

Agenda item	3.10
Report no	HLC/75/25

THE HIGHLAND COUNCIL

Committee: THE HIGHLAND LICENSING COMMITTEE

Date: 29 April 2025

**Report title: Application for the grant of a short term let licence –
9 Glasdrum Road, Fort William, PH33 6DD
(Ward 21 – Fort William and Ardnamurchan)**

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 15 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 14 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 15 May 2024 a validated application for the grant of a short term let licence was received from Ms Paula Taylor.
- 4.2 The property to which the application relates is 9 Glasdrum Road, Fort William, PH33 6DD (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 coloured pink on the plan on page 1 of Appendix 1.
- 4.3 The application for the short term let licence has been made on the basis that the said Ms Taylor will be the host/operator of the Premises. The host/operator has applied for a short term let licence as an 'existing host' on the basis that the Premises were operated as a short term let property prior to 1 October 2022.
- 4.4 Ms Taylor 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 Taylor.

- 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 are described as a two storey semi-detached dwellinghouse which can accommodate a maximum capacity of four guests. The Premises comprise of two bedrooms, a bathroom, kitchen and combined lounge/diner. Floor plans of the Premises were provided by the applicant as part of the application process, and these can be found on pages 2, 3 and 4 of **Appendix 1**.

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, Scottish Fire & Rescue Service and the Highland Council's Environmental Health Service have all confirmed that they have no objections to the application.

6. Certificate of Compliance

- 6.1 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 15 November 2024.

7. Non-Timeous Objection

- 7.1 An objection to the application was received by email on 5 June 2024 from Mrs Lynda Tillet, however this was received prior to the 28 day period for objections / representations to be made by members of the public had commenced, namely on 15 November 2024, and therefore this objection cannot automatically be considered by the Committee.
- 7.2 At the meeting, Mrs Tillet will be invited to address the Members as to the reason why the objection was submitted prior to the 28 period for objections / representations to be made. 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 non timeous objection and whether it should be heard.
- 7.3 If the Committee are minded to accept the non-timeous objection, a copy will be circulated at the meeting. If not, the application will be determined in its absence. If the non timeous objection is accepted and in the event that the non-timeous objection contains points which should not be taken into account by the Committee when determining this licence application, as they are outwith the scope of the grounds that a licensing authority can consider in terms of the refusal of an application to grant or renew a licence, as detailed at point 8.1 of this Report, the Principal Solicitor – Regulatory Services will offer further advice or clarification to the Committee on such points.

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 to the applicant and the objector who, in 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 \(Licensing Committee\) \(highland.gov.uk\)](#)

9. Policies

- 9.1 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: Maureen Duffy

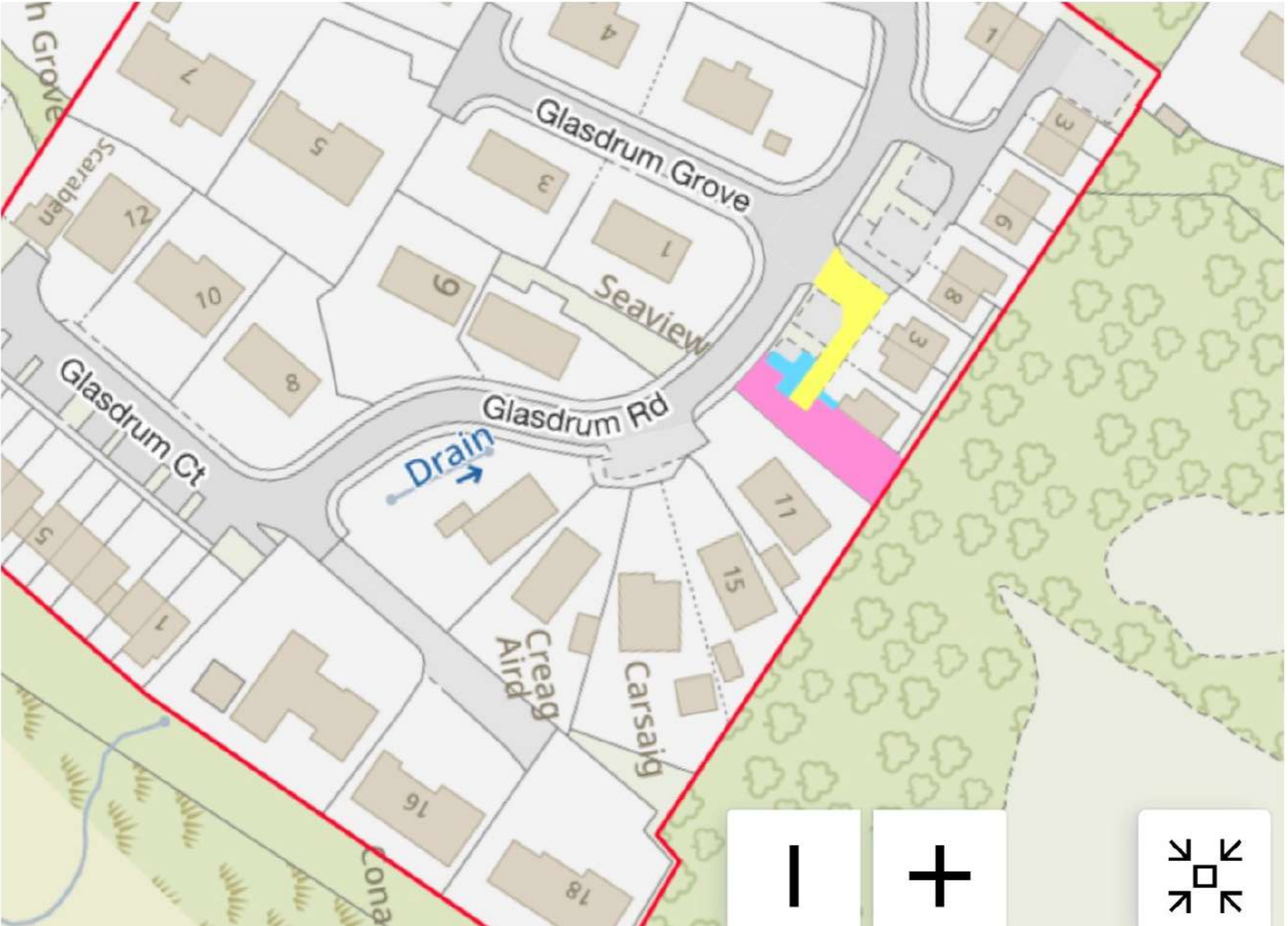
Reference: [FS538173246](#)

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 for the Premises and floor plan for the Premises.



[Explore this property on map](#)

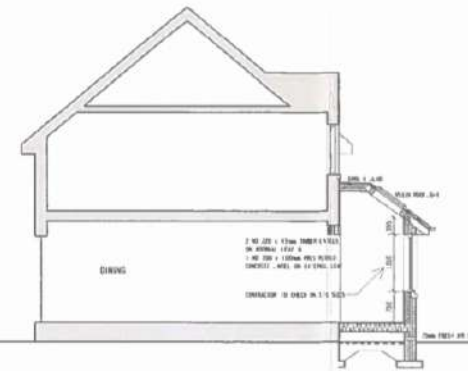
Privacy - T



FRONT ELEVATION



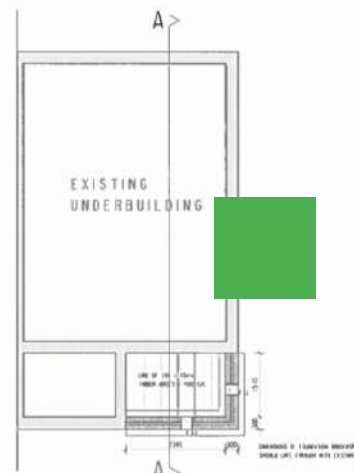
SIDE ELEVATION



SECTION AA



GROUND FLOOR PLAN



GROUND FLOOR PLAN

The Highland Council
Comhairle na Gàidhealtachd

The Highland Council Building Standards Service

Building Warrant Reference 17/00206/DOM3
APPROVED 13.02.2017

Glenn Campbell
Building Standards Manager

Note:
The contractor will be held to have checked all dimensions before commencing work and any variation to the extent of completion of work shall be deemed to be the contractor's responsibility. The contractor shall be held to be responsible for any errors or omissions in this drawing.

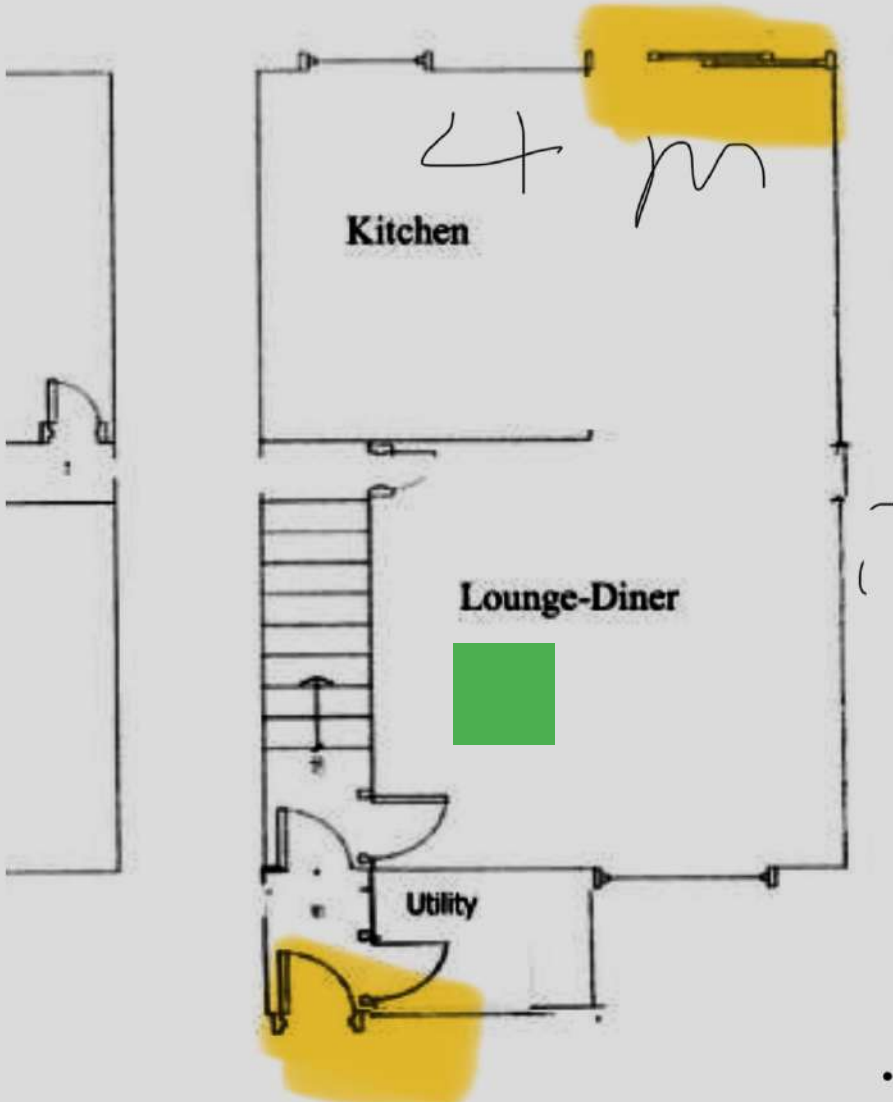
Warning: This drawing is copyright and all rights are reserved. Unauthorised copying or use is prohibited.

PROPOSED EXTENSION TO 5 GLASGOW ROAD, FORT WILLIAM
MR. & MRS. HORTON
WORKING DRAWING
J CORBETT ARCHITECTURE
JERRY CORBETT ARCHITECTURAL CONSULTANT THE OAKS, PERRIN PLACE, FORT WILLIAM, PIPER DAIR 01479 488227 / J.ARMSTRONGARCHITECTURE.CO.UK
1:50 - A1
14/01/14
NOV 2017
CORBETT

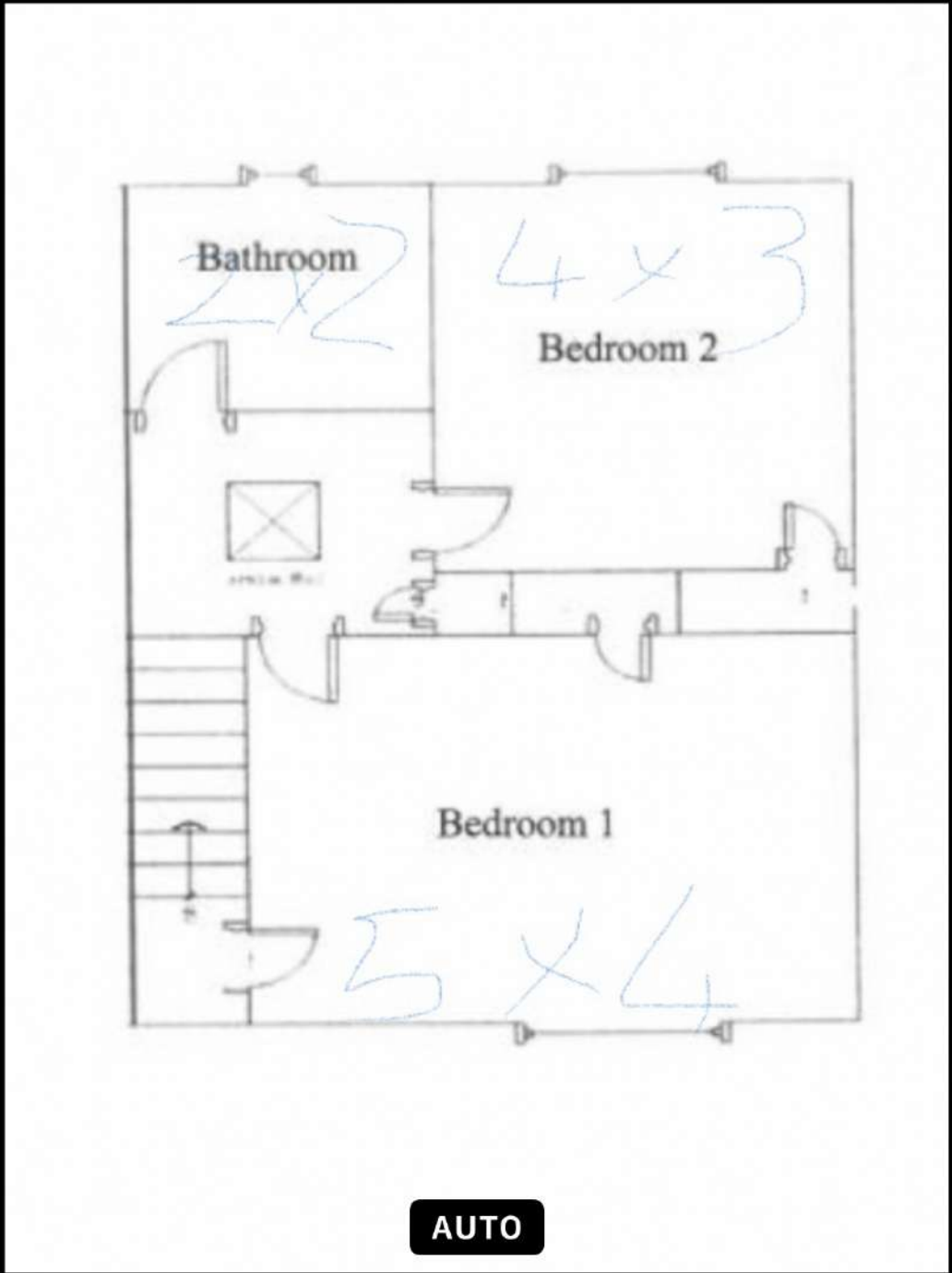


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📷 Photos



Fire exit



AUTO



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