

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

3

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)
[REDACTED]			

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 N/A

Address _____

_____ Postcode _____

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

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 29 Old Abbey Road, North Berwick

Postcode EH39 4BP

Unique Property Reference Number (if known)

EPC Rating* E

** (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 checked="" type="checkbox"/>	Flat	<input 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

Bathrooms 1 Kitchens 1

Lounges 1

Other (please specify) Dining room and conservatory

Specify the maximum number of guests 5
(excluding children under 2 years of age)

Specify the number of off-street car parking spaces available 0

PART 3: APPLICATION AND LICENCE TYPE **(to be completed by all applicants)**

Please select the application type:

First application (new operator)	<input checked="" type="checkbox"/>
New application (where property has been used as licensed STL previously)	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Change to existing licence	<input type="checkbox"/>

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).

N/A

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>20</u> / <u>02</u> / <u>26</u>
Electrical Installation Condition Report	Valid to: <u>20</u> / <u>02</u> / <u>30</u>
Portable Appliance Testing Report	Valid to: <u>20</u> / <u>02</u> / <u>26</u>
Fire Risk Assessment	17/2/25
Fire Service Safety Checklist	17/2/25
Legionella Risk Assessment	20/2/25
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: <u>07</u> / <u>08</u> / <u>2025</u>
Public Liability Insurance	Valid to: <u>31</u> / <u>08</u> / <u>2025</u>
Proof of consent from owner (if applicable)	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	✓
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).	Not required
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)	✓

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 Carmel M Mullan

Date 8 March 2025

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

Licensing

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 14 March 2025 09:45
To: Licensing
Subject: SHORT TERM LET APPLICATION - 29, OLD ABBEY ROAD, NORTH BERWICK, EH39
4BP - CARMEL MULLAN - 09/05/1964
Attachments: APP.PDF

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 all,
No Police objection
Our ref - 906572

Regards
Iain

Rafferty, Alison (Licensing)

From: Parking
Sent: 14 March 2025 11:14
To: Short Term Lets
Subject: RE: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

Hi,
I have no objection to this application.

Kind Regards

Grant Talac
The Parking Team
East Lothian Council



From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 13 March 2025 11:40
To: Environment Reception <environment@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

Good Morning,

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.

Regards

Arlene

Arlene O'Reilly | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk

Verbal abuse and threatening behaviour is never acceptable. #zerotolerance

We're living through stressful times right now, and everyone's feeling it.

Our staff are doing their best to assist local residents and businesses whilst delivering essential services.

Please, be nice.



BE NICE
RESPECT US AS WE RESPECT YOU



Rafferty, Alison (Licensing)

From: Millar, Neil
Sent: 14 March 2025 09:31
To: Short Term Lets
Subject: RE: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP
Attachments: RE: Further Information required STL77996

Hi Arlene,

Please see attached email sent to the applicant on 22nd January confirming that planning permission is not required for the change of use of this house (29 Old Abbey Road, North Berwick) to short term holiday let accommodation.

Regards

Neil

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 13 March 2025 11:40
To: Environment Reception <environment@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

Good Morning,

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.

Regards

Arlene

Arlene O'Reilly | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk

Verbal abuse and threatening behaviour is never acceptable. #zerotolerance

We're living through stressful times right now, and everyone's feeling it.

Our staff are doing their best to assist local residents and businesses whilst delivering essential services.

Please, be nice.



BE NICE
RESPECT US AS WE RESPECT YOU



Rafferty, Alison (Licensing)

From: Slight, Lynn
Sent: 17 March 2025 10:06
To: Short Term Lets
Subject: FW: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP 25/00360/STL
Attachments: APP.pdf; EICR.pdf; EPC.pdf; Floor plan.pdf; GAS.pdf; LRA.pdf; PAT.pdf

Good morning

No objections to this application

Kind regards

From: Environmental Protection <envprot@eastlothian.gov.uk>
Sent: 13 March 2025 14:39
To: Slight, Lynn <lsight@eastlothian.gov.uk>
Subject: FW: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP 25/00360/STL

Uniform 25/00360/STL

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 13 March 2025 11:44
To: Environmental Protection <envprot@eastlothian.gov.uk>
Subject: FW: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

Good Morning,

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.

Regards

Arlene

Arlene O'Reilly | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk

Verbal abuse and threatening behaviour is never acceptable. #zerotolerance

We're living through stressful times right now, and everyone's feeling it.

Our staff are doing their best to assist local residents and businesses whilst delivering essential services.

Please, be nice.



BE NICE

RESPECT US AS WE RESPECT YOU

East Lothian Council

O'Reilly, Arlene

From: Aitchison, Claire (Council Support)
Sent: 13 March 2025 15:14
To: Short Term Lets
Subject: RE: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

Hi Arlene

Just to confirm I have checked the ASB register and there have been no ASB complaints against this address.

Best Wishes,
Claire

From: Business Support CPT <businesssupportcpt@eastlothian.gov.uk>
Sent: 13 March 2025 14:54
To: Aitchison, Claire (Council Support) <caitchison@eastlothian.gov.uk>
Subject: FW: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 13 March 2025 11:40
To: Environment Reception <environment@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>
Subject: EL00533N, Short Term Let Application 29 Old Abbey Road, North Berwick, EH39 4BP

Good Morning,

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.

Regards

Arlene

Arlene O'Reilly | Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. licensing@eastlothian.gov.uk

NOTICE OF OBJECTION OR REPRESENTATION

If you are completing this form by hand, please write legibly
in block capitals using ink.

Please indicate below the type of notice you are making (tick appropriate box)

X Objection ☐ Representation

Please send your Objection or Representation to:

East Lothian Council,
Licensing, Administration and Democratic Services,
John Muir House, Haddington
East Lothian, EH41 3HA

If you are OBJECTING, please complete Part A of this form.

If you are MAKING REPRESENTATIONS, please complete Part B of this form.

All parties should complete Sections 1, 2 and Part C of this form.

Section 1 - Application Details

This objection/representation relates to the following Application:

Applicant's name Carmel Mullan

Name / Address of premises 29 Old Abbey Road

Post code EH39 4BP

This Application is for

☐ House in Multiple Occupation

☒ Short-term Let

Application Number (if known) EL00533N

Section 2 - Objector/Representer Details

If you fail to complete this section, the objection or representation may not be considered

(A) COMPLETE IF YOU ARE OBJECTING OR LODGING A REPRESENTATION AS AN INDIVIDUAL

Mr Macfarlane

Address

[REDACTED]

Post code

[REDACTED]

PART A - OBJECTION

Ground	Explanation
Local Housing Strategy	<p>I purchased my house on the understanding that it was in a residential street, in a residential area. At time of purchase I was not aware that there was a short term let premises in a row of 5 adjoining residential houses, (19 Old Abbey Road), immediately [REDACTED] and [REDACTED] g my house, which has direct views into my [REDACTED]. 19 Old Abbey Road house was issued with a short term licence despite objections from multiple neighbours. Subsequent to the issuance of the short term let licence to number 19, another short term let licence was issued to the house [REDACTED] to mine, 27 Old Abbey Road. More recently a further short term letting licence was issued to number 35 Old Abbey Road, despite objections about the suitability of this upper floor flat as a short term holiday let. (For reference, the occupants of No 35 now permanently locate their green refuse bin on the pavement of Old Abbey Road).</p>

	<p>Granting a short term let licence for number 29 Old Abbey Road would mean that I would have a short term holiday let property immediately [REDACTED] and [REDACTED] my house, as well as three consecutive adjoining properties to the [REDACTED] side of my house on Old Abbey Road. Such a density of short term lets, effectively commercial properties, is out of all proportion in a residential area.</p> <p>The occupants of these premises make no contribution to the local neighbourhood or community, and the weekly or more frequent turnover of visitors, significantly and adversely changes the nature of the neighbourhood. Short term let tenants often arrive with two cars per address, in a street with already limited parking, and regularly ignore the recycling rules.</p> <p>Short-term letting properties, in locations such as Old Abbey Road can attract a market premium over residential premises. For example, a short term let licence was issued to No 35 Old Abbey Road after it had unsuccessfully been for sale as a residential property for months and was in fact still on the market when its licence was issued. Residential buyers are being outbid by buy to let investors, while residential buyers are not attracted to properties which have adjacent, (though the wall, or floor), short term let properties.</p> <p>Unless the local housing strategy for North Berwick is to prioritise short term lets, over residential properties, I believe the creation of a row of three adjoining short term let properties on Old Abbey Road, increasing to four the number of short term let properties [REDACTED] to my house, is disproportionate.</p>
<p>Local Economic Development Strategy</p>	<p>The economic contribution of permanent residents who are living in the Town all year round far exceeds that of short-term visitors, for a variety of reasons, including;</p> <ul style="list-style-type: none"> • Permanent residents live in North Berwick for the majority of the year, supporting local businesses, and other service providers, throughout the year, unlike short term visitors. • Residents are using a wider range of services and more intensively than short term visitors, e.g. schools, health services, sports clubs. A significant number of residents also volunteer in activities, which support the community and Town. • The revenue generated from the short term lets is largely flowing to owners living outside of North Berwick and East Lothian. (E.g. were No 35 to be granted a short term let licence, 3 out of the 4 short term let owners in the immediate vicinity of my house would be non-East Lothian residents).