

COMMITTEE:	Licensing Sub-Committee
MEETING DATE:	14 May 2026
BY:	Depute Chief Executive – Resources and Economy
REPORT TITLE:	Short-Term Let Licensing Policy Review 2025
REPORT STATUS:	Public

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1 PURPOSE OF REPORT

- 1.1 For the Sub-Committee to review analysis of the public consultation responses and determine if local policy is to be amended.

2 RECOMMENDATIONS

Members are recommended to:

- 2.1 Note the outcome of the public consultation held between 1 August 2025 and 12 September 2025 (presented 13 November 2025).
- 2.2 Note the outcome of the public consultation held between 5 January 2026 and 15 February 2026.
- 2.3 Note that due to the scheduling of meetings, the proposed fee for a Temporary Licence has been presented to Cabinet on 12 May 2026, with Cabinet members being aware that the fee will come into effect subject to policy approval by Licensing Sub-Committee.
- 2.4 Introduce Temporary Licences in specified circumstances. The specified circumstances proposed are Fringe by the Sea and the Scottish Golf Open, and agree what conditions (in addition to mandatory conditions) need to be adhered to.

3 BACKGROUND

- 3.1 Following consideration of the paper presented to the Licensing Sub-Committee on 13 November 2025, a second consultation was undertaken, focussing on the possibility of introducing Temporary Exemptions and Temporary Licences to the local Short-term Let Policy and licensing regime.

- 3.2 East Lothian Council published its Short-term Let Licensing Policy in June 2022. This policy has been amended twice since, following amendments to the Licensing Order. Local authorities are required to regularly review their policy on Temporary Exemptions.
- 3.3 A public consultation was published on 5 January 2026, for a period of six weeks. The consultation particularly asked if Temporary Exemptions and Temporary Licences should be offered, in what circumstances they should be offered, and if any particular conditions should be applied to these offerings.
- 3.4 The following guidance was issued by the Scottish Government:
- Temporary Exemptions – Licensing Authorities may grant a maximum of three temporary exemptions to the requirement to have a licence in each calendar year, which must not exceed a combined total of six weeks. Licensing Authorities may choose to attach conditions to an exemption and planning policies still apply. There is no requirement to consult on exemption applications.
- Temporary Licences – A temporary licence may be granted for a duration of up to six weeks, or longer if the host/operator has also made an application for a full licence. All mandatory conditions must be complied with and the Licensing Authority must consult the Chief Constable and Scottish Fire and Rescue Service in relation to any application.
- 3.6 It should be noted that under the terms of the Civic Government (Scotland) Act 1982, there is no objections process for temporary licence applications or for temporary exemption applications.
- 3.7 Appendix 3 details comparable features between each licence type.
- 3.8 Appendices 4 and 5 detail the mandatory and additional conditions already in place for full licences.
- 3.9 Twenty responses were received to the consultation. Definitive responses were as follows:

Should ELC offer Temporary Exemptions	Yes	14 (70%)
	No	6 (30%)
Should there be additional conditions for Temporary Exemptions	Yes	12 (60%)
	No	8 (40%)
Should ELC offer Temporary Licences	Yes	13 (65%)
	No	7 (35%)
	Yes	14 (70%)

Should there be additional conditions for Temporary Licences	No	6 (30%)
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3.10 A summary report of responses, which includes:

- circumstances in which Temporary Exemptions and Temporary Licences should be allowed
- conditions which should be attached to both Temporary Exemptions and Temporary Licences

is attached at Appendix 1.

3.11 At the time of writing the report, the numbers of licences in place in East Lothian are:

Dunbar & East Linton	Haddington & Lammermuir	Musselburgh	Preston, Seton & Gosford	North Berwick Coastal	Tranent, Wallyford & MacMerry
101	52	38	27	273	20

3.12 The number of temporary exemptions and temporary licences in place at 30 June 2025, throughout Scotland, are detailed at Appendix 2.

3.13 There are currently three local authorities that offer both Temporary Licences and Temporary Exemptions, with a further three local authorities offering Temporary Licences only. Copies of their policies can be found at Background Papers.

3.14 'Overnight stays' information provided by ELC Economic Development:

20% of the Fringe by the Sea audience stayed in East Lothian in 2024:

- Self-catering – 50%
- Serviced – 14%
- Friends/family – 36%

The average stay was three nights.

32% of Scottish Golf Open participants and spectators stayed in the 'local' area (2024):

- Self-catering – 15%
- Serviced – 54%
- Friends/family – 10%
- Caravan/motorhome – 11%
- Second home – 3%
- Other – 7%

The average stay during this event was 3.5 nights, with 78% of the stays being in paid accommodation.

The 'local' area includes Edinburgh and Berwick as well as North Berwick, Gullane, Musselburgh, Dunbar, Haddington, and Aberlady.

- 3.11 An alternative application form would have to be drafted and fee calculated. It is anticipated that processing of temporary licences would take 3.5 hours equating to a fee of £291 (2026/27). This would be based on a self-declaration application (no property-specific documents to be submitted) and a potential premises inspection by Environmental Health colleagues.

4 POLICY IMPLICATIONS

- 4.1 Should members determine that Temporary Licences are introduced, the local policy will be updated and the new licensing regime introduced.

5 RESOURCE AND OTHER IMPLICATIONS

- 5.1 Finance: None
5.2 Human Resources: None
5.3 Other (e.g. Legal/IT): None
5.4 Risk: None

6 INTEGRATED IMPACT ASSESSMENT

- 6.1 **Select the statement that is appropriate to your report by placing an 'X' in the relevant box.**

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.

or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

7 APPENDICES

- 7.1 Appendix 1 – Summary of consultation responses
Appendix 2 – Scottish Government statistics (at 30 June 2025)
Appendix 3 – Comparable features
Appendix 4 – Mandatory conditions
Appendix 5 – Additional conditions

8 BACKGROUND PAPERS

- 8.1 Licensing Policy Statement, Short-Term Lets, 2022
https://www.eastlothian.gov.uk/downloads/file/33132/policy_statement
- 8.2 Licensing Sub-Committee paper of 13 November 2025
https://www.eastlothian.gov.uk/meetings/meeting/17533/licensing_sub_committee
- 8.3 City of Edinburgh Short-Term Lets Policy
<https://www.edinburgh.gov.uk/licences-permits/licences-permits-applications/10>
- 8.4 Fife Council Short-Term Lets Policy
https://www.fife.gov.uk/_data/assets/file/0016/43180/FC-Short-term-Let-Policy-Update-Dec-25.pdf
- 8.5 The Highland Council Short-Term Lets Policy
<https://www.highland.gov.uk/downloads/download/63/short-term-lets-policy-statement>
- 8.6 South Ayrshire Council Short-Term Lets Policy

https://www.south-ayrshire.gov.uk/media/6936/South-Ayrshire-Council-Short-Term-Let-Licensing-Scheme/pdf/Short_Term_Let_Policy_revised_August_24.pdf?m=1725447111317

- 8.7 South Lanarkshire Council Short-Term Lets Policy
https://www.southlanarkshire.gov.uk/downloads/file/15912/short-term_lets_policy_2025
- 8.8 West Lothian Council Short-Term Lets Policy
https://www.westlothian.gov.uk/media/67906/Short-Term-Let-Policy-Oct-2025/pdf/2025_Short_Term_Let_Policy.pdf

9 AUTHOR AND APPROVAL DETAILS

Report Author(s)

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Date	12 March 2026

Head of Service Approval

Name	Hayley Barnett
Designation	Head of Corporate Support
Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed	Yes
Approval Date	24 April 2026

APPENDIX 1 - Summary of consultation responses

Total responses 20

Nature of respondent:

Short-term let operator	3
Short-term let customer	1
Short-term let neighbour	0
East Lothian resident	9
Visitor to East Lothian	3
Working in East Lothian	5
Other	4

Should ELC offer Temporary Exemptions?	Yes	14
	No	6

Should there be additional conditions for Temporary Exemptions?	Yes	12
	No	8

Reason for Temporary Exemption:

Major Sporting Event (Scottish Golf Open, Six Nations, Commonwealth Games etc)	13
Major International Event (CoP26 or similar)	9
Home Sharing or Home Letting (To give first time operators an opportunity to try STL before Making a full application)	12
Other	12

Other reasons:

- 1) None without significant and stringent vetting
- 2) Edinburgh festival and the like. Not everyone can afford hotels for both participants and public.
- 3) Other Event Based Exemptions, such as:
 - Fringe / Edinburgh Festival
 - Agricultural shows, Highland Games, or local cultural events
 - Concerts, sports fixtures, or large conferences
2. Rural Community Support Exemptions.
3. Temporary Exemptions for Business Linked Travel.
4. One Off Circumstance Exemptions
- Support residents who need short term income or flexibility:
 - Temporary relocation for work
 - Short term need to cover mortgage costs
 - Letting a home during renovations or insurance works
 - Family emergencies requiring absences
5. Emergency Accommodation Exemptions
- Enable properties to be used for:
 - Crisis housing
 - Domestic abuse refuge overflow
 - Storm/flood displacement
6. Exemption for “Restoration to Use”
- Encourage bringing empty properties back into occupation:
 - Temporary STL use during refurbishment
 - Incentivises productive use of vacant homes
- 4) Outages at Torness, cement works and in the summer when we have lots of visitors to the area
- 5) Edinburgh Festival
- 6) Delay in achieving standard licence conditions (renewals) through no fault of applicant
- 7) Local events such as Fringe by the Sea, 2nd home owners if not covered by home sharing/home letting
- 8) In Dunbar you have a huge influx of workers for Torness outage and cement works shut down and not near enough the accommodation to cope with it

- 9) Housing Strategy is of the view that temporary exemptions should not be introduced. If temporary licences are to be permitted, they should only apply in circumstances where the property remains in use as a permanent home for the rest of the year outwith the exemption period. This could include, for example, situations where a homeowner rents out their main residence for a short period while they are away.
- Properties within the Private Rented Sector (PRS) should not be made available for short term letting unless the existing tenant is the direct beneficiary and the landlord has provided explicit, informed consent. Allowing PRS properties to be used for temporary exemptions risks undermining the security of tenure and intended purpose of long term rented homes.
- Furthermore, offering exemptions as an opportunity for operators to test short-term letting before submitting a full licence application would create a pathway for the gradual loss of residential homes to the STL market. This poses a significant risk of long-term erosion of the local housing stock.

What additional conditions should be included:

Noise	9
Antisocial behaviour	9
Waste Management	8
Failure to maintain property	8
Failure to maintain/contribute to common repairs	8
Damage or alteration to property	7
Unlawful activity	9
Other	8

Other conditions:

- 1) Smoking must be strictly forbidden
- 2) As above
- 3) No additional restrictions as people already have enough legislation to contend with
- 4) The cumulative effect of small annoyances is seldom reported by neighbours to the council. Licences and exemptions should be advertised actively to neighbours.
Temporary licences and exemptions should be considered within the context of a SHORT TERM LET CONTROL AREA. This is the only fair way to proceed, taking account of the impact of STLs on housing, on the local economy, on local communities and on neighbours.
- 5) See q.13 indicated no additional requirements, will mandatory exemptions apply from the local authority?
- 6) See Q.13 Mandatory requirements as set by LA?
- 7) Requirement to notify immediate neighbours
- 8) As per my previous comment, it would need to be insured and no physical change should be made to the property.
- 9) No restrictions
- 10) From a Housing Strategy point of view temporary exemptions should include conditions that protect the pressurised supply of long term homes in East Lothian. Conditions should minimise disruption to neighbours and ensure properties remain safe, well managed, and suitable for residential use once the exemption ends. This includes strong controls on noise, anti-social behaviour, waste management, maintenance of both the property and any communal areas, prevention of damage, and a clear prohibition on unlawful activity. These conditions are essential to prevent temporary

exemptions from negatively impacting communities or encouraging the erosion of long-term housing stock.

Should ELC offer Temporary Licences?	Yes	13
	No	7

Should there be additional conditions for Temporary Licences?	Yes	14
	No	6

What additional conditions should be included:

Noise	11
Antisocial behaviour	11
Waste Management	11
Failure to maintain property	9
Failure to maintain/contribute to common repairs	10
Damage or alteration to property	10
Unlawful activity	11
Other	10

Other conditions:

- 1) Obviously a condition to effect that it is temporary and explaining why it is an exception, particularly in areas designated as STL Control Zones.
- 2) When I sat on the Licensing Board, the vast majority of complaints were about short-term lets. The security around vetting tenants was poor, often leading to nuisance and stress being caused to residents of neighbouring properties; especially in the case of flats /shared access and facilities.
- 3) All of the above are expected. There should be a registration scheme like landlords that would ensure basic safety but not bother with things like EPC which would not be relevant. This could be put in place before letting. Otherwise it makes a mockery of the whole STL scheme. It is also pretty galling for those who are STL compliant, in addition to the huge expense. It must be policed!
- 4) not more than 1 licence per calendar year
- 5) People have enough to comply with present legislation, without piling more on top
- 6) failure to communicate with neighbours on the issued of common maintenance and repairs and on complaints.
- 7) There should be a requirement to communicate and co-operate with neighbours, especially regarding shared repairing responsibilities
- 8) These licences should be issued where the property is fully insured for such purpose and if there is no physical change to premises.

Additional comments:

1) None.

Can I just say this consultation is not about the totality of STL Licensing Policy, it is very limited in scope and is only about when to grant temporary licences or exemptions. So, for example, it does not allow ELC to take account of the North Berwick Local Place Plan and introduce a Short Term Control Area as proposed in that document which has been subject to community consultation and has been registered by the Council. Can this please be

2) This consultation does not address the fact that and home letting directly contribute to the local economy and provides extra tourist accommodation during busy summer months or special events WITHOUT REMOVING A HOME FROM THE HOUSING STOCK. Secondary letting DOES remove a home from the housing stock. The cost to ELC of addressing homelessness MUST BE A CONSIDERATION WHEN ASSESSING THE ECONOMIC IMPACT OF SHORT TERM LETS. Secondary letting also often means the property lies empty for many months of the year, and as a result it is a drain on the local economy because no one is shopping or using local facilities. Secondary letting also fractures local community connections and undermines community resilience, which we saw was so important during COVID and adverse weather events like The Beast From the East which are only likely to increase as climate change progresses. Temporary exemptions simply allow the short term let industry to continue in an unregulated way.

3) Housing Strategy are of the opinion that temporary licences should not be introduced. Allowing temporary licences could create additional barriers for households seeking permanent accommodation. Housing pressures across all tenures are high and the loss of additional stock would exacerbate this during a national housing emergency and local affordable housing emergency.

Temporary licences may introduce a significant enforcement and monitoring burden, particularly as they do not allow for community objections and often operate on short timescales that limit proactive regulation. There is also concern that they could be used as a back door to permanent use as an STL or taken advantage of.

If temporary licences are to be granted, they should only be utilised in areas where existing levels of STLs are low. In areas where STL providers are concentrated temporary licences are unnecessary. Transport across East Lothian is generally quite good so that an event hosted within one major town could be supported by accommodation in another.

Concentrated temporary visitor accommodation during peak periods have the potential to significantly impact residential communities, particularly in relation to flats and smaller neighbourhoods.

Licences in operation as at 30 June 2025, by type and local authority area

Local Authority	Total licences or exemptions in operation	Full licences	Provisional licences	Temporary licences	Temporary exemptions	Renewal	2024 dwelling estimate	Licences per 10,000 dwellings
Scotland	31,774	30,611	591	169	284	119	2,740,973	116
Aberdeen City	495	495	0	0	0	0	125,828	39
Aberdeenshire	1,213	1212	0	0	0	1	123,367	98
Angus	342	342	0	0	0	0	58,435	59
Argyll & Bute	2,738	2657	81	0	0	0	49,697	551
Clackmannanshire	57	57	0	0	0	0	25,295	23
Dumfries & Galloway	1,693	1693	0	0	0	0	76,535	221
Dundee City	247	247	0	0	0	0	76,780	32
East Ayrshire	107	107	0	0	0	0	60,045	18
East Dunbartonshire	54	54	0	0	0	0	48,273	11
East Lothian	494	490	4	0	0	0	53,502	92
East Renfrewshire	41	41	0	0	0	0	41,063	10
Edinburgh City	4,336	3783	0	155	284	114	266,309	163
Falkirk	172	172	0	0	0	0	76,942	22
Fife	2,149	2148	0	1	0	0	183,686	117
Glasgow City	785	701	84	0	0	0	327,869	24
Highland	7,852	7498	347	7	0	0	124,812	629
Inverclyde	75	75	0	0	0	0	39,926	19
Midlothian	122	122	0	0	0	0	44,858	27
Moray	678	672	6	0	0	0	47,471	143
Na h-Eileanan Siar	1,071	1071	0	0	0	0	15,254	702
North Ayrshire	887	887	0	0	0	0	70,256	126
North Lanarkshire	175	174	1	0	0	0	161,228	11
Orkney Islands	549	530	19	0	0	0	11,833	464
Perth & Kinross	1,938	1937	0	0	0	1	76,762	252
Renfrewshire	139	139	0	0	0	0	91,736	15
Scottish Borders	1,188	1188	0	0	0	0	60,064	198
Shetland Islands	461	461	0	0	0	0	11,667	395
South Ayrshire	467	466	0	1	0	0	56,953	82
South Lanarkshire	193	184	2	4	0	3	159,662	12
Stirling	859	814	45	0	0	0	43,214	199
West Dunbartonshire	110	110	0	0	0	0	46,198	24
West Lothian	87	84	2	1	0	0	85,453	10

denotes LA's which offer temporary licenses and/or temporary exemptions

Temporary Exemptions offered by:

- City of Edinburgh Council
- Fife Council
- West Lothian Council

Temporary Licenses offered by:

- City of Edinburgh Council
- Fife Council
- West Lothian Council
- Highland Council
- South Ayrshire Council
- South Lanarkshire Council

Temporary Licenses v Temporary Exemptions

	Temporary Licence	Temporary Exemption
Single period of up to six weeks	✓	✓
Up to three periods per calendar year, to a maximum of 6 weeks	✗	✓
Can be renewed	✗	✓ (up to six weeks per calendar year)
Subject to Mandatory conditions	✓	Optional
Additional conditions available	Optional	Optional
Subject to consultation	✓	Optional
Subject to objections	✓	✗
Subject to event criteria	✓	✓
Subject to Planning policy	✓	✓
Subject to display of Site Notice	✗	✗

SHORT-TERM LETS

MANDATORY LICENCE CONDITIONS

Agents

1. Only those named as a holder of the licence can carry out the day to day management of the short-term let of the premises.

Type of licence

2. The holder of the licence may only offer the type of short-term let for which the licence has been granted.

Fire safety

3. The holder of the licence must ensure the premises has satisfactory equipment installed for detecting, and for giving warning of—
 - (a) fire or suspected fire, and
 - (b) the presence of carbon monoxide in a concentration that is hazardous to health.
4. The holder of the licence must keep records showing that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which the guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988(a).

Gas safety

5. Where the premises has a gas supply—
 - (a) the holder of the licence must arrange for an annual gas safety inspection of all gas pipes, flues and appliances in the premises,
 - (b) if, after an annual inspection, any appliance does not meet the required safety standard, the holder of the licence must not allow a short-term let of the premises until the works necessary to bring the appliance to the required safety standard have been carried out.

Electrical safety

6. Where there are electrical fittings or items within the parts of the premises which are for guest use, or to which the guests are permitted to have access, the holder of the licence must—
 - (a) ensure that any electrical fittings and items are in—
 - (i) a reasonable state of repair, and
 - (ii) proper and safe working order,
 - (b) arrange for an electrical safety inspection to be carried out by a competent person at least every five years or more frequently if directed by the competent person,
 - (c) ensure that, following an electrical safety inspection, the competent person produces an Electrical Installation Condition Report on any fixed installations,
 - (d) arrange for a competent person to—
 - (i) produce a Portable Appliance Testing Report on moveable appliances to which a guest has access, and
 - (ii) date label and sign all moveable appliances which have been inspected.
7. In determining who is competent, the holder of the licence must have regard to guidance issued by the Scottish Ministers under section 19B(4) of the Housing (Scotland) Act 2006(a).

Water safety: private water supplies

8. Where the premises are served by a private water supply, the licence holder must comply with the requirements on the owners of private dwellings set out in the Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017(b).

Water safety: legionella

9. The holder of the licence must assess the risk from exposure to legionella within the premises, whether or not the premises are served by a private water supply.

Safety & repair standards

- 10.** (1) The holder of the licence must take all reasonable steps to ensure the premises are safe for residential use.
- (2) Where the premises are subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006, the holder of the licence must ensure that the premises meet the repairing standard.

Maximum Occupancy

- 11.** The licence holder must ensure that the number of guests residing on the premises does not exceed the number specified in the licence.

Information to be displayed

- 12.** The holder of the licence must make the following information available within the premises in a place where it is accessible to all guests—
- (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,
 - (f) a copy of the Portable Appliance Testing Report,
 - (g) instructions as to what guests should do in the event that the carbon monoxide alarm sounds,
 - (h) if there is a mobile gas cabinet heater in the premises, safety instructions as to the operation and movement of that mobile heater.

Planning Permission

- 13.** Where the premises is in a short-term let control area for the purposes of section 26B of the Town and Country Planning (Scotland) Act 1997(c) ("the 1997 Act"), the holder of the licence must, where the use of the premises for a short-term let requires planning permission under the 1997 Act, ensure that either—
- (a) an application has been made for planning permission under the 1997 Act and has not yet been determined, or
 - (b) planning permission under the 1997 Act is in force.

Listings

- 14.** (1) The holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the short-term let of the premises includes—
- (a) the licence number, and
 - (b) a valid Energy Performance Certificate rating if an Energy Performance Certificate is required for the premises, in accordance with the Energy Performance of Buildings (Scotland) Regulations 2008(a).
- (2) The holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the short-term let of the premises is consistent with the terms of the short-term let licence.

Insurance

- 15.** The holder of the licence must ensure that there is in place for the premises—
- (a) valid buildings insurance for the duration of the licence, and
 - (b) valid public liability insurance for the duration of each short-term let agreement.

Payment of fees

- 16.** The holder of the licence must pay any fees due to the licensing authority in respect of the licence on demand.

False or misleading information

- 17.** The holder of the licence must not provide any false or misleading information to the licensing authority.

Interpretation

- 18.** In this schedule—

“Electrical Installation Condition Report”
means a report containing the following information—

- (a) the date on which the inspection was carried out,
- (b) the address of the premises inspected,
- (c) the name, address and relevant qualifications of the person who carried out the inspection,

- (d) a description, and the location, of each installation, fixture, fitting and appliance inspected,
- (e) any defect identified,
- (f) any action taken to remedy a defect,

“Energy Performance Certificate”

means a certificate which complies with regulation 6 of the Energy Performance of Buildings (Scotland) Regulations 2008(b),

“Gas safety report”

means a report containing the following information—

- (a) the date on which the appliance or flue was checked,
- (b) the address of the premises at which the appliance or flue is installed,
- (c) a description of and the location of each appliance or flue checked,
- (d) any safety defect identified,
- (e) any remedial action taken,
- (f) confirmation that the check undertaken complies with the requirements of an examination of—
 - (i) the effectiveness of any flue,
 - (ii) the supply of combustion air,
 - (iii) subject to head (iv), its operating pressure or heat input or, where necessary, both,
 - (iv) if it is not reasonably practicable to examine its operating pressure or heat input (or, where necessary, both), its combustion performance,
 - (v) its operation so as to ensure its safe functioning,
- (g) the name and signature of the individual carrying out the check, and
- (h) the registration number with which that individual, or that individual’s employer, is registered with a body approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998(a),

“holder of the licence”

means any person to whom a short-term let licence has been granted or jointly granted,

“home letting”

means a short-term let consisting of the entering into of an agreement for the use, while the host is absent, of accommodation which is, or is part of, the host’s only or principal home,

"home sharing"

means a short-term let consisting of the entering into of an agreement for the use, while the host is present, of accommodation which is, or is part of, the host's only or principal home,

"premises"

means the accommodation which is the subject of an application for a short-term licence or the subject of a short-term licence,

"repairing standard"

means the steps which the holder of the licence is required to take to comply with the obligations placed on the holder by Chapter 4 of Part 1 of the Housing (Scotland) Act 2006(b),

"secondary letting"

means a short-term let consisting of the entering into of an agreement for the use of accommodation which is not, or is not part of, the licence holder's only or principal home,

"short-term let"

has the same meaning as in article 3 of the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022,

"short-term let licence"

means a licence for a short-term let, and

"type of short-term let"

means one of the following purposes—

- (a) secondary letting,
- (b) home letting,
- (c) home sharing, or
- (d) home letting and home sharing.

SHORT-TERM LETS

ADDITIONAL LICENCE CONDITIONS

- 1.** If there is a material change of circumstance affecting the Licensee or the operation of the Short-term Let, the Licensee must inform the licensing authority as soon as possible. No alteration must be made to the property without the prior written consent of the authority.
- 2.** The licence holder must take steps to ensure that the property, fittings and furniture, including fire precautions, plumbing, gas and electrical installations, are maintained throughout the period of the licence to the standard required. The licence holder should hold all necessary certificates.
- 3.** To ensure an adequate electricity supply is maintained to the installed Fire Detection system, where credit card meters are in use, the Licensee will be responsible for ensuring that the meters remain in credit when the premises are unoccupied for any period exceeding 48 consecutive hours.
- 4.** The Licensee shall allow access to the premises at any reasonable time to the following officials for licensing purposes:
 - Any officer of East Lothian Council
 - Any officer of the Scottish Fire & Rescue Service
 - Any officer of Police Scotland
- 5.** The Licensee will be responsible for the day to day running of the premises, and for ensuring that guests comply with the terms of their Lease and in particular to deal effectively with any anti-social behaviour by guests to anyone else in the locality of the Short-term Let.
- 6.** The licence holder shall not permit the use or storage, on the premises, of LPG room-heaters or, unless in an external store designed and approved for such storage, the storage of any liquefied petroleum gas (LPG) or any highly inflammable liquid, gas, or substance. This condition shall not apply to small amounts of liquids or gas sold in small non-refillable retail packs (e.g., lighter fuel or cosmetic appliance cartridges) kept by guests for their own use. Nor shall it apply to the external storage of LPG in cylinders or tanks which are provided by the licence holder for the provision of gas for cooking or for water

or space heating or other domestic use, provided the storage complies fully with LPGA Codes of Practice and Building Regulation Technical Standards and that any installation connected to such cylinders or tanks complies with The Gas Safety (Installation and Use) Regulations 1998 or any amendment thereto.

- 7.** The licence holder shall comply with the current regulations regarding maximum re-sale prices of gas and electricity supplied, as appropriate.
- 8.** The licence holder should ensure that external and communal doors are fitted with a lever latch and secured with a suitable lock and thumb turn mechanism or other appropriate locking mechanism.
- 9.** The building should be maintained in a reasonable state of repair, having regard to its age, type and location. Garden and environmental areas should also be adequately maintained.
- 10.** Where a Short-term Let is in a shared building the licence holder must co-operate and participate in the general repair and maintenance of the building and the cleaning of common parts. Where the guests fail to participate in the cleaning of common areas or environmental areas, the licence holder will be expected to carry out the work.
- 11.** Adequate and suitable facilities must be provided for the storage and disposal of refuse. Where bins are provided to terraced and tenemental property they must be clearly identified by flat or property address. The licensee must ensure that the guests utilise the bins provided and ensure that refuse or bins are placed out on collection day and that bins are returned to the bin storage area following collection (where applicable).
- 12.** Licence Holders registered for Business Rates must have in place a Waste Management Contract providing for storage and disposal of refuse.