

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 ☐

2

Fill in if you are applying as an individual:

Title NA If absolutely necessary use Ms as a title

Your full name Sheila Meacham Dunn

Date of birth [REDACTED]

Place of birth [REDACTED]

Home Address [REDACTED]

[REDACTED]

[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).

Trading Name and Nominated Individual _____

Liam A Ross / Siobhan M Dunn

Address

Postcode

Date of birth

Tel. No.

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 _____

N/A

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
	NA		

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 12 North Street

Belhaven Dunbar Postcode EH42 1NU

Unique Property Reference Number (if known) NA

EPC Rating* 69 / 66 Energy Efficiency Rating / Environmental Impact 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 | <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 type="checkbox"/> | Secondary home letting | |

Specify the number of rooms within the premises used as:

Bedrooms	<u>2</u>	Bed/Sitting rooms	<u>–</u>
Bathrooms	<u>1</u>	Kitchens	<u>1</u>
Lounges	<u>1</u>		
Other (please specify)	<u>–</u>		

Specify the maximum number of guests 4
(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"/> |
| Provisional application (where the property is under construction) | <input type="checkbox"/> |
| Renewal | <input type="checkbox"/> |
| Change to existing licence | <input type="checkbox"/> |
| Transfer ownership of licence | <input type="checkbox"/> |

If you are applying to renew, transfer 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 _____

NA

If you are applying to transfer ownership of the property, advise the previous licence holder's name

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 _____

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).

NA

Please select the type of short-term let licence you require:

Home sharing ☐

Home letting ☐

Home sharing & home letting ☐

Secondary letting ☒

PART 4: CONVICTIONS

NONE

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: 06 / 05 / 2026
Electrical Installation Condition Report	Valid to: 14 / 05 / 2026
Portable Appliance Testing Report	Valid to: 06 / 06 / 2026
Fire Risk Assessment	✓
Fire Service Safety Checklist	✓
Legionella Risk Assessment	06 06 2026
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: NA
Floor plan	✓
EPC Certificate (for premises which are dwellinghouses)	Valid to: 06 / 06 / 2035
Public Liability Insurance	Valid to: 03 / 06 / 2026
Proof of consent from owner (if applicable)	NA
Waste Management contract (when registered for Business Rates)	Valid to: NA ____ / ____ / ____

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. (g) instructions on action required in the event that the carbon monoxide alarm(s) sound (h) safety instructions as to the operation and movement of mobile gas cabinet heaters (where relevant)	a. ✓ b. ✓ c. ✓ d. ✓ e. ✓ f. ✓ g. ✓ h. NA
Applied for planning permission (if required).	NA
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	NA

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)	NA
Meets obligations with regard to the Tolerable and Repairing standard (applicable to dwellinghouses)	NA

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 Sheila Meacham Dunn

Date September 16, 2025

PLEASE NOTE

There is confusion of the terms 'Secondary Letting' and 'Home Letting'. I am applying for a STL Secondary Letting as defined in Part 1, Q2 of: East Lothian Council
SHORT-TERM LETS LICENSING / APPLICATION FORM / GUIDANCE NOTES
The Civic Government (Scotland) Act 1982 - (Licensing of Short-term Lets) Order 2022.
It states the following:

Short term license type

4. Secondary letting: means a let involving the letting of property where you do not normally live, for example a second home.

As such, on the application Part 3, Application and License Type, Pg 6, I selected Secondary Letting. However, regarding Part 2 of the Application, Premises Details, Pg 5, there is no Secondary Home Letting listed, only Home Letting. Therefore, I selected Other Options of Home Letting while inserting and highlighting: Secondary Home Letting below Other Options of Home Letting.

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

O'Reilly, Arlene

From: Allan, James
Sent: 27 November 2025 13:44
To: Short Term Lets
Subject: Re: Short Term Let Application - 12 North Street, Belhaven, Dunbar, EH42 1NU

Hi Arlene

Emma allocated the enquiry today and I have responded directly to the applicant to say planning permission is not required for the use of 12 North Street, Belhaven as short-term holiday let accommodation.

Thanks

James

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 26 November 2025 14:46
To: Allan, James <jallan1@eastlothian.gov.uk>
Subject: RE: Short Term Let Application - 12 North Street, Belhaven, Dunbar, EH42 1NU

Hi James, is there any further update on this property please?

Thanks

Arlene

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

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From: Allan, James <jallan1@eastlothian.gov.uk>
Sent: 21 October 2025 10:09
To: Licensing <licensing@eastlothian.gov.uk>
Subject: RE: Short Term Let Application - 12 North Street, Belhaven, Dunbar, EH42 1NU

Hi

The applicant has come to Planning directly with the information we would normally request. I can see on our system that enquiry has been logged but is awaiting allocation to a case officer. If it is allocated to myself then I will be in touch to confirm if the use of the property as short-term holiday let accommodation requires planning permission or not.

Rafferty, Alison (Licensing)

From: Parking
Sent: 09 October 2025 11:48
To: Short Term Lets
Subject: RE: Short Term Let app - 12 North Street, Belhaven, Dunbar, EH42 1NU

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: 08 October 2025 15:40
To: Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>
Subject: Short Term Let app - 12 North Street, Belhaven, Dunbar, EH42 1NU

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.

Kind regards
Christine

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

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Licensing

From: Iain Anderson <Iain.Anderson3@scotland.police.uk>
Sent: 09 October 2025 13:30
To: Licensing
Subject: SHORT TERM LET GRANT APP - 12, NORTH STREET, BELHAVEN, DUNBAR - SHEILA DUNN [REDACTED]
Attachments: A. APPLICATION_FORM.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 - 960208

Regards
Iain

Aitken, Christine (Licensing)

From: Business Support CPT
Sent: 08 October 2025 16:35
To: Short Term Lets
Subject: RE: Short Term Let app - 12 North Street, Belhaven, Dunbar, EH42 1NU

Hi Christine

I've checked the ASB register and there have no ASB related complaints against this address in the previous 3 years.

Thanks,
Claire

Claire Aitchison
Business Support Administrator, Council Resources
Resources & People Services – Council Support
East Lothian Council | John Muir House | Haddington | EH41 3HA

Tel: 01620 827 294
Email: caitchison@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 08 October 2025 15:40
To: Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>
Subject: Short Term Let app - 12 North Street, Belhaven, Dunbar, EH42 1NU

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From: [REDACTED]
To: [Licensing](#)
Subject: 12 North Street, Dunbar EH42 1NU - Short Term lets licence
Date: 22 October 2025 15:12:57

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.

You don't often get email from [REDACTED]. [Learn why this is important](#)

Dear Sirs,

Living in a residential area, it has been a bit disturbing that two houses in North Street are wishing to be used as short term lets. One at Number 10 North Street has apparently been granted a licence and now No 12 North Street is applying. I live [REDACTED] to No 12 - and do not want to seem unneighbourly, but I'm not happy at not knowing who is coming and going [REDACTED]. I'm an OAP and have enjoyed over 20 years living here knowing who my neighbours were. The new 'visitors' do not know the vagaries of parking in North Street where there are stretches where the road does not lend itself to cars being parked - you only know that from living here as the current residents do know, and are also aware of the days that the bin collections and recycling lorries come.

I appreciate ARBNB keep coming, but I would just like to register my concerns on the impact to the long term residents and would hope that the Council would consider our thoughts. I do not want to alienate my neighbour, but feel I have the right to comment.

As a bye thought, I registered my concern when the large house in Manor Gardens was being built that it should have off street parking and not park in North Street which is already busy with residents. He has off street parking but he continually parks one of his cars in North Street - which displaces the residents who don't have the luxury of parking anywhere else. I appreciate it's not illegal, but very unneighbourly.

Kind regards

Liz Thom

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

East Lothian Council
Licensing

17 OCT 2025

Received

15 Oct 2025.

Licensing
John Muir-Hart
Maddington

Dear Sirs

I wish to raise a concern
regarding the proposal of short-term
let out

12 North Street, Belhaven

Parking has become quite a serious
issue. Visitors at No 12 park - rather
large cars - at the narrowest part
of the road. Refuse + Delivery
vehicles need to mount the
pavement on opposite side of
the road, causing alarm to
pedestrians.

Yours faithfully
Bill + Cath Davidson