



CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (Renewal)

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

# 5

## PART 1: ABOUT YOU

Are you applying as an individual or corporate entity?

Individual

Corporate Entity

East Lothian Council  
Licensing

31 MAR 2026

Received

Fill in if you are applying as an individual:

Title MRS


Your full name SUSAN GRANT

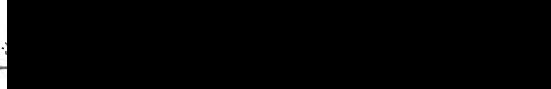
Date of birth 

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)
N/A			

**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)

**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 9 RHODES COTTAGES, NORTH BERWICK,  
EAST LOTHIAN Postcode EH39 5NL

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  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 Bed/Sitting rooms 1  
Bathrooms 1 Kitchens 1  
Lounges 1  
Other (please specify) 1

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

Specify the number of off-street car parking spaces available ABOUT 5-6 SPACES SHARED WITH OTHER RHODES COTTAGE OWNERS / RESIDENTS

### 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)   
Provisional application (where the property is under construction)   
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 EL00050F

Existing licence expiry date 24<sup>th</sup> APRIL 2026

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).

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

- Home sharing
- Home letting
- Home sharing & home letting
- Secondary letting



## 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
NONE				

## 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 ELC website – Civic Licence Fees
Annual gas certificate (for premises with a gas supply)	Valid to: <u>02 / 07 / 26</u>
Electrical Installation Condition Report	Valid to: <u>09 / 02 / 28</u>
Portable Appliance Testing Report	Valid to: <u>09 / 06 / 26</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: N/A
Floor plan	✓
EPC Certificate (for premises which are dwellinghouses)	Valid to: <u>12 / 3 / 33</u>
Public Liability Insurance	Valid to: <u>30 / 4 / 26</u>
Proof of consent from owner (if applicable)	N/A
Waste Management contract (when registered for Business Rates)	Valid to: <u>31 / 03 / 27</u>
Evidence licence reference being displayed on listings/ advertising (Renewal applications only)	ON LISTING PHOTOGRAHS

<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	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. (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)	✓ ✓ ✓ ✓ ✓ ✓ ✓ N/A
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	✓

<b>My premises</b> (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 \_\_\_\_\_

SUSAN GRANT

Date \_\_\_\_\_

29/3/26

## **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

## Herkes, Gillian

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**From:** Business Support CPT  
**Sent:** 01 April 2026 14:58  
**To:** Short Term Lets  
**Subject:** RE: STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Arlene

There have been 4 ASB related complaints made against 9 Rhodes Cottages, North Berwick. I have listed the dates of the complaints below. All were made by the same complainer and relate to issues regarding parking outside the property, blocking access for neighbours.

If you need further information please just let me know.

25/02/2024  
20/04/2024  
04/06/2024  
29/08/2025

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](mailto:caitchison@eastlothian.gov.uk)  
Website: [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

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**From:** Short Term Lets <stl@eastlothian.gov.uk>  
**Sent:** 01 April 2026 08:53  
**To:** Building Standards <buildingstandards@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environment Reception <environment@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>  
**Subject:** STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

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



**Licensing**

**East Lothian  
Council**

**From:** Scott Dishington <Scott.Dishington@scotland.police.uk>  
**Sent:** 20 April 2026 15:17  
**To:** Licensing  
**Subject:** SHORT TERM LET RENEWAL APP - 9 RHODES COTTAGES NORTH BERWICK -  
SUSAN GRANT  
**Attachments:** APP.PDF

Licensing  
John Muir House  
Haddington  
East Lothian  
EH41 3HA  
Tel 01620 827827  
Fax 01620 827253  
Email:licensing@eastlothian.gov.uk

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.

No police objections.  
Regards  
Scott

**Rafferty, Alison (Licensing)**



**From:** Parking  
**Sent:** 02 April 2026 07:56  
**To:** Short Term Lets  
**Subject:** RE: STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

**Carlo Grilli**  
CLERK OF THE LICENSING BOARD

John Muir House  
Brewery Park  
Haddington  
EH41 3HA  
licensing@eastlothian.gov.uk

Hi,  
I have no objection to this application.

Kind Regards

**Grant Talac**  
**The Parking Team**  
**East Lothian Council**

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**From:** Short Term Lets <stl@eastlothian.gov.uk>  
**Sent:** 01 April 2026 08:53  
**To:** Building Standards <buildingstandards@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environment Reception <environment@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>  
**Subject:** STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

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

**| Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664**  
**| E. [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)**

**Protect Our Privacy:** STAY VIGILANT for phishing attacks. If an email looks suspicious, don't click on any links or open attachments. Try to verify the email through a different channel, for example by phone or a different verified email address. If in doubt, contact the IT Service Desk for help.

## O'Reilly, Arlene

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**From:** Slight, Lynn  
**Sent:** 13 April 2026 10:28  
**To:** Short Term Lets  
**Subject:** FW: STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL 26/01126/STL  
**Attachments:** APP.pdf; EICR.pdf; EPC.pdf; FLOORPLAN.pdf; LRA .pdf; GAS.pdf; PAT.pdf

Good morning  
No objections to this application

Kind regards  
Lynn

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**From:** Environmental Protection <envprot@eastlothian.gov.uk>  
**Sent:** 01 April 2026 09:28  
**To:** Slight, Lynn <lsight@eastlothian.gov.uk>  
**Subject:** FW: STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL 26/01126/STL

26/01126/STL

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**From:** Short Term Lets <stl@eastlothian.gov.uk>  
**Sent:** 01 April 2026 08:55  
**To:** Environmental Protection <envprot@eastlothian.gov.uk>  
**Subject:** FW: STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

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

**| Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664**  
**| E. [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)**

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**O'Reilly, Arlene**

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**From:** Allan, James  
**Sent:** 08 April 2026 11:49  
**To:** Short Term Lets  
**Subject:** RE: STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

Hi

I note this is a renewal application for the use of the property, 9 Rhodes Cottages, North Berwick as short-term holiday let accommodation. The use of this house as short-term holiday let accommodation, as detailed in the submitted application form does not require planning permission.

Kind regards

James

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**From:** Short Term Lets <stl@eastlothian.gov.uk>  
**Sent:** 01 April 2026 08:53  
**To:** Building Standards <buildingstandards@eastlothian.gov.uk>; Parking <parking@eastlothian.gov.uk>; Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Environment Reception <environment@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>  
**Subject:** STL Renewal 9 Rhodes Cottages, North Berwick EH39 5NL

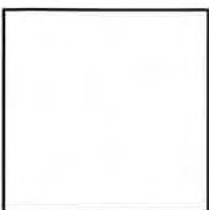
Good Morning, Please provide observations/comments regarding the application for a Short Term Let Licence for the above address. All responses should be returned within the 21 day consultation period.

Regards

Arlene

**| Licensing Officer | East Lothian Council | John Muir House | Haddington EH41 3HA | T. 01620 827664 | E. [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)**

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**From:** [REDACTED]  
**To:** [Short Term Lets](#)  
**Cc:** [Permissions](#)  
**Subject:** Objection to STL Licence  
**Date:** 10 April 2026 13:33:36

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**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.

Good afternoon

I am writing to lodge my objection to the renewal of the short term let license for 9 Rhodes Cottages , North Berwick EH39 5NL , I don't believe any of these cottages should be holiday lets due to the layout of the surroundings and the communal nature of the front area of the cottages and the gardens at the back .

The reasons for my objection are the following ;

1. Lack of privacy - the constant turnover of guests both in this holiday let and the other one at number 14 , means privacy is constantly infringed by strangers walking past windows at the front and rear of the cottages at all times of the day .
2. Parking issues - there are constant issues with inconsiderate parking , ranging from parking in a way that takes up too much space leaving others unable to park , to blocking the entire driveway exit by parking directly outside the cottage when all other cars are parked at the kerbside . Multiple complaints have been lodged about this previously .
3. Noise - Excess noise can be caused by families staying in the property . People recently checking in to the property turned up at 1am and proceeded to take ages trying to park outside my cottage which woke me , then dragging wheeled luggage about until 1.20am . I get up for work at 4am and I did not appreciate this .
4. Access to communal garden is via an unlit passageway . Obviously not ideal when you have strangers staying in the holiday lets .
5. On multiple occasions my bin has been filled up with other people's rubbish , even after I moved it round the back of my house to try and stop this . Other neighbours have also commented on their bins being used .

I will end by saying that in theory I have nothing against holiday lets , in the right

environment ie houses without communal shared areas , in area's that don't already have limited parking, or self contained units that don't affect anyone else .

These cottages are not suitable at all for holiday lets.

When problems arise there is no facility for contacting owners to get the problems resolved quickly , previous complaints may have been answered but have resulted in nothing being done to prevent further problems , which continue to this day .

Regards

Iain Macdonald

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

Sent from [Outlook for Android](#)