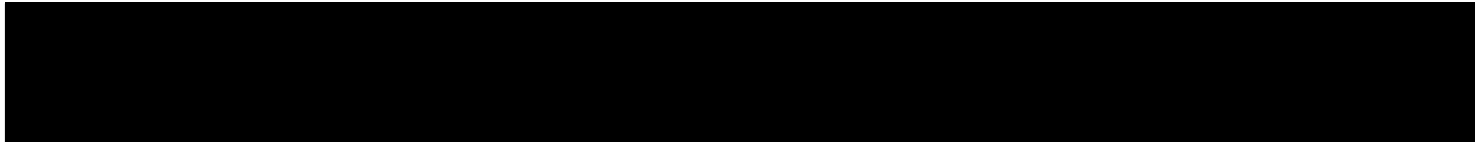
Address _____
 _____ Postcode _____

Date of birth _____

Tel. No. _____ Email address _____

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

HOME ADDRESS HISTORY CONTINUED



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.
ANDREW MACLELLAN				

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 _____

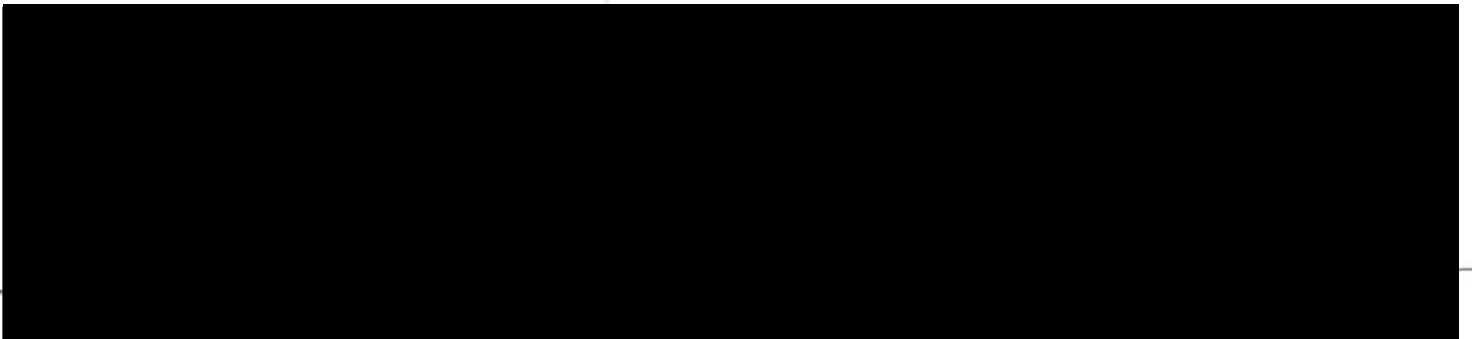
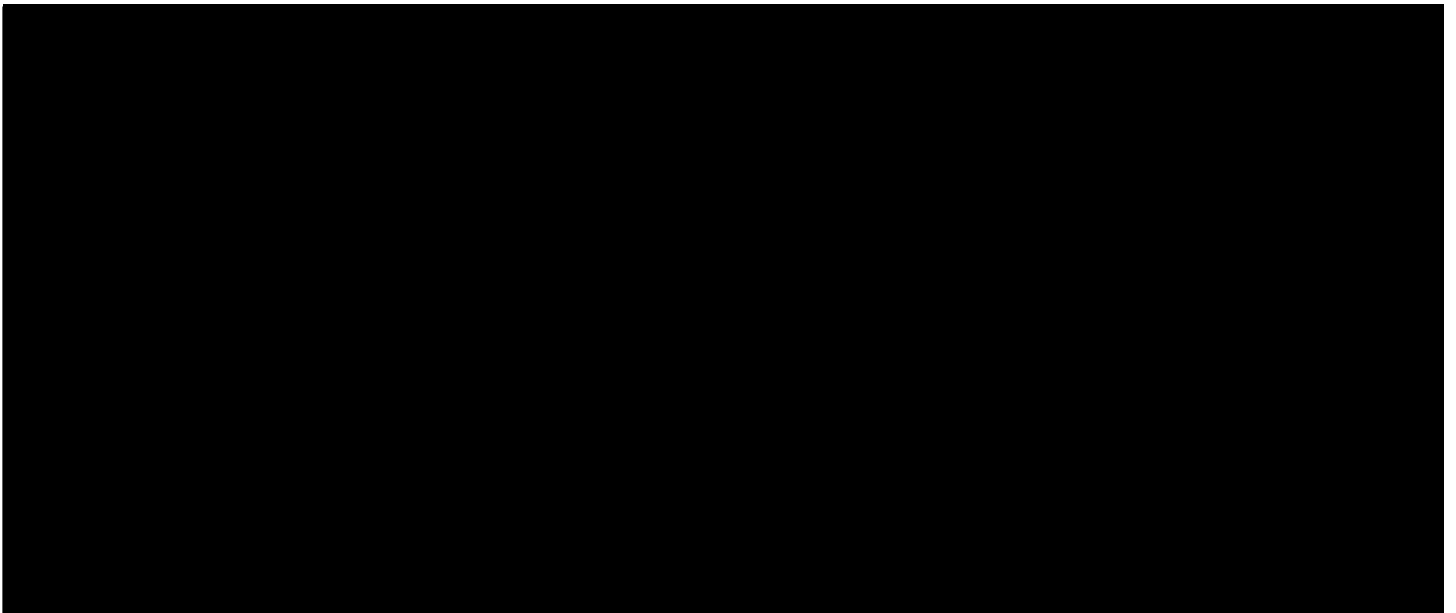
Limited company number (if applicable) _____

First name and surname _____

Registered or principal office address _____

Tel. No. _____ Email address _____

JOINT OWNER ADDRESS HISTORY



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

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

PART 2: PREMISES DETAILS

Where you have a single premises with multiple accommodation units, please complete the Premises Details Supplementary form.

Premises Address COACH HOUSE, SCRATHEARN ROAD

NORTH BERWICK Postcode EH39 5BZ

Unique Property Reference Number (if known) _____

EPC Rating* Band 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 2 max see email Bed/Sitting rooms _____

Bathrooms 3 max Kitchens 1

Lounges 1

Other (please specify) kitchen/dining room, 1 conservatory

Specify the maximum number of guests 6 4 see email
(excluding children under 2 years of age)

Specify the number of off-street car parking spaces available 1

PART 3: APPLICATION AND LICENCE TYPE

(to be completed by all applicants)

Please select the application type:

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

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 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 occupancy).

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: <u>29 / 01 / 25</u>
Electrical Installation Condition Report	Valid to: <u>08 / 07 / 2026</u>
Portable Appliance Testing Report	Valid to: <u>22 / 02 / 2029</u>
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: <u>N/A</u>
Floor plan	✓
EPC Certificate (for premises which are dwellinghouses)	Valid to: <u>23 / 01 / 2030</u>
Public Liability Insurance	Valid to: <u>11 / 08 / 2024</u>
Proof of consent from owner (if applicable)	<u>N/A</u>

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.

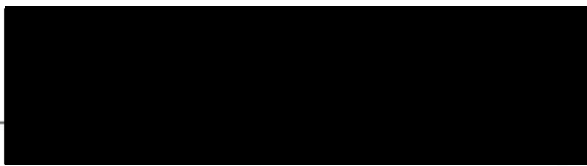
Anyone who gives false information on this form, or fails to provide the information required by this form, is committing an offence which could lead to prosecution.

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 REBECCA MACLELLAN

Date 13th May 2024

Lindsay, Arlene (Licensing)

From: Becky Maclellan [REDACTED]
Sent: 20 May 2024 11:50
To: Short Term Lets
Subject: Re: Short term Let Application

Follow Up Flag: Follow up
Flag Status: Flagged

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

Hi,

Further to our phone conversation I'd like to confirm we wish to let out either the downstairs with 1 bedroom or the top 2 floors with 2 bedrooms.

These would never be at the same time as we would need to live in either of the parts of the property whilst letting the other.

To clarify it would only ever be a maximum of 2 bedrooms.

Many thanks

Becky

On 17 May 2024, at 15:06, Short Term Lets <stl@eastlothian.gov.uk> wrote:

Good Afternoon, thank you for your application.

As you are home letting/sharing your accommodation, you are only permitted to let out 2 of the bedrooms.

This may help you to decide which option you wish to choose (with regards to the separate sheet you have enclosed).

If you can kindly reply with the option you wish and confirm that you are only going to be renting out 2 bedrooms we can proceed with your application.

I hope this makes sense, please do not hesitate to contact us if you have any further questions.

Thanks

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

Consultation responses

Antisocial Behaviour team – No objection

Parking team – No objection

Planning Authority – See email (30 May 24)

Environmental Services – No response

Police Scotland – No objection

SFRS – No response

Lindsay, Arlene (Licensing)

EN00480

sent
30/5/24

From: Allan, James
Sent: 30 May 2024 15:24
To: Short Term Lets
Subject: DEV76800 - The Coach House, North Berwick

Good afternoon

I note the applicant states in their submission form that their property would be let on a 'home sharing' basis where the applicant rents a maximum of 2 rooms within their property whilst residing within the property.

Please be advised that if this house contains 4 bedrooms or more then the applicant is permitted to rent/let out a maximum of 2 bedrooms at the same time without the need for planning permission as the property would remain as a Class 9 use (i.e. a House)

Kind regards

James Allan



Andy Blair



9th June 2024

Dear Sirs,

Objection to short term let licence – The Coach House, Strathearn Road, North Berwick, EH39 5BZ

I would like to register my objection to the application for a Home Share and Home Letting licence for the above property.

The property can only be accessed through our garden along a driveway that runs within a foot of our house. We own this driveway and the Coach House has a reasonable right of access over this.

Within the past two years the owners of the Coach House have begun operating two commercial businesses from their residential property which has already resulted in a substantial increase in the level of pedestrian and vehicular traffic crossing our property to access theirs. These commercial undertakings are running a picture framing business and children's craft workshops. The use of our property to support the operation of an additional third commercial short term lettings business alongside these others will impact us in a number of ways:

- Our driveway will suffer another increase in the level of pedestrian and vehicular traffic accessing the Coach House leading to higher maintenance costs, as the use of the property as a commercial short term let will increase traffic in excess of what would be expected from its use as a private family home.
- This increase in vehicles and pedestrians passing through our garden and driveway as guests regularly come and go will have a detrimental impact on the privacy and quiet enjoyment of our home and garden.
- The increased level of use will also result in an increase in noise and nuisance as and when paying customers arrive and leave – potentially more frequently and at more unsociable hours than would be expected for a residential property.
- The increase in the number of unknown individuals making use of our driveway and able to look directly into our home through windows at the side of the access point also gives rise to concerns about security.
- Finally, there is insufficient parking for customers of the proposed holiday let on the property. This is likely to result in obstruction of access to the rear of our garden and parking area, and an increased use of nearby on-street parking which already sees high demand in the peak summer period.

Further, the property is in a quiet area of North Berwick which is entirely residential – there are no existing short term let licences for any other properties on Strathearn Road.

East Lothian Councils own policy is set out in RCA1 (Residential Character and Amenity) section of the adopted East Lothian Local Development Plan 2018. This policy states that the predominantly residential character and amenity of existing or proposed housing areas will be safeguarded from the adverse impacts of uses other than housing. Development incompatible with the residential character and amenity of an area will not be permitted.

East Lothian Council
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Licensing Council
12 JUN 2024
12 JUN 2024
Received

We are therefore of the view that the use of this residential home as a holiday let in a quiet and secluded part of North Berwick is a materially different pattern of use than that associated with its occupation on a normal domestic basis. It is incompatible with the residential character and amenity of the neighbourhood and is incompatible with and harmful to the amenity of our home and we would urge the Council to refuse to grant a short term let licence.

For reference, please see below a plan showing the location of the Coach House in relation to our property. Our property boundaries are in red and the access point for the Coach House is shown in blue.



Yours sincerely

Andy Blair

