

## CIVIC GOVERNMENT (SCOTLAND) ACT 1982

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

### PART 1: ABOUT YOU

# 1c

Are you applying as an individual or corporate entity?

Individual

Corporate Entity

Fill in if you are applying as an individual:

Your full name Jeremy David Michael Sparks

Date of birth [REDACTED]

Place of birth [REDACTED]

Home Address [REDACTED]

\_\_\_\_\_

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

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

Please provide your **home address history for the last 5 years** with no gaps or overlaps, starting with the most recent. Please confirm the dates you resided at these properties (continue on a separate sheet if necessary):

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

**Agent(s) & Day to Day Manager(s)**

Do you have or intend to appoint an agent or day-to day manager?

Yes  No

If you answered yes, please provide details for your agent(s) or day to day manager(s).

Full name Craig Douglas

Date of birth 10/01/1965

Tel. No. [REDACTED] Email address craig@reserveapartments.co.uk

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.
Alison Gordon Sparks				

**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).

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### PART 3: PREMISES DETAILS

Premises Address Scott's View 90C High Street North Berwick

Postcode EH39 4HE

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

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

Specify the number of rooms within the premises used as:

Bedrooms 2 Bed/Sitting rooms 0

Bathrooms 1 Kitchens 1

Lounges 1

Other (please specify) \_\_\_\_\_

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

Advise if you operated this premise as a short-term let prior to 1 October 2022

Yes  No

### PART 4: CONVICTIONS

Has anybody named on the application been convicted of any offence? Please include details of any unspent convictions in the table below:

NAME	DATE	COURT	OFFENCE	SENTENCE

## PART 5: APPLICATION CHECKLIST

**Note – this check list must be fully completed in order to submit your application**

<b>I have enclosed the following</b> (please tick to confirm (or enter N/A))	
Correct application fee	See East Lothian Council website – Civic Licence Fees
Annual gas certificate (for premises with a gas supply)	Valid to: <b>26/08/24</b>
Electrical Installation Condition Report	Valid to: <b>26/08/28</b>
Portable Appliance Testing Report	Valid to: <b>26/08/28</b>
Fire Risk Assessment	<b>X</b>
Fire Service Safety Checklist	<b>X</b>
Legionella Risk Assessment	<b>X</b>
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: <b>Text</b>
Floor plan	<b>X</b>
EPC Certificate (for premises which are dwellinghouses)	Valid to: <b>22/05/29</b>
Public Liability Insurance	Valid to: <b>30/08/24</b>
Proof of consent from owner (if applicable)	<b>X</b>
Evidence of operation as a short-term let on or before 1 October 2022 (for existing hosts applying during transitional period)	<b>X</b>



<b>I have:</b> (please tick to confirm (or enter N/A))	
Identified the owners and those involved in the day-to-day management of my premises	X
Ensured that to the best of my knowledge all those named on my application are fit and proper persons	X
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.	X
Applied for planning permission (if required).	X
Noted the requirement to display my licence number and EPC rating on listings for my premises	X
Proof that furniture and furnishings/the furniture and furnishings guests have access to, comply with fire safety regulations	X
Read and understood the mandatory conditions that will apply to my licence	X
Read and understood the additional conditions that will apply to my licence	X

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

## 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 Jeremy David Michael Sparks

Date \_\_\_\_\_

**Consultation responses**

Antisocial Behaviour team – No objection

Parking team – No objection

Planning Authority – Application for Certificate of Lawfulness submitted 20 May 2024

Environmental Services – No response

Police Scotland – No objection

SFRS – No response

**Lindsay, Arlene (Licensing)**

SL00365

**From:** MG Ltd [REDACTED]  
**Sent:** 10 March 2024 16:55  
**To:** ASB Team  
**Cc:** Short Term Lets  
**Subject:** Flat C 90 high st, North Berwick EH39 4HE (other name "Scotts View apartment) on Costal Properties Co website.

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

**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.

Dear Sir, Madam,

I have to reason a further complaint...

Than the 2 previous ones: I am not sure if this property, has received a Short Term Licence, but ongoing there Too much noise & missing items from communal stairwell.

Kind regards

Richard by Montgomery

[REDACTED]

[REDACTED]

**Lindsay, Arlene (Licensing)**

Objection ELOO365

**From:** MGLtd [REDACTED]  
**Sent:** 01 March 2024 03:42  
**To:** Licensing  
**Cc:** Licensing, Short Term Lets  
**Subject:** Re: Regarding application for a SHORT-TERM LETS LICENCE: 90C HIGH STREET (Scotts View apartment) North Berwick EH39 4HE

**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.

Dear Sir, madam,

Further to my previous complaints, where can I find out if the flat C 90 high st, north berwick EH39 4HE was or was not granted a short term letting licence ?

I have raised complaints as below, and even last week and again this week there are holiday tenants in the property making too much noise walking up our children both under 7 yrs old and more missing items in our communal stair case.

Kind regards  
Richard Montgomery  
Montgomery-Golf.com

On 1 Mar 2024, at 03:41, Richard Montgomery [REDACTED] wrote:

Dear Sir, madam,

Further to my previous complaints, where can I find out if the flat C 90 high st, north berwick EH39 4HE was or was not granted a short term letting licence ?

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Kind regards  
Richard Montgomery  
[REDACTED]

## Montgomery Golf

Head Office, 90E High Street, North Berwick, EH39 4HE  
Scotland

Tel: +44 1620 894 295

Email: [mg@montgomery-golf.com](mailto:mg@montgomery-golf.com) [www.montgomery-golf.com](http://www.montgomery-golf.com)

*Our dedication to the pursuit of excellence is your guarantee of the finest quality*

Dear Sir, Madam,

Regarding application for a SHORT-TERM LETS LICENCE @ 90C HIGH STREET: (Scotts View apartment) North Berwick EH39 4HE

I and my entire family, object to 90C gaining any short term licence: due to these reasons;

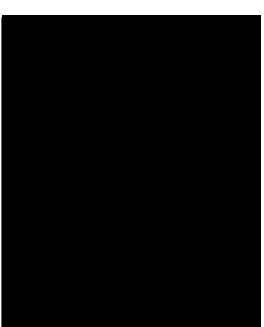
1. The apartment is a middle floor apartment; [REDACTED] our family home, and the noise of past guests renting it have been noisy (parties, loud doors slamming, etc.)
2. The apartment on numerous occasions had up to and including 4 dogs in it (in a flat, not appropriate and the dogs were extremely noisy for hours a day.
3. The dogs in the apartment were sometimes vicious and scared our children and my wife and even attacked our beautiful gentle dog.
4. Since the 90C apartment has been hosting short-term guest (over 2 years) we believe some guests have been stealing our valuable delivered parcels (amazon, parcel force DHL etc) we as a family have lost over 20 items. (The other apartments have similar figures to report)
5. The communal stairwell, (who we share with 6 residential dwellings and 3 commercial shops) etc. in the last 10 months, has experienced the amount of missing items has increased with each of the 6 apartments at this address. (over 50 items).

Under no circumstances should this apartment be given a licence to short-term lets.

Any questions are always welcome!

Kind regards

Richard Montgomery



We acknowledge receipt of your objection

Licensing team

**From:** Licensing <[licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)>

**Sent:** 08 December 2023 06:57

**To:** Short Term Lets <[stl@eastlothian.gov.uk](mailto:stl@eastlothian.gov.uk)>

**Subject:** FW: Regarding application for a SHORT-TERM LETS LICENCE: 90C HIGH STREET (Scotts View apartment) North Berwick EH39 4HE

**From:** Richard Montgomery [REDACTED]

**Sent:** 08 December 2023 04:24

**To:** Licensing <[licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)>

**Cc:** MG LTD [REDACTED]

**Subject:** Regarding application for a SHORT-TERM LETS LICENCE: 90C HIGH STREET (Scotts View apartment) North Berwick EH39 4HE

**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.

Dear sir, madam,

Where can I see if this apartment was granted or decline a short term license?

Kind regards r

Richard

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Kind regards

Richard Montgomery



Sent from my iPhone

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\*\*\*\*\*

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