

~~TRUST~~
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CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR GRANT / RENEWAL OF SHORT-TERM LET LICENCE

3

PART 1: ABOUT YOU

East Lothian Council
Licensing

Are you applying as an individual or corporate entity?

30 APR 2026

Individual

Corporate Entity

Received

Fill in if you are applying as an individual:

Title Miss

Your full name Victoria Smith

Date of birth [REDACTED]

Place of birth [REDACTED]

Home Address [REDACTED]

Postcode [REDACTED]

Tel. No. [REDACTED]

Email address [REDACTED]

Please provide your home address history for the last 5 years with no gaps or overlaps, starting with the most recent. Please confirm the dates you resided at these properties (continue on a separate sheet if necessary):

Addresses (last 5 years)	Postcode	Date from (mm/yy)	Date to (mm/yy)

Agent(s) & Day to Day Manager(s)

Do you have or intend to appoint an agent or day-to day manager?

Yes No

If you answered yes, please provide details for your agent(s) or day to day manager(s).

Trading Name and Nominated Individual _____

Alan Smith

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 Bramerton House, 29 Dirleton Avenue, North Berwick

Postcode EH39 4BE

Unique Property Reference Number (if known) _____

EPC Rating* Band E

** (if applicable – not required for home sharing or unconventional accommodation)*

Please select the type of premises:

Detached House Semi-detached house
 Terraced House Flat
 Unconventional accommodation

From the following options, please select the description that best describes your short-term let:

- | | | | |
|---------------|-------------------------------------|----------------------------|--------------------------|
| Self-catering | <input checked="" type="checkbox"/> | B&B | <input type="checkbox"/> |
| Guest house | <input type="checkbox"/> | Other form of home sharing | <input type="checkbox"/> |
| Home letting | <input type="checkbox"/> | | |

Specify the number of rooms within the premises used as:

Bedrooms 1 Bed/Sitting rooms 0

Bathrooms 1 Kitchens 1

Lounges 1

Other (please specify) _____

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

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

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

Please select the application type:

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

If you are applying to renew or alter your licence, please complete the following fields. If submitting a new application where the property has never been used as a licensed short-term let before, please proceed to 'The Type of Short Term Licence you require' (below).

Existing licence number _____

Existing licence expiry date _____

If you are submitting a new application where the property has been used as a licensed short-term let before, please complete the following fields.

Previous licence number _____

Previous licence expiry date _____

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

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	£1,154
Annual gas certificate (for premises with a gas supply)	Valid to: ___ N/A ___ / ___
Electrical Installation Condition Report	Valid to: 29 / 04 / 2031
Portable Appliance Testing Report	Valid to: 29 / 04 / 2032
Fire Risk Assessment	YES
Fire Service Safety Checklist	YES
Legionella Risk Assessment	YES
Planning permission (for premises within a control area or where requested by the licensing authority)	Planning application reference number: N/A
Floor plan	YES
EPC Certificate (for premises which are dwellinghouses)	Valid to: 15 / 12 / 2035
Public Liability Insurance	Valid to: 29 / 04 / 2027
Proof of consent from owner (if applicable)	N/A
Waste Management contract (when registered for Business Rates)	Valid to: ___ / N/A / ___
Evidence licence reference being displayed on listings/ advertising (Renewal applications only)	N/A

I have: (please tick to confirm (or enter N/A))	
Identified the owners and those involved in the day-to-day management of my premises	YES
Ensured that to the best of my knowledge all those named on my application are fit and proper persons	YES
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)	YES
Applied for planning permission (if required).	N/A
Noted the requirement to display my licence number and EPC rating on listings for my premises	YES
Proof that furniture and furnishings/the furniture and furnishings guests have access to, comply with fire safety regulations	YES
Read and understood the mandatory conditions that will apply to my licence	YES
Read and understood the additional conditions that will apply to my licence	YES

My premises (please tick to confirm (or enter N/A))	
Meets current statutory guidance for provision of fire, smoke and heat detection	YES
Meets statutory guidance for carbon monoxide alarms	YES
Meets the required regulations for private water supplies (for premises with a private water supply i.e not provided by Scottish Water)	N/A
Meets obligations with regard to the Tolerable and Repairing standard (applicable to dwellinghouses)	YES

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

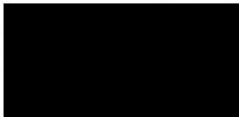
I declare that the information given in this application is correct to the best of my knowledge

Signed



Print name Victoria Smith

Date



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

The Civic Government (Scotland) Act 1982
(Licensing of Short-term Lets) Order 2022

PUBLIC NOTICE OF APPLICATION FOR SHORT-TERM LETS LICENCE

New application yes

Renewal

Applicant name Victoria Smith

Applicant's address

[REDACTED]

Postcode

[REDACTED]

Has applied to East Lothian Council for a Short-term lets licence.

Short term let premises address (if different from applicant's address)

Postcode

Type of license applied for

Home sharing

Home letting Yes

Home sharing and home letting

Secondary letting

Day-to-day manager / agent details (if different from applicant)

Name Alan Smith

Address

[REDACTED]

Postcode

[REDACTED]

Representations

Representations about the application may be made by any member of the public.

Representations **must**:

- be in writing;
- specify the grounds of the objection or, as the case may be, the nature of the representation;
- set out the name and address of the person making it;
- must be signed by the person, or on their behalf; and
- be made within 28 days of public notice of the application being given.

Copies of any representations will be given to the applicant. If a representation is made to the Licencing Authority after this date but before a final decision is taken on the application, then the Licensing Authority may consider the late representation if it is satisfied that it was reasonable for the representation to have been made after the deadline.

Representations should be sent to:
Licensing, John Muir House, HADDINGTON, EH41 3HA or
licensing@eastlothian.gov.uk

Date application lodged / public notice given 30/04/2026

Last date for representation 28/05/2026

- This notice must be displayed on or near the short-term let property in a position where it can be easily read by the public.
- This notice must be displayed for a period of 21 days from the date the application was lodged with the Licensing Authority.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the whole notice returned to the Licensing Authority at the address above.

The Civic Government (Scotland) Act 1982
(Licensing of Short-term Lets) Order 2022

CERTIFICATE OF COMPLIANCE

SHORT-TERM LETS LICENCE – CONFIRMATION OF DISPLAY OF PUBLIC NOTICE

Confirmation Of Display Of Notice

This section must be completed by the applicant and the whole notice returned to the East Lothian Council, Licensing, John Muir House, HADDINGTON, EH41 3HA or licensing@eastlothian.gov.uk at the end of the 21-day display period.

I (Full name of applicant) Victoria Smith

Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days

From 04/05/2025 ending on 25/05/2026

Applicant's signature 

Date 25/05/2026

Aitken, Christine (Licensing)

From: Michael Upton <Michael.Upton@scotland.police.uk>
Sent: 26 May 2026 15:58
To: Licensing
Subject: EL00588N - STL APP - 9 BRAMERTON HOUSE
Attachments: STL APPLICATION FORM.PDF

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

No police objections.

Mikey

O'Reilly, Arlene

From: Slight, Lynn
Sent: 11 May 2026 11:48
To: Short Term Lets
Subject: Fw: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE 26/01610/STL
Attachments: STL Application Form.pdf; EPC Full b.pdf; EICR_Ref47764912.pdf; Floorplan.pdf; Legionnaire Form.pdf; PAT_Test_Certificate_Ref_PT2459091.pdf

Good morning
Premises was inspected today and there are not objections to this application
Kind regards
Lynn

Sent from [Outlook for iOS](#)

From: Slight, Lynn <lsight@eastlothian.gov.uk>
Sent: Monday, May 11, 2026 9:59:46 AM
To: Slight, Lynn <lsight@eastlothian.gov.uk>
Subject: FW: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE 26/01610/STL

From: Environmental Protection <envprot@eastlothian.gov.uk>
Sent: 05 May 2026 10:08
To: Slight, Lynn <lsight@eastlothian.gov.uk>
Subject: FW: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE 26/01610/STL

26/01610/STL

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 04 May 2026 16:13
To: Environmental Protection <envprot@eastlothian.gov.uk>
Subject: FW: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

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

Regards

Arlene

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

O'Reilly, Arlene

From: Allan, James
Sent: 15 May 2026 11:40
To: Short Term Lets
Subject: RE: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

Good morning

I can confirm that planning permission would not be required for the use of the house of 9 Bramerton House, 29 Dirleton Avenue, North Berwick as short-term holiday let accommodation, as detailed in the submitted application form.

Kind regards

James Allan

From: Short Term Lets <stl@eastlothian.gov.uk>
Sent: 04 May 2026 16:11
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Parking <parking@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>
Subject: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

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

Regards

Arlene

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

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Rafferty, Alison (Licensing)

From: Business Support CPT
Sent: 04 May 2026 16:13
To: Short Term Lets
Subject: RE: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

Hi Arlene

We don't have any records of any ASB complaints re this address.

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: 04 May 2026 16:11
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Parking <parking@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>
Subject: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

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

Regards

Arlene

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

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Rafferty, Alison (Licensing)

From: Parking
Sent: 05 May 2026 07:42
To: Short Term Lets
Subject: RE: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

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: 04 May 2026 16:11
To: Lothian and Borders Police (lothianscotborderslicensingeastmid@scotland.pnn.police.uk) <lothianscotborderslicensingeastmid@scotland.pnn.police.uk>; Parking <parking@eastlothian.gov.uk>; Building Standards <buildingstandards@eastlothian.gov.uk>; Business Support CPT <businesssupportcpt@eastlothian.gov.uk>; Environment Reception <environment@eastlothian.gov.uk>
Subject: STL EL00588N 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

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

Regards

Arlene

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

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O'Reilly, Arlene

From: Licensing
Sent: 27 May 2026 14:09
To: Short Term Lets
Subject: FW: Objection planned Airbnb

From: Joanne McLare [REDACTED]
Sent: 27 May 2026 14:03
To: Licensing <licensing@eastlothian.gov.uk>
Subject: Objection planned Airbnb

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Dear Sir/Madam

I am writing to formally object to the application for a short-term let licence relating to 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE.

My objection is based on the likely adverse impact of the proposed use on neighbouring residents and the wider residential character of this small and close-knit development.

First, the proposed short-term let would result in a significant loss of privacy for existing residents. Bramerton House is not an anonymous or transient development; it is a small residential community with shared spaces and long established neighbourly relationships built on mutual trust and consideration. Residents routinely assist one another with matters such as accepting deliveries and overseeing communal areas. The introduction of a property operating as a short-term holiday let would fundamentally alter the nature of this environment, with a potentially rapid turnover of unknown occupants creating disruption and undermining the sense of security and privacy currently enjoyed by residents.

Second, there are serious concerns regarding increased activity and noise. Several adjoining households include very young children, including children under the age of three. The operation of a short-term let inherently carries a risk of late-night arrivals, departures, social gatherings and general disturbance associated with transient occupancy. Unlike permanent residents, short-term guests have limited connection to the community and reduced accountability to neighbours. This creates a material risk of noise nuisance and disturbance at unsociable hours in what is presently a quiet residential setting.

Third, there are unresolved concerns regarding traffic generation, parking pressure, and road safety. The communal nature of the development means that additional vehicle movements associated with guest turnover could have a disproportionate impact on residents. There is already uncertainty surrounding revised parking arrangements and restrictions in the nearby Ware Road area. Additional guest vehicles, unfamiliar drivers maneuvering within shared spaces, and increased loading and unloading activity could contribute to congestion and create safety risks, particularly for young children using communal areas.

Aitken, Christine (Licensing)

From: Licensing
Sent: 26 May 2026 07:11
To: Short Term Lets
Subject: FW: Objection to Short-Term Let Licence Application – 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

From: Louise Crain [REDACTED]
Sent: 25 May 2026 21:49
To: Licensing <licensing@eastlothian.gov.uk>
Cc: Jason Crain [REDACTED]
Subject: Fwd: Objection to Short-Term Let Licence Application – 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

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Louise Crain

[REDACTED]
25 May 2026

Licensing
John Muir House
Haddington
EH41 3HA

Re: Objection to Short-Term Let Licence Application – 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE

Dear Sir/Madam,

I am writing to formally object to the application for a short-term let licence relating to 9 Bramerton House, 29 Dirleton Avenue, North Berwick EH39 4BE.

My objection is based on the likely adverse impact of the proposed use on neighbouring residents and the wider residential character of this small and close-knit development.

First, the proposed short-term let would result in a significant loss of privacy for existing residents. Bramerton House is not an anonymous or

transient development; it is a small residential community with shared spaces and long-established neighbourly relationships built on mutual trust and consideration. Residents routinely assist one another with matters such as accepting deliveries and overseeing communal areas. The introduction of a property operating as a short-term holiday let would fundamentally alter the nature of this environment, with a potentially rapid turnover of unknown occupants creating disruption and undermining the sense of security and privacy currently enjoyed by residents.

Second, there are serious concerns regarding increased activity and noise. Several adjoining households include very young children, including children under the age of three. The operation of a short-term let inherently carries a risk of late-night arrivals, departures, social gatherings, and general disturbance associated with transient occupancy. Unlike permanent residents, short-term guests have limited connection to the community and reduced accountability to neighbours. This creates a material risk of noise nuisance and disturbance at unsociable hours in what is presently a quiet residential setting.

Third, there are unresolved concerns regarding traffic generation, parking pressure, and road safety. The communal nature of the development means that additional vehicle movements associated with guest turnover could have a disproportionate impact on residents. There is already uncertainty surrounding revised parking arrangements and restrictions in the nearby Ware Road area. Additional guest vehicles, unfamiliar drivers manoeuvring within shared spaces, and increased loading and unloading activity could contribute to congestion and create safety risks, particularly for young children using communal areas.

Taken together, these issues represent a substantial and harmful change to the character and amenity of this residential community. The proposed use is not compatible with the established nature of the development and would adversely affect the quiet enjoyment, privacy, and safety of neighbouring residents.

I respectfully request that these concerns be given full consideration and that the application be refused

Yours Sincerely

Louise Crain