

Agenda item	3.1
Report no	HLC/66/25

THE HIGHLAND COUNCIL

Committee: THE HIGHLAND LICENSING COMMITTEE

Date: 29 April 2025

Report title: Application for the grant of a short term let licence –
Glennerrick House, Wester Drummond, Whitebridge, IV2 6UP
(Ward 12 – Aird and Loch Ness)

Report by: The Principal Solicitor – Regulatory Services

1. Purpose/Executive Summary

1.1 This report relates to an application for the grant of a short term let licence.

2. Recommendation

2.1 Members are asked to determine the application in accordance with the Council's hearings procedure.

3. Background

- 3.1 In terms of The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022, a licence is required for residential accommodation for use as a short term let.
- 3.2 In terms of the abovementioned Act, the Licensing Authority have twelve months from receipt of the application to determine the same, therefore this application must be determined by 12 May 2025. Failure to determine the application by this time would result in the application being subject of a 'deemed grant' which means that a licence would require to be issued on 13 May 2025 for a period of 12 months. The application is before this Committee as this is the last meeting before the determination date expires.
- 3.3 Short term let means the use of residential accommodation provided by a host in the course of business to a guest, where all of the following criteria are met:
- The guest does not use the accommodation as their only or principal home
 - The short term let is entered into for commercial consideration
 - The guest is not:
 1. An immediate family member of the host
 2. Sharing the accommodation with the host for the principal purpose of advancing the guest's education as part of an arrangement made or approved by a school, college, or further or higher educational institution, or
 3. an owner or part-owner of the accommodation
 - the accommodation is not provided for the principal purpose of facilitating the provision of work or services by the guest to the host or to another member of the host's household
 - the accommodation is not excluded accommodation, and
 - the short-term let does not constitute an excluded tenancy

4. Application

- 4.1 On 13 May 2024 a validated application for the grant of a short term let licence was received from Ms Alexandra Louise MacFarlane.
- 4.2 The property to which the application relates is Glenerrick House, Wester Drummond, Whitebridge, IV2 6UP (the "Premises"). A site plan was provided by the applicant as part of the application process and is attached as an appendix to this report (**Appendix 1**). The Premises are those edged in red on the plans on page 1 of Appendix 1.
- 4.3 The application for the short term let licence has been made on the basis that the Partnership of Ms Alexandra Louise MacFarlane and Mr Johnathon Tully are the host/operators of the Premises. The application has been made as an 'existing host' on the basis that the Premises were operated by them as a short term let property prior to 1 October 2022.
- 4.4 The said Partnership is named on the application as the owner of the Premises.
- 4.5 The person named on the application as being responsible for the day-to-day management of the Premises is the said Ms MacFarlane.

- 4.6 The type of letting which has been applied for is 'secondary letting', which means the host/operator is letting a property where they do not normally live.
- 4.7 The Premises is described as a dwellinghouse which can accommodate a maximum capacity of eighteen guests. Floor plans of the Premises were provided by the applicant as part of the application process, and these can be found on pages 2 and 3 of Appendix 1. In addition, there is an external socialising area which accommodates hot tubs and sauna pod.

5. Process

- 5.1 The application was circulated to the following Agencies/Services for consultation:
- Police Scotland;
 - Scottish Fire & Rescue Service; and
 - Highland Council Environmental Health Service.
- 5.2 Police Scotland and The Highland Council's Environmental Health Service have both confirmed that they have no objections to the application.

6. Late Representation

- 6.1 The Scottish Fire and Rescue Service submitted non-timeous representations, which were received by email on 18 February 2025 and 24 March 2025. These representations were received after the 28-day period for objections or representations to be made had elapsed, namely on 11 June 2024 and therefore they cannot automatically be considered by the Committee.
- 6.2 At the meeting, the Scottish Fire and Rescue Service will be invited to address the Members as to the reason why these representations were submitted after the required timescale. The applicant will be invited to address the Committee on the same and thereafter Members will require to determine whether there were sufficient reasons for the late representations and whether they should be heard.
- 6.3 If the Committee are minded to accept the emails of representation, copies of same will be circulated at the meeting. If not, the application will be determined in their absence.

7. Certificate of Compliance

- 7.1 The applicant has provided a certificate of compliance confirming that a public notice of application for their short term let licence was displayed at or near the Premises for a period of 21 days from 27 May 2024. No public objections have been received.

8. Determining issues

- 8.1 Paragraph 5(3) of Schedule 1 of the Civic Government (Scotland) Act 1982 states that a licensing authority may refuse an application to grant or renew a licence where:
- a) The applicant or, where the applicant is not a natural person, any director of it or partner in it or any other person responsible for its management, is either:

- i. for the time being disqualified under section 7(6) of the Civic Government (Scotland) Act 1982, or;
 - ii. is not a fit and proper person to be the holder of the licence.
- b) The activity to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant or renewal of such licence if he made the application himself;
- c) where the licence applied for relates to an activity consisting of or including the use of premises or a vehicle or vessel, those premises are not or, as the case may be, that vehicle or vessel is not suitable or convenient for the conduct of the activity having regard to—
 - (i) the location, character or condition of the premises or the character or condition of the vehicle or vessel;
 - (ii) the nature and extent of the proposed activity;
 - (iii) the kind of persons likely to be in the premises, vehicle or vessel;
 - (iv) the possibility of undue public nuisance; or
 - (iv) public order or public safety; or
- d) there is other good reason for refusing the application.

If required, the Principal Solicitor – Regulatory Services will offer particular advice on the criteria relating to this particular application.

- 8.2 A copy of this report has been sent both to the applicant and Scottish Fire and Rescue Service who, in the terms of paragraph 4(2) of the Civic Government (Scotland) Act 1982, have been invited to attend and will be provided with an opportunity to be heard by the Committee.
- 8.3 Both parties have also been advised of the procedure which will be followed at the meeting which may also be viewed via the following link:

[Licensing hearings procedures | Licensing hearings procedure \(Licensing Committee\) \(highland.gov.uk\)](https://www.highland.gov.uk/licensing-hearings-procedures)

9. Policies

The following policy is relevant to this application:

- Short-term let licensing policy statement (which includes the mandatory and additional licence conditions attached to all Short Term Let Licences):-

A copy of this policy can accessed [here](#) or a hard copy can be supplied where requested.

10. Implications

- 10.1 Not applicable.

Date: 1 April 2025

Author: Alexander Florence

Reference: [FS550118426](#)



Background Papers:

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

Appendix:

Appendix 1: Site plan detailing the extent of the Premises and floor plans for the Premises;



Site Plan

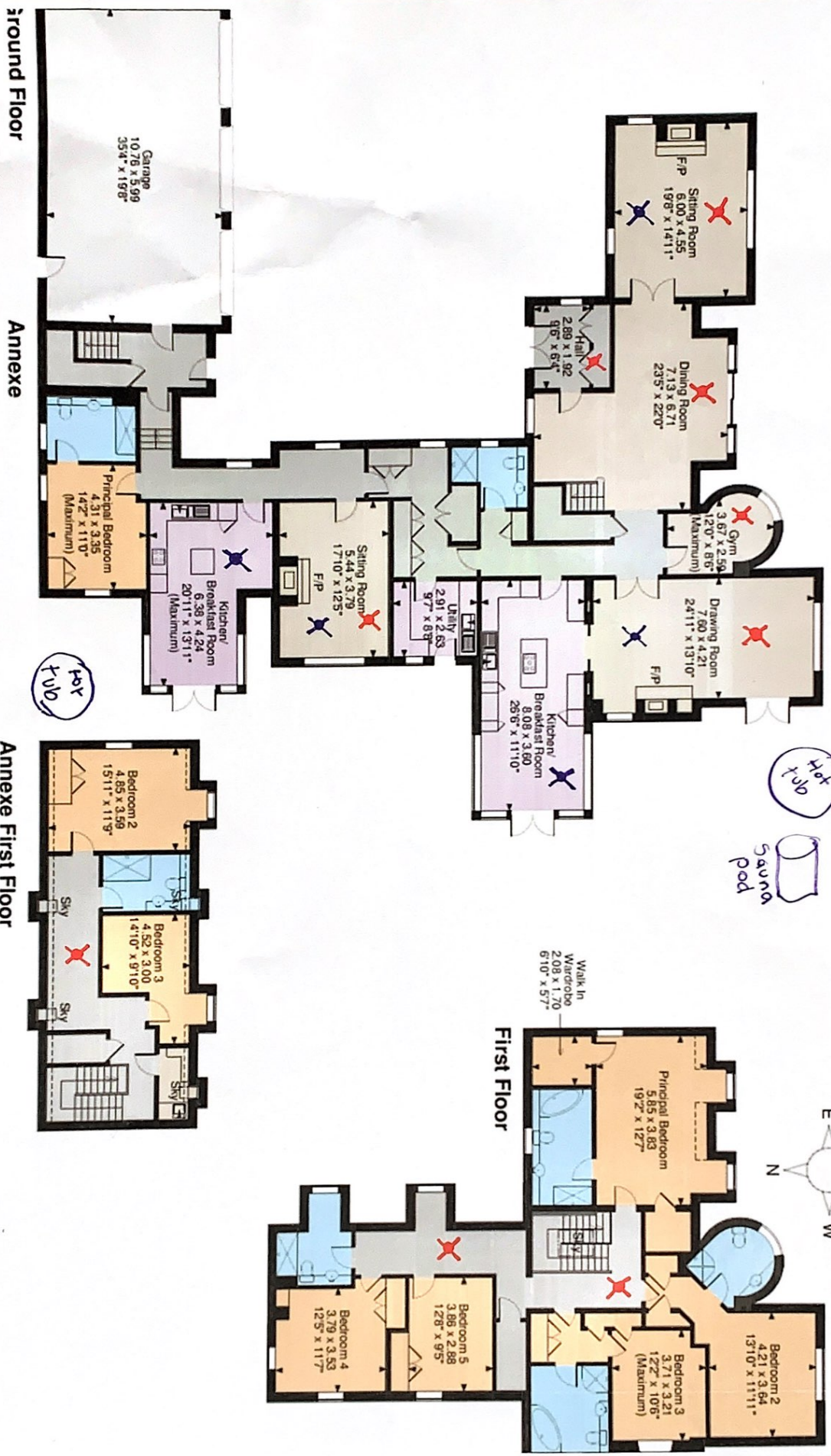
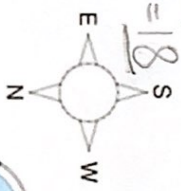
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Floor Plans. See additional sheet for fire escape routes.
 Glenerrick House, Wester Drummond, Whitebridge

Smoke + Heat detector locations = 
 Carbon Monoxide detectors = 
 Maximum occupancy capacity = 18



Ground Floor

Annexe

Annexe First Floor

First Floor

Hot tub

Hot tub

Glennerrick House Fire Action Notice – Master Bedroom – Main House – Please familiarise yourself with the layout of the house, the position of fire extinguishers and your escape route options from each room. The red line shows your nearest available escape route.

In the event of a fire, leave building by nearest available safe exit, please close doors behind you, meet/ wait for others at the assembly point, and do not return to the building until authorised to do so. Once safely outside, please call fire brigade on 999.

Glennerrick House, Wester Drummond, Whitebridge

