

**MINUTES OF THE MEETING OF
LICENSING SUB-COMMITTEE**

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**THURSDAY 12 FEBRUARY 2026
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON
& HYBRID MEETING FACILITY**

Committee Members Present:

Councillor C McGinn (Convener)
Councillor J Findlay
Councillor C McFarlane
Councillor J McMillan
Councillor L-A Menzies (sub. Councillor C Cassini)
Councillor T Trotter

Other Councillors Present:

None

Council Officials Present:

Mr I Forrest, Solicitor
Ms S Fitzpatrick, Team Leader – Licensing and Landlord Registration
Ms T Murray, Principal Solicitor – Commercial (R)
Ms C Aitken, Licensing Officer
Ms A O'Reilly, Licensing Officer (R)
Ms A Rafferty, Licensing Officer (R)
Ms E Barclay, Democratic Services Assistant
*(R) indicates remote participant

Others Present:

PC M Upton, Police Scotland (R)

Clerk:

Ms B Crichton, Committees Officer

Apologies:

Councillor C Cassini

Declarations of Interest:

None

The clerk recorded the attendance of Committee members by roll call.

**1. MINUTES FOR APPROVAL
Licensing Sub-Committee, 11 December 2025**

The minutes were approved as an accurate record of the meeting.

Note: Summary of information

The Licensing Sub-Committee agreed to exclude the public from Item 2 in terms of paragraph 6 (information relating to the business affairs of any particular person) of Schedule 7A to the Local Government (Scotland) Act 1973.

2. APPLICATION FOR GRANT OF A TAXI DRIVER LICENCE

The Licensing Sub-Committee agreed to grant the licence.

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)

Name	Sheila Fitzpatrick
Designation	Team Leader – Licensing & Landlord Registration
Tel/Email	01620 820623 / sfitzpatrick1@eastlothian.gov.uk
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.

COMMITTEE:	Licensing Sub-Committee
MEETING DATE:	14 May 2026
BY:	Depute Chief Executive – Resources and Economy
REPORT TITLE:	Delegated Powers – Private Landlord Registration
REPORT STATUS:	Public

1 PURPOSE OF REPORT

- 1.1 To seek approval from the Licensing Sub-Committee of the proposed scheme of delegated authority granted to officers to deal with approving, refusing and revoking Private Landlord Registration applications and registrations.

2 RECOMMENDATIONS

- 2.1 That the Licensing Sub-Committee approve the proposed delegated powers.

3 BACKGROUND

- 3.1 Landlord registration was introduced in 2006 by the Antisocial Behaviour etc. (Scotland) Act 2004. Local Authorities have a duty to prepare and maintain a register of landlords. Only those landlords that have been assessed as being fit and proper should be entered on the register. The regime has been strengthened further in subsequent legislation – including increased requirements for the fit and proper person test.

- 3.2 In 2013, the Scottish Government set out its vision for the private rented sector as:

“A private rented sector that provides good quality homes and high management standards, inspires consumer confidence and encourages growth through attracting increased investment.”

In order to achieve this vision, three strategic aims were identified:

- To improve the quality of property management, condition and service;
 - To deliver for tenants and landlords, meeting the needs of the people living in the sector; consumers seeking accommodation; and landlords committed to continuous improvement; and
 - To enable growth, investment and help increase overall housing supply.
- 3.3 The powers available to local authorities have also been strengthened, including powers to request a Level 2 Disclosure in specified circumstances and to obtain information. Supported by other legislation, landlord registration provides a means for local authorities to register persons who are fit and proper to act as landlords and agents but also to take steps to deal with those who operate outside the law.
- 3.4 Delegated authority is being sought to deal with applications and to ensure landlords provide the prescribed information required in a timely manner. Enhanced scrutiny of applications has increased since the addition of a dedicated landlord registration officer and in turn, allowing us to deal with applications within a reasonable time frame.

4 POLICY IMPLICATIONS

- 4.1 None – Standing Orders empower the Licensing Sub-Committee to delegate such duties as they deem appropriate to relevant officers.

5 RESOURCE AND OTHER IMPLICATIONS

- 5.1 Finance: None
- 5.2 Human Resources: None
- 5.3 Other (e.g. Legal/IT): Housing – potential risk that tenant(s) is/are made homeless and present to East Lothian Council should a landlord's application be refused or their registration revoked.
- 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

Appendix 1 – Delegated Powers document

8 BACKGROUND PAPERS

- 8.1 The Private Landlord Registration (Information) (Scotland) Regulations 2019, Schedule, Part 1 – Prescribed Information for application for registration. <https://www.legislation.gov.uk/ssi/2019/195/contents/made>
- 8.2 Antisocial Behaviour etc. (Scotland) Act 2004, Part 8 – Registration of certain landlords. <https://www.legislation.gov.uk/asp/2004/8/part/8>
- 8.3 Housing (Scotland) Act 2006, Part 1, Chapter 4 – The Repairing Standard. <https://www.legislation.gov.uk/asp/2006/1/part/1/chapter/4>
- 8.4 Landlord Registration: Statutory Guidance for Local Authorities 2017. <https://www.gov.scot/publications/landlord-registration-statutory-guidance-local-authorities-2017-statutory-guidance-local/pages/1/>

9 AUTHOR AND APPROVAL DETAILS

Report Author(s)

Name	Sheila Fitzpatrick
Designation	Team Leader – Licensing & Landlord Registration
Tel/Email	01620 820623
Date	4 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	4 March 2026

**LICENSING SUB-COMMITTEE
DELEGATED POWERS - PRIVATE LANDLORD REGISTRATION
MAY 2026**

The Delegated Officer is authorised to determine the following registration matters:

1. To approve an application where the applicant has declared they comply with all associated prescribed information
2. To require an applicant to provide prescribed information documentation
3. To require an applicant to provide a Level 2 Disclosure
4. To serve an enforcement notice where no rent (or other consideration) shall be payable under any lease or occupancy agreement in respect of the property/properties or landlord, to which the notice relates
5. To determine if an applicant is not a fit and proper person based on their failure to comply with the requirement to provide the local authority with such information as regulations prescribe
6. To refuse an application where the applicant is considered to be not fit and proper to let houses
7. To revoke a registration where the applicant is considered to be not fit and proper to let houses
8. To provide that if, for any reason, the delegated officer considers it inappropriate to determine an application under delegated powers, the application will be referred for determination to the Licensing Sub-committee

COMMITTEE:	Licensing Sub-Committee
MEETING DATE:	14 May 2026
BY:	Depute Chief Executive – Resources and Economy
REPORT TITLE:	Trade Request for Additional Taxi Stances
REPORT STATUS:	Public

4

1 PURPOSE OF REPORT

- 1.1 To advise the Sub-Committee of a request for the creation of additional taxi stances throughout East Lothian.

2 RECOMMENDATIONS

Members are recommended to:

- 2.1 Consider the Trade request outlined herein, and, if satisfied of the reasons for the request, agree to proceed as requested.
- 2.2 Authorise the Service Manager – Governance, and such staff as they may designate, to proceed with the necessary public advertising process relative to the creation of new taxi ranks.
- 2.3 Receive a further report from the Service Manager – Governance advising of the outcome of this process and of any objections received, with a view to formally establishing said taxi stances thereafter.

3 BACKGROUND

- 3.1 In terms of the Civic Government (Scotland) Act 1982, Section 19, a licensing authority may, after consultation with representatives of the taxi trade in their area, appoint stances for taxis. Before doing so, the licensing authority is obliged to give notice to the Chief Constable and also advertise the proposal in a local newspaper, giving members of the public 28 days to make representations on the proposal, which representations shall be taken into account by the licensing authority in coming to their final decision.

3.2 East Lothian Council's Licensing Authority was approached with concerns about the inadequate provision of taxi ranks in East Lothian, with particular mention of Tranent, Musselburgh, and Blindwells.

3.3 A public consultation was published between 27 January 2026 and 10 March 2026, which received 28 responses.

To the first question of whether additional taxi stances were required:

- No – 10 responses
- Yes – 18 responses

Of the respondents who believed additional stances were required, the following responses were received when asked where these were required:

- Musselburgh – 17.86%
- Tranent – 35.71%
- Prestonpans – 14.29%
- Haddington – 10.71%
- North Berwick – 14.29%
- Dunbar – 3.57%

3.4 There were a number of responses that commented on existing stances being used by the public. It should be noted that local authority parking attendants have no powers to issue Penalty Charge Notices (PCN) to vehicles parked in designated taxi stances.

3.5 The Sub-Committee should note that the Blindwells development has not yet been adopted by East Lothian Council and therefore has no authority to designate taxi stances.

4 POLICY IMPLICATIONS

4.1 None. The Council has a statutory power to designate taxi stances in terms of Section 19 of the Civic Government (Scotland) Act 1982.

5 RESOURCE AND OTHER IMPLICATIONS

5.1 Finance: There would be certain costs involved in physically marking out any new taxi stance on the surface of the road, plus any associated signage deemed necessary, as well as the outlays involved in advertising the proposal.

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 Current positions of taxi stances in Musselburgh, Tranent, Haddington and Dunbar
- 7.2 Proposed additional positions of taxi stances at Wallyford, Tranent, Prestonpans and North Berwick
- 7.3 Summary of consultation responses

8 BACKGROUND PAPERS

- 8.1 None

9 AUTHOR AND APPROVAL DETAILS

Report Author(s)

Name	Sheila Fitzpatrick
Designation	Team Leader – Licensing and Landlord Registration
Tel/Email	01620 8206923 / sfitzpatrick1@eastlothian.gov.uk
Date	17 April 2026

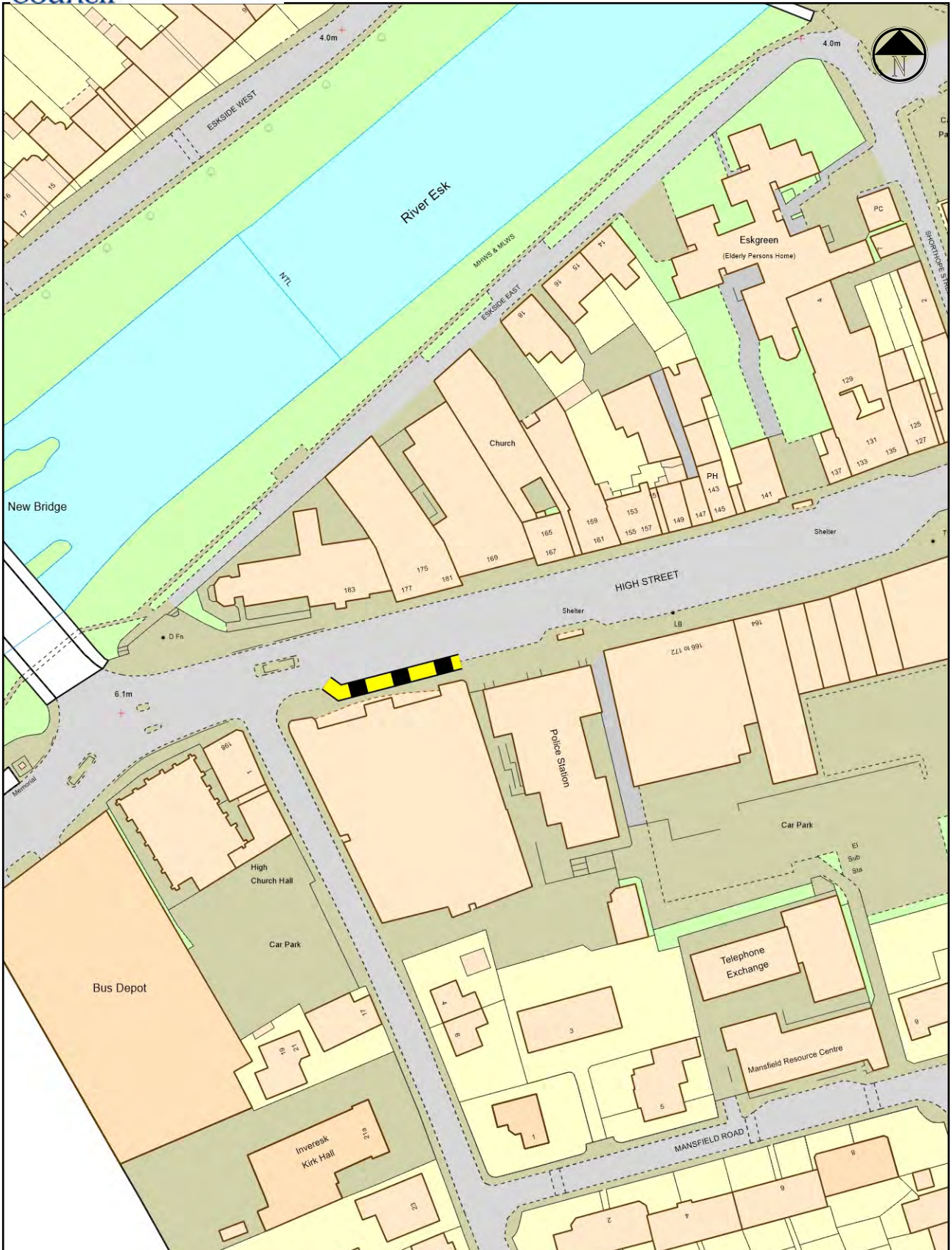
Head of Service Approval

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	22 April 2026



East Lothian
Council

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Date: 21 January 2026

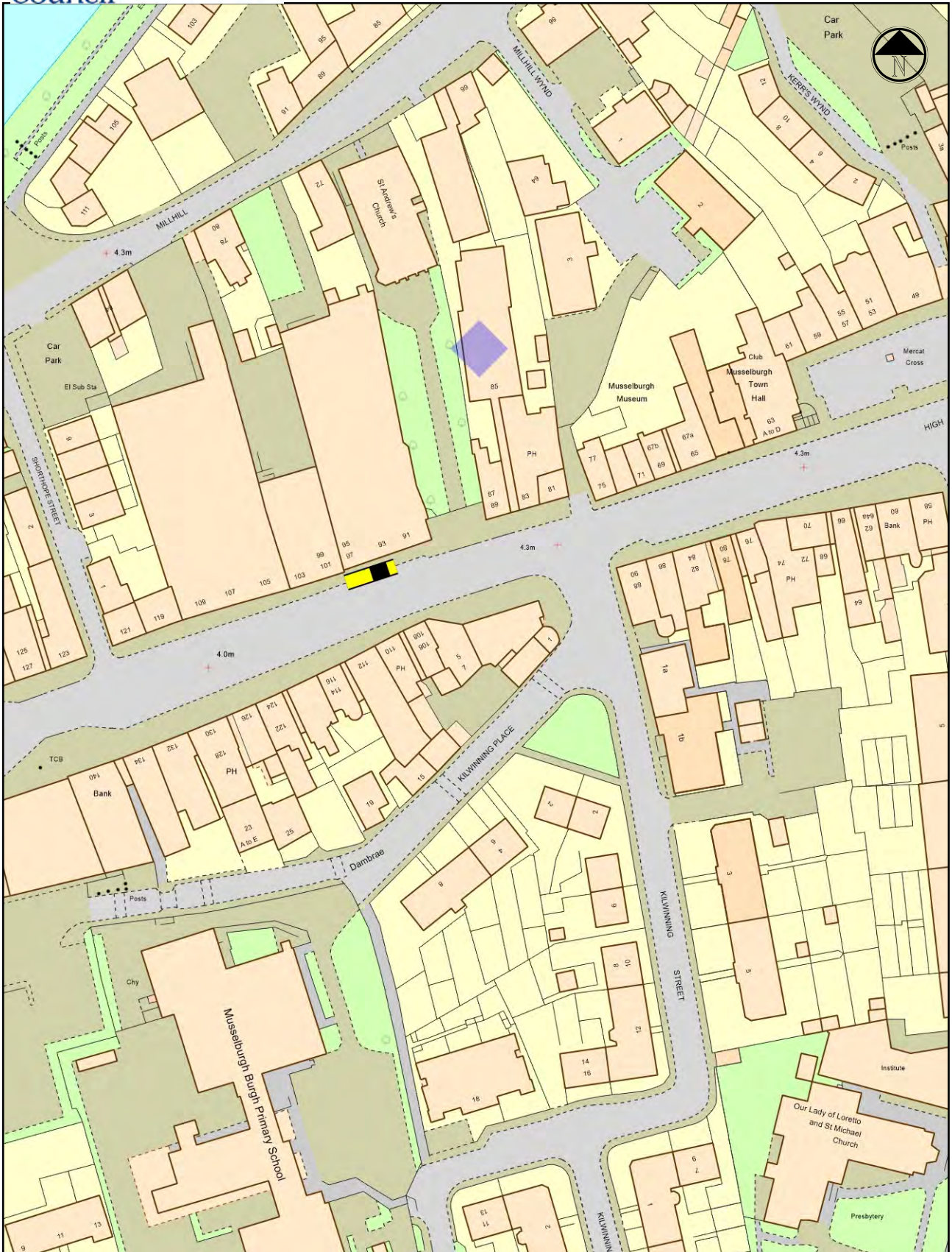


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East Lothian
Council

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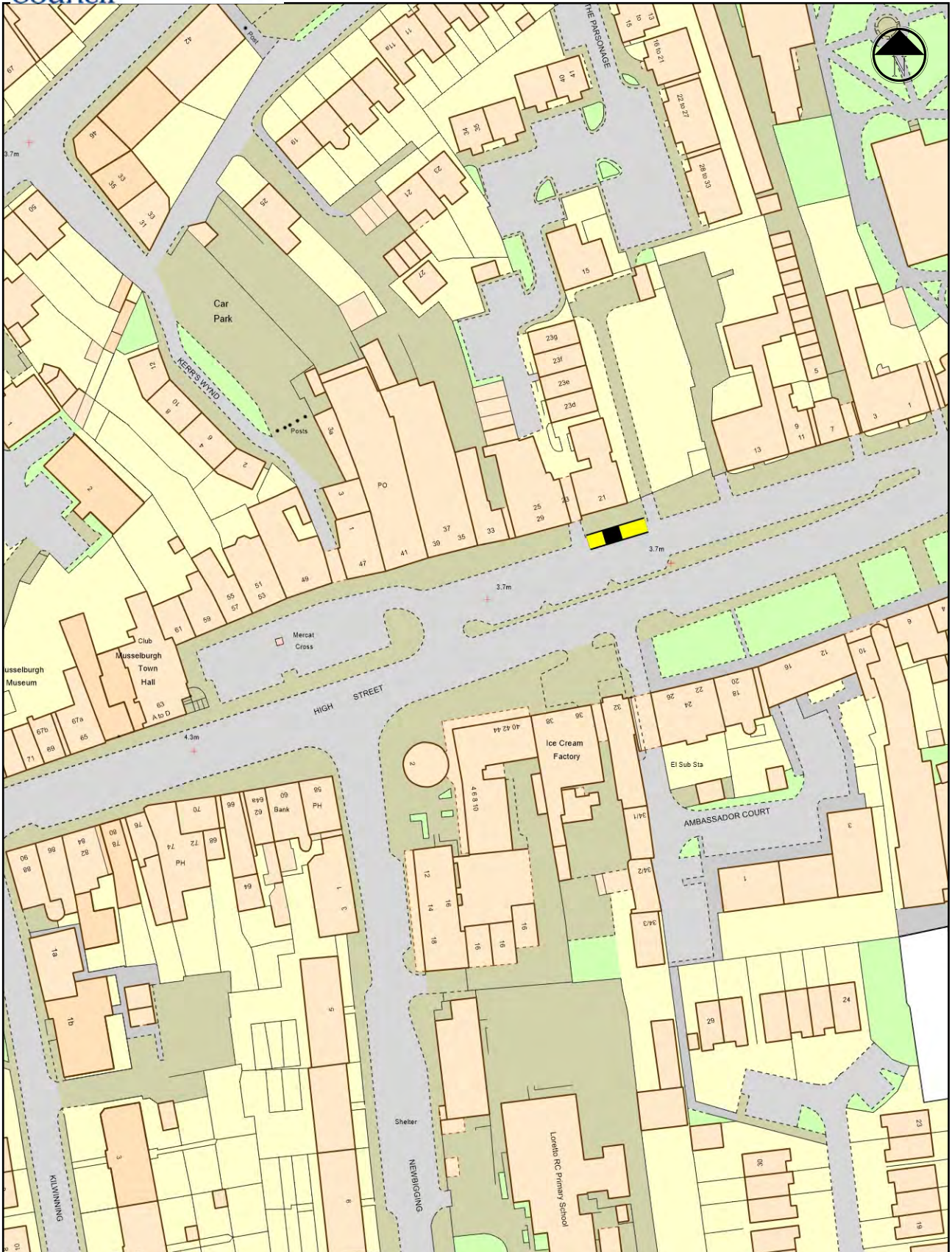


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East Lothian
Council

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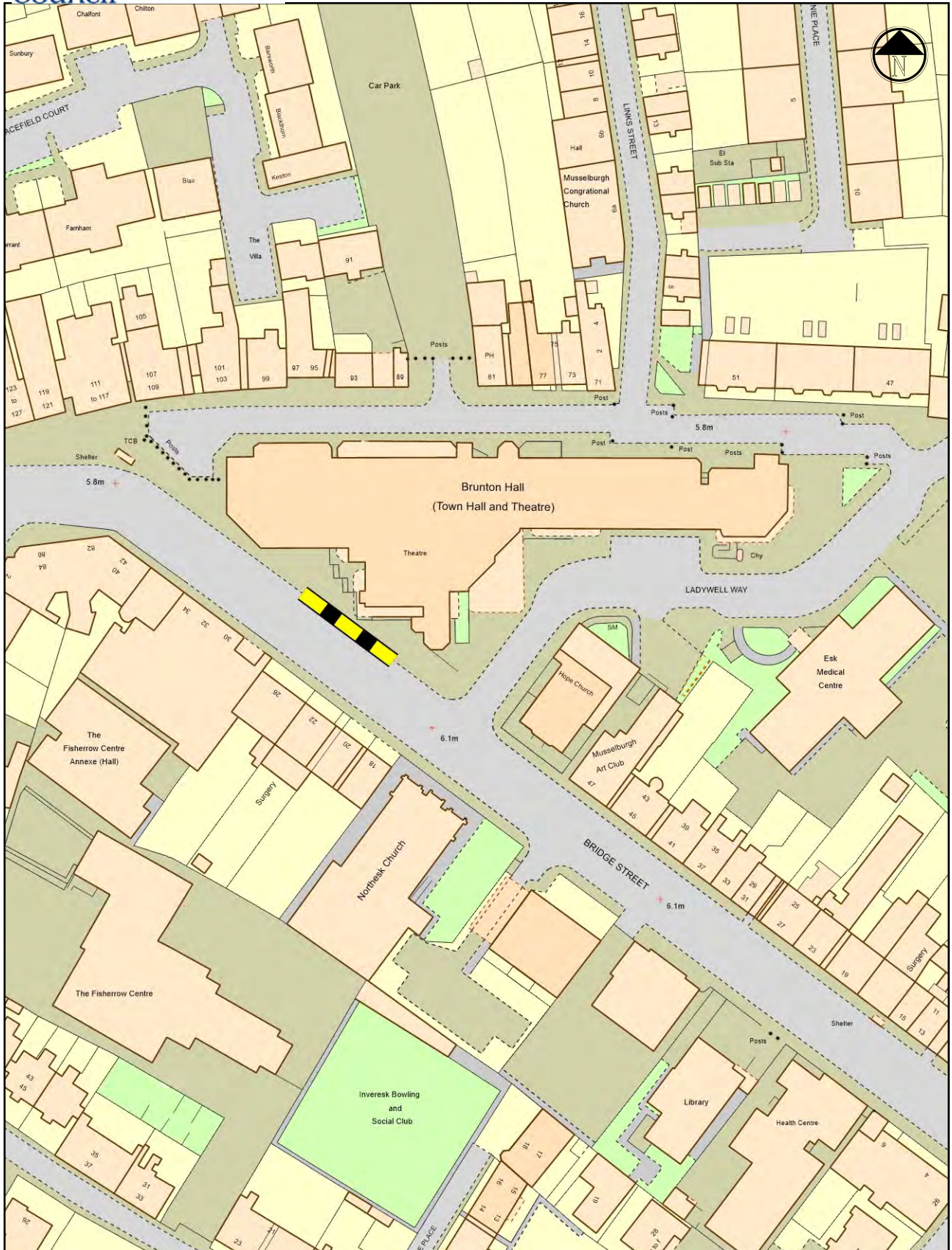


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Council

Scale: 1:1250
Date: 21 January 2026



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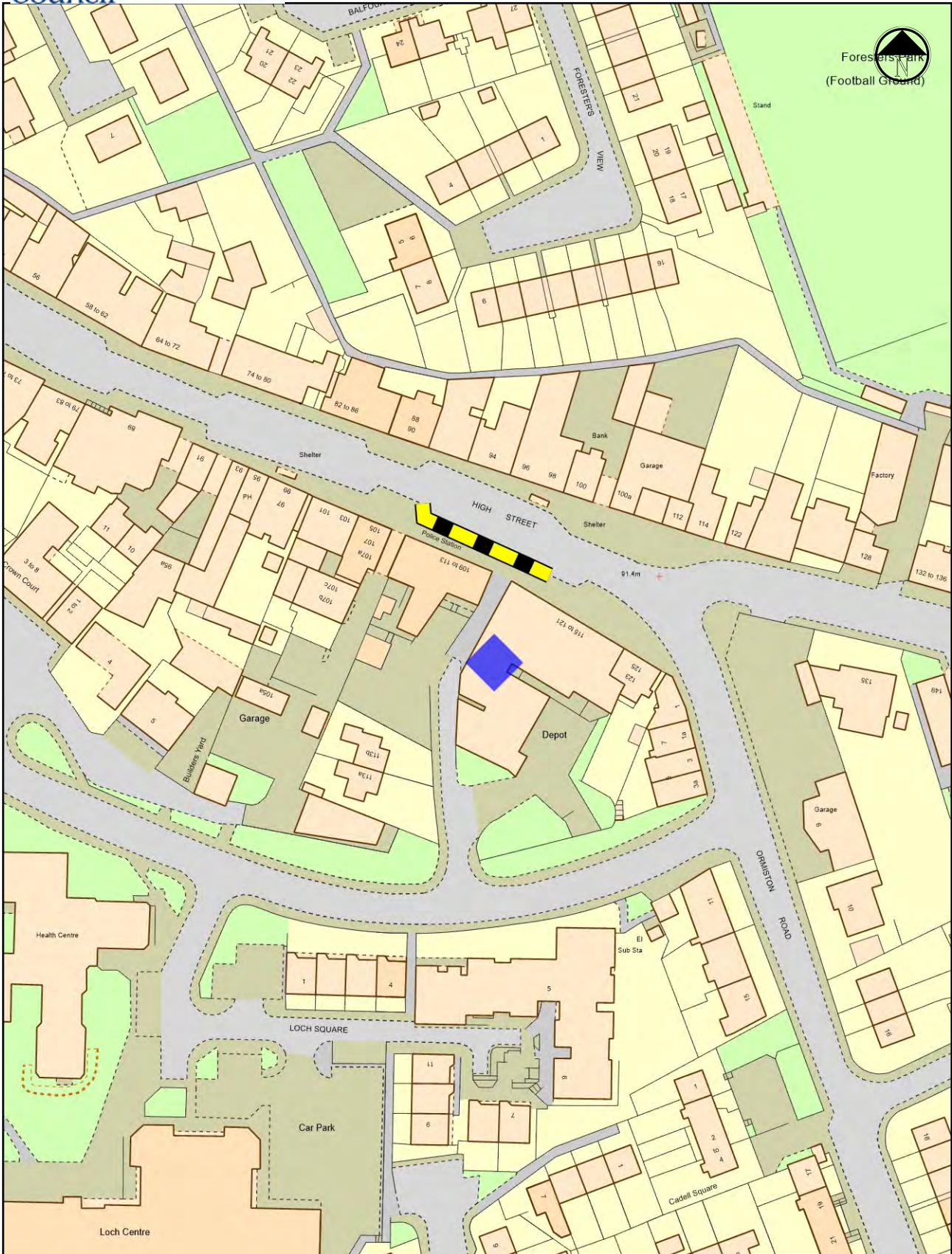
High Street, Tranent, EH33 1LW

CURRENT POSITION



East Lothian
Council

Scale: 1:1250
Date: 21 January 2026



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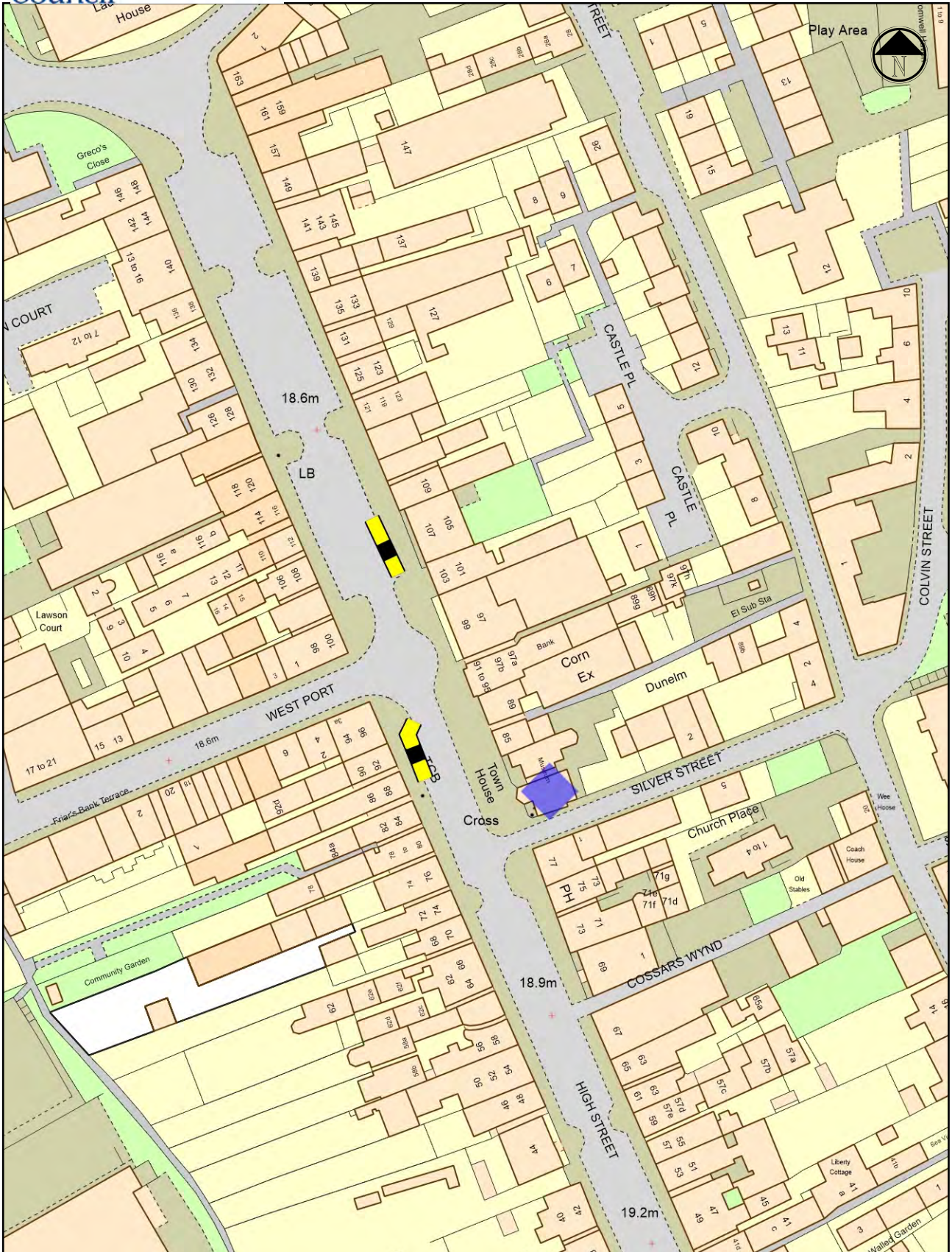
High Street, Dunbar, EH42 1ES

CURRENT POSITION

Scale: 1:1250
Date: 21 January 2026



**East Lothian
Council**



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PROPOSED SPACES - WALLYFORD



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Date: 10 April 2026
Time: 14:50:58
User: Sheila Fitzpatrick

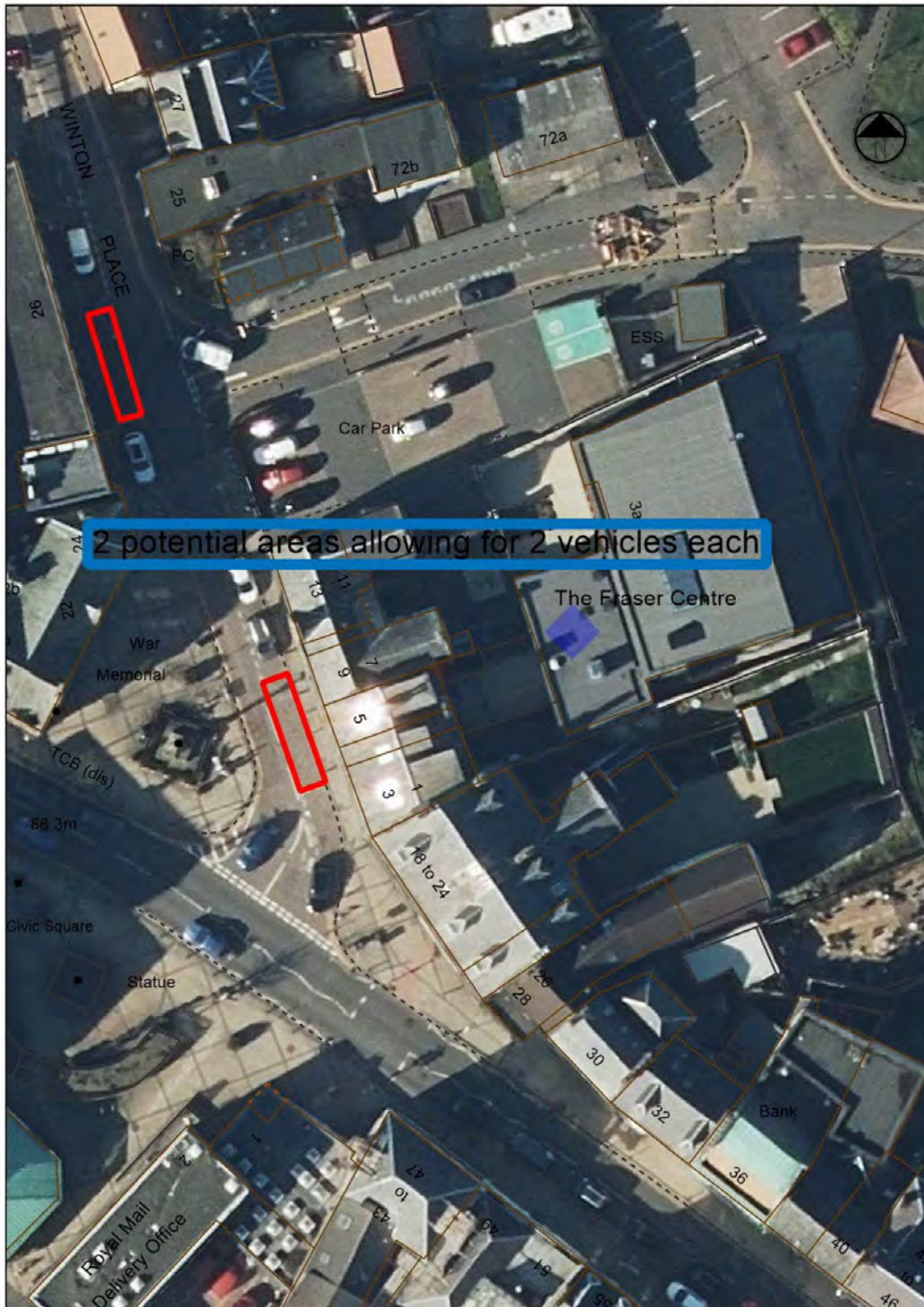


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PROPOSED SPACES - TRANENT



Scale: 1:500 Date: 15 April 2026
Time: 13:07:20 User: Sheila Fitzpatrick



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PROPOSED SPACES - PRESTONPANS



PROPOSED SPACES - NORTH BERWICK



Scale: 1:500
Date: 10 April 2026
Time: 15:06:57
User: Sheila Fitzpatrick



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Summary of Taxi Rank Provision consultation responses

Responses from:

Taxi trade	8	28.57%
Local resident	16	57.14%
Visitor to East Lothian	0	0%
Community Council	2	7.14%
Elected member	1	3.57%
Other	1	3.57%

Are additional taxi ranks required?:

Yes	64.29%
No	35.71%

NB: multiple sites for new ranks were suggested by 17.86% of respondents

If additional ranks are required, where?

Dunbar	3.57%
Haddington	10.71%
Musselburgh	17.86%
North Berwick	14.29%
Prestonpans	14.29%
Tranent	35.71%

Comments received in response to 'Are there any particular areas with the previous locations where ranks should be situated?'

- 1) Please have access to taxis in Whitecraig.
- 2) Near bus stops preferably. Along by the Brunton Hall and one near the Ravelston/Ship Inn would be good for anyone coming of buses from the town.
- 3) Train station or town centre (Church Road behind existing bus halt?) due to expected demand increase after parking charges and increased visitors by train who then require taxi to visit Tantallon or Dirleton or golf course but currently rely on private bookings (North Berwick).
- 4) NB train station.
- 5) Winton Place Tranent where the previous rank was situated.
- 6) If possible, there was an old taxi rank at Winton place Tranent. It would be good if there was two rank spaces there again. The current taxi rank in Tranent is used by customers parking for the Italian restaurant and also local shops
- 7) At the police station rank were hampered by private cars parking wardens cant do nothing due to the legality. Make this rank taxi only 24/7 would be a start. Overflow rank either next to war memorial or up at asda (Tranent).
- 8) There needs to be more spaces in Tranent, there used to be 2 x taxi ranks now just 1 on the High Street (outside police station) which is consistently full of parked cars for the local restaurant and fast food delivery drivers. Winton place one needs to be reinstated and Bridge Street.
- 9) There is currently no taxi rank provision within Wallyford, which is a growing community with a busy train station.
- 10) The existing spaces should be reduced to 2 spaces. With a new rank created off the high street in the Loch road area. This would allow additional disabled spaces x 2 plus 2 general

use space for the chemist's and police station access. There is no reason why so many taxis need parked on high street. When 1 leaves the rank another can drive round to take the space.

- 11) During school pick up no taxis are available to the public sometimes you wait 45 mins after a certain time no taxis available you should allow uber it may encourage AC taxis to put more taxis on.
- 12) Tranent - Winton Place / Prestonpans - High Street & Hawthorn Road / Blindwells - within the new development and travel hub / Musselburgh - racecourse and North High Street
- 13) Tranent - there is not space for 5 vehicles. You can get 4 maximum and that is only if there are no cars parked there! Traffic Warden or Police don't do anything about it. There needs to be another rank in Tranent, either at Winton Place or at Asda, Haddington Road / Prestonpans - there is no rank in Prestonpans, there needs to be one at Hawthorn Road and High Street / Musselburgh - North High Street does not hold 4 vehicles, 3 maximum. There is no indication on what the 3 sites locations are. I am intrigued as to which one takes 5 vehicles on the High Street. Once more, traffic and cars parking in the rank makes it very difficult.
- 14) Any area. I notice that your consultation does not cover wheelchair accessible taxis. There is an issue with a lack of wheelchair accessible taxis in east lothian as a whole.
- 15) Tranent closer to Thomason's.
- 16) Musselburgh racecourse, Musselburgh harbour, North High Street. Haddington near Roodlands.
- 17) The problem we have is in Tranent we can never get on the rank , reason is private cars , vans , etc so don't know what can be done regarding this , you'll never ever stop it happening.



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

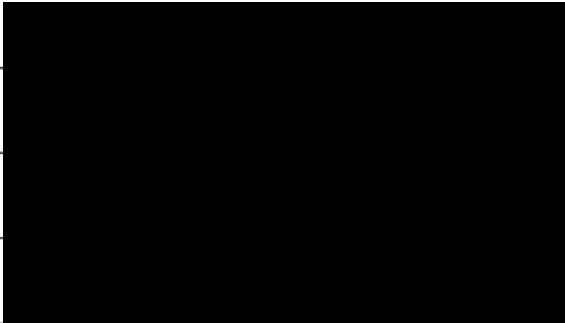
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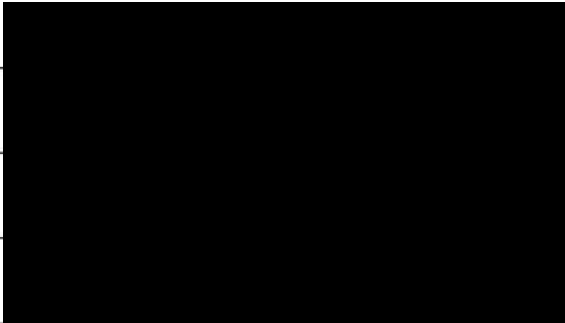
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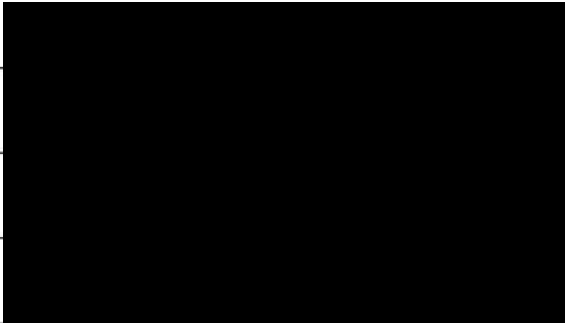
Fill in if you are applying as an individual:

Title MRS

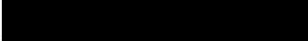
Your full name SUSAN GRANT

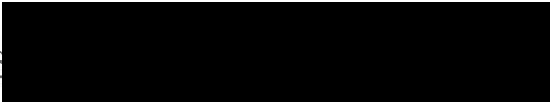
Date of birth 

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 24th 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).

/

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 PHOTOCOPIES

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	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	✓

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)	✓
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

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
Website: www.eastlothian.gov.uk

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

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

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

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

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

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

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

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

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

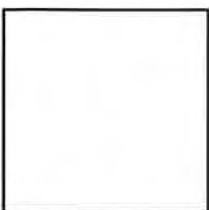
Good Morning, Please provide observations/comments regarding the application for a Short Term Let Licence for the above address. All responses should be returned within the 21 day consultation period.

Regards

Arlene

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

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.



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

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](#)

LHC09/26

35656

PC/Env/Civic LSO

East Lothian Council

East Lothian Council
Licensing



17 MAR 2026

RECEIVED

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / ~~RENEWAL~~ OF A LATE HOURS CATERING LICENCE

6

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1/2
Part B	Day to Day Manager	p3
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

Part A - About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

Forename _____

Trading Name (if different) _____

Home Address _____

Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

www.eastlothian.gov.uk

Is applicant to carry out day-to-day management of the activity?

YES NO

To be completed if a non-natural person (organisation, company, partnership etc)

Is the applicant a company, partnership or organisation (*please tick appropriate box*)

Company

Partnership

Organisation

Name of business AR1 Trading Ltd

Address of Principal registered office Ironworks Business Centre Castle Laurie

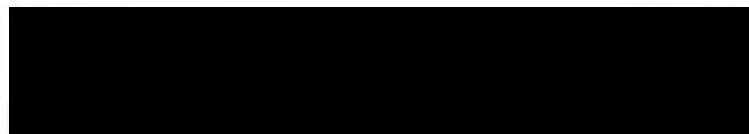
Works, Bankside, Falkirk Postcode FK2 7XE

Telephone number of principal registered office 

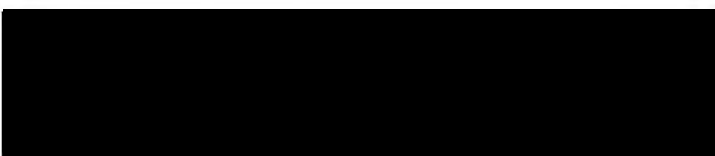
Email address of principal registered office 

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management:

Atif Ali



Kashaf Ali



Part B – Day to Day Manager

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

Ali

Forename Atif

Home Address

Postcode

Tel. No.

Email address

Date of birth

Age

Place of birth

Part C – Grant or Renewal of Licence

What type of licence are you applying for?

GRANT RENEWAL

Specify days and hours you propose to trade

11pm to Midnight Sunday to Thursday

11pm to 1am Friday and Saturday

Describe the premises (including address) in which, or from which, the catering is to take place

Pepe's, 94 High Street, Musselburgh, EH21 7EA

Specify nature of goods/service which you propose to trade

Specialises in chicken dishes but also burgers, wraps, salads, plus side dishes, and desserts. Hot and cold drinks.

Part D – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES

NO

If Yes, provide particulars below. NB – All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Late Hours Catering licence?

YES NO

If Yes:

When was the licence granted 31.06.2025 - 65-67 South Bridge, Edinburgh

When does it expire 30.06.2026

Which authority granted the licence Edinburgh Licensing Board

Has any party named in Parts A or B ever applied for and a licence application for a Late Hours Catering licence?

YES NO

If Yes:

Name of person _____

When was it refused _____

Which authority refused the licence _____

Delete as applicable:

A) I/We declare that I/We shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, the appropriate Site Notice

~~B) I/We declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access:~~

_____ but was unsuccessful.

I/We declare that _____ are correct to the best of my/our

Agent
Signature of applicant _____

Signature of day to _____

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence Please note that the application fee is non-returnable.

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

06/04/2026

Your Ref: LHC09/26

Our Ref: 999643

The Clerk of the Licensing
Committee
East Lothian Council
John Muir House
Haddington
East Lothian
EH41 3HA



**POLICE
SCOTLAND**

Keeping people safe

Gregg Banks
Chief Superintendent
Divisional Commander
The Lothians and Scottish Borders Division
Dalkeith Police Station
Newbattle Road
Dalkeith, EH22 3AX

Dear Sir/Madam,

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
APPLICATION FOR GRANT OF A LATE HOURS CATERING LICENCE
PEPE'S, 94 HIGH STREET, MUSSELBURGH, EAST LOTHIAN, EH21 7EA.**

I refer to the above application for the grant of a Late Hours Catering Licence.

There is no Police objection to the application, however, I make the following representation in relation to the application –

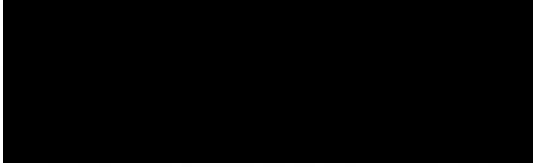
Musselburgh High Street has ongoing issues with anti-social behaviour. There have been several calls to the applicant's shop and the surrounding area over the past year related to this.

In the interest of the safety of staff, customers and the public I would recommend that this application is granted on the condition that the applicant satisfies the board:

1. There is suitable internal and external CCTV at the premises that records for a reasonable amount of time
2. Suitable security measures will be in place during late hours, such as the presence of an SIA licensed security guard.

OFFICIAL

Yours faithfully



Gregg Banks
Divisional Commander

For enquiries, please contact the Licensing Department on 0300 424 0033

Aitken, Christine (Licensing)

From: CivicLSO
Sent: 24 March 2026 13:08
To: Licensing
Subject: RE: Pepe's, 94 High Street, Musselburgh - LHC09/26

Hello Licensing,

I have no comments or objections to the Late Hours Catering application.

Kind regards

Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships

Email: LSO@eastlothian.gov.uk

Website:

<https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.eastlothian.gov.uk%2F&data=05%7C02%7Clicensing%40eastlothian.gov.uk%7C95461f1010ae4ad6b5f708de89a660db%7C85e771afe90a4487b4071322ba02cc82%7C0%7C0%7C639099544831574422%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAUMDAwMCIslAIiOiJXaW4zMilslkFOIjoiwWFpbClldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=GMU%2FyZbk9645mHDAImfpvAVIXQsoUCVLJgQhwczJ1Fc%3D&reserved=0>

Tel: 01620 827827 (switch board)

Please note the LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation . It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters.

-----Original Message-----

From: Licensing <licensing@eastlothian.gov.uk>

Sent: 19 March 2026 14:28

To: Lothian Scot Borders Licensing East Mid Lothian <lothianscotborderslicensingeastmid@scotland.police.uk>; CivicLSO <civicslo@eastlothian.gov.uk>; Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>; Torquil Cramer (torquil.cramer@firescotland.gov.uk) <torquil.cramer@firescotland.gov.uk>

Subject: FW: Pepe's, 94 High Street, Musselburgh - LHC09/26

Good Afternoon

Please find attached application for Late Hours Catering for Pepe's 94 High Street, Musselburgh for report.

Gillian

Gillian Herkes
Licensing Officer
Democratic & Licensing Services
John Muir House
Haddington

East Lothian Council
01620 827664
gherkes@eastlothian.gov.uk

Please note :- My working days are Tuesday to Friday

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[https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.eastlothian.gov.uk%2Fimages%2FELC_Be_Nice_EMAIL_FOOTER__zerotolerance_1.png&data=05%7C02%7Clicensing%40eastlothian.gov.uk%7C95461f1010ae4ad6b5f708de89a660db%7C85e771afe90a4487b4071322ba02cc82%7C0%7C0%7C639099544831629182%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIsIlAiOiJXaW4zMilslkFOIjoITWFpbCIsIl dUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Fn8ifH1zQyj6es6D342v37N1tdcVFG1UVucvIXXsoU%3D&reserved=0]

SH0047126

5/11/26

East Lothian Council



Police/Civic LSO
ENR/H/TS
10/4.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / RENEWAL OF A SECOND HAND DEALER LICENCE

7

East Lothian Council
Licensing

10 APR 2026

Received

This application form is in several parts for different things. Which parts you need to complete depends on what you are applying for:

Part A	About you (the applicant)	p1
Part B	Day to Day Manager	p3
Part C	Grant or Renewal of a licence	p3
Part D	Declaration	p4

Part A – About the applicant

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

THOMSON

Forename ANDREW

Trading Name (if different)

Home Address

Postcode

Tel. No. email address

Date of birth Age

Place of birth

Is applicant to carry out day-to-day management of the activity?

YES NO

To be completed if a non-natural person (organisation, company, partnership etc)

Is the applicant a company, partnership or organisation (*please tick appropriate box*)

Company

Partnership

Organisation

Name of business _____

Registered or Principal address of business _____

_____ Postcode _____

Telephone number _____

Email address _____

Names, home addresses and dates of birth of all directors, partners or other persons responsible for management:

Part B – Day to Day Manager

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Part C – Grant or Renewal of License

What type of licence are you applying for?

GRANT RENEWAL

Where will you trade? Provide names and / or addresses of all business premises (where applicable)

██████ INGLIS AVENUE

Type of goods you propose to trade / sell

VEHICLE PARTS, VEHICLE RESTORATION PROJECTS,
CLASSIC VEHICLES

Specify days and hours you propose to trade

9 AM - 9 PM Monday - Sunday

Motor Dealers only

Where will the vehicles be stored?
Provide names and / or addresses of all business premises

INGLIS AVENUE

Where will the vehicles be inspected / tested before being offered for sale?
Provide names and / or addresses of all business premises

██████ INGLIS AVENUE , by Myself

Part D - Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES NO

If Yes, provide particulars below. **NB - All crimes and offences must be declared:**

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a Second Hand Dealer licence? YES NO

If Yes:

When was the licence granted _____

When does it expire _____

Which authority granted the licence _____

Has any party named in Parts A or B ever applied for and been refused an application for a Second Hand Dealer Licence? YES NO

If Yes:

Name of applicant _____

When was it refused _____

Which authority refused the licence _____

(Delete as applicable)

A) ~~I/We~~ declare that ~~I/We~~ shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, the appropriate Site Notice

I/We declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access:

but was unsuccessful.

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief

Signature of applicant



Signature of day to day manager

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction

Please return the completed application form, relevant documents and fee to Licensing Office, East Lothian Council, John Muir House, Haddington, EH41 3HA
This application form must be lodged, together with the appropriate fee not less than 6 weeks before the proposed commencement date of the licence
Please note that the application fee is non-returnable.

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

Aitken, Christine (Licensing)

From: Scott Dishington <Scott.Dishington@scotland.police.uk>
Sent: 21 April 2026 15:04
To: Licensing
Subject: SECOND HAND DEALER APPLICATION REF: SHD047.26 : ANDREW THOMSON
Attachments: SHD047.26 ANDREW THOMSON.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.

No police objections.

Regards

Scott

Licensing

From: CivicLSO
Sent: 20 April 2026 13:47
To: Licensing
Subject: RE: SHD047/26 Andrew Thomson

Hello Licensing,

Further to my email below I would like to add information regarding this application which only became known when I conducted a site notice check (16 April 2025 at 1545hrs) at the applicant premise address [REDACTED] Inglis Avenue, EH32 0AG). I did not take any photos of the site at the time due to the information received.

[REDACTED] Inglis Avenue, EH32 0AG the address referenced on the application form is the dwelling of the applicant Mr A Thomsons parents. There is a small driveway at the front of the terraced property but no room for second hand vehicles to be parked other than the occupants' own vehicles. I did speak to the father at the property, and he confirmed that a site notice was not being displayed at the address due to him not agreeing to the applicant (their son) using his address as a second-hand dealer premise. The father mentioned that he was not happy with the situation, nor did he want to annoy neighbours in the street by displaying a site notice at his property as it may look like he supported the application, and that he did not. He confirmed that neighbours frequently complain about vehicles being parked up and down the street by his son which are intended for second hand dealership. Mr A Thomson has referenced 'Inglis Avenue' on his application form as the business address where vehicles will be stored, this is in fact a residential street. He has also referenced his parents address as where he will test the vehicles before sale. This does not appear to be supported by his parent.

Mr A Thomsons father also pointed out that a property further along the road regularly housed second hand vehicles of his sons in exchange for money (rent). At the time I saw three vehicles in the front yard of number 29. I was further informed that the applicant Mr A Thomson had a separate garage that he utilised and was pointed in the direction of that garage. I did take a look at the garage and saw that it was one which was amongst two rows of garages which are used only for those belong to nearby dwellings, only one vehicle at a time could fit into any garage, which look to be for storage of one vehicle only due to their small size rather than be used as a workshop. There is not a commercial garage within the locality of the applicants' premise address.

I further checked the area around the garage and the house, along the residential street and found there to be no site notice available for the public to view for a period of 21 days should they wish to object or make representations to the application which is a requirement of the Civic Government (Scotland) Act 1982 and is referenced at part 6 of the East Lothian Council guidance notes for the grant/renewal of a second hand dealers licence.

Kind regards

Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships
East Lothian Council

Tel: 01620 827827 (switch board)

Email: civiclso@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Aitken, Christine (Licensing)

From: CivicLSO
Sent: 14 April 2026 12:23
To: Licensing
Subject: RE: SHD047/26 Andrew Thomson

Hello licensing,

I have no objections to the application SHD047/26. I will check the site notice first thing tomorrow and update the team accordingly. I have no other comments.

Kind regards

Licensing Standards Officer
Trading Standards
Protective Services
Communities & Partnerships
East Lothian Council

Tel: 01620 827827 (switch board)

Email: civiclso@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

****Please note an LSO is not permitted to provide legal advice and can only assist you with guidance as to what is required under licensing legislation. It is recommended that you consult with a licensing agent or solicitor if you require legal advice on matters****

From: Licensing <licensing@eastlothian.gov.uk>
Sent: 10 April 2026 13:32
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk)
<lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; CivicLSO <civiclso@eastlothian.gov.uk>;
Environmental Health/Trading Standards <ehts@eastlothian.gov.uk>
Subject: SHD047/26 Andrew Thomson

Good Afternoon, please find attached Second Hand Dealer application for Andrew Thomson for report.

- Nicky, can the site notice be checked please

Regards

Arlene

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