

Agenda item	14.1
Report no	HLC/141/25

THE HIGHLAND COUNCIL

Committee: THE HIGHLAND LICENSING COMMITTEE

Date: 16 September 2025

**Report title: Application for the grant of a short term let licence –
Moorside, 20 Borve, Portree, IV51 9PE (Ward 10 – Ross &
Skye)**

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 27 October 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 28 October 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 28 October 2024 a validated application for the grant of a short term let licence was received from Miss Samantha O'Flynn.
- 4.2 The property to which the application relates is Moorside, 20 Borge, Portree, IV51 9PE (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 marked up as "20 Moorside" on the plan found on the top half of page 1 of Appendix 1.
- 4.3 The application for the short term let licence has been made on the basis that the said Miss O'Flynn will be the host/operators 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 Mr Angus Macdonald 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 Miss O'Flynn.

- 4.6 The type of letting which has been applied for is 'home sharing', which means the host/operator is using all or part of their own home for short-term lets whilst they are there.
- 4.7 The Premises is described as a detached seven-bedroom dwellinghouse which can accommodate a maximum capacity of ten 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.

5. Process

5.1 The application was circulated to the following Agencies/Services for consultation:

- Police Scotland;
- Scottish Fire & Rescue Service;
- Highland Council Environmental Health Service; and
- Highland Council Building Standards.

5.2 Police Scotland and the Highland Council's Environmental Health Service have both confirmed that they have no objections to the application.

6. Scottish Fire and Rescue Service

6.1 The Scottish Fire and Rescue Service submitted a non-timeous representation, which was received by email on 4 December 2024. This representation was received after the 28-day period for objections or representations to be made had elapsed, namely on 26 November 2024 and therefore it 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 this representation was 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 representation and whether it should be heard.

6.3 If the Committee are minded to accept the representation, copies of same will be circulated at the meeting. If not, the application will be determined in its absence.

7. Highland Council Building Standards

7.1 The Highland Council's Building Standards service submitted a non-timeous representation, which was received by email on 3 December 2024. This representation was received after the 28-day period for objections or representations to be made had elapsed, namely on 26 November 2024 and therefore it cannot automatically be considered by the Committee.

7.2 At the meeting, Highland Council's Building Standards will be invited to address the Members as to the reason why this representation was 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 representation and whether it should be heard.

7.3 If the Committee are minded to accept the representation, copies of same will be circulated at the meeting. If not, the application will be determined in its absence.

8. Certificate of Compliance

- 8.1 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 28 October 2024. No public objections have been received in connection with this licence application.

9. Determining issues

- 9.1 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.

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

10. Policies

10.1 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.

11. Implications

11.1 Not applicable.

Date: 19 August 2025

Author: Martina Plechacova

Reference: [FS550565291](#)

Background Papers:

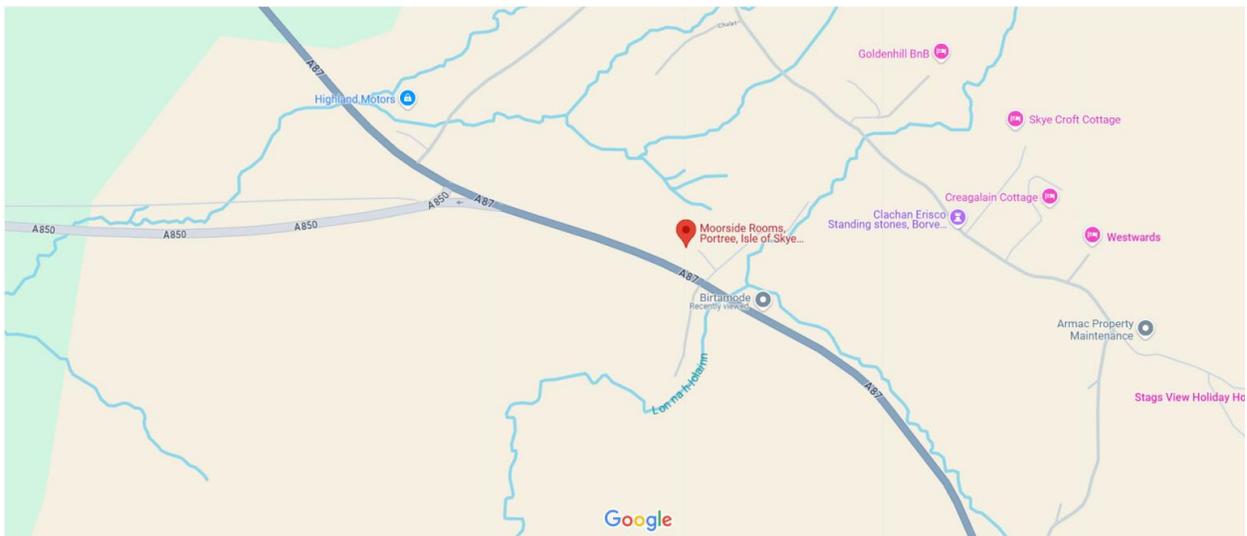
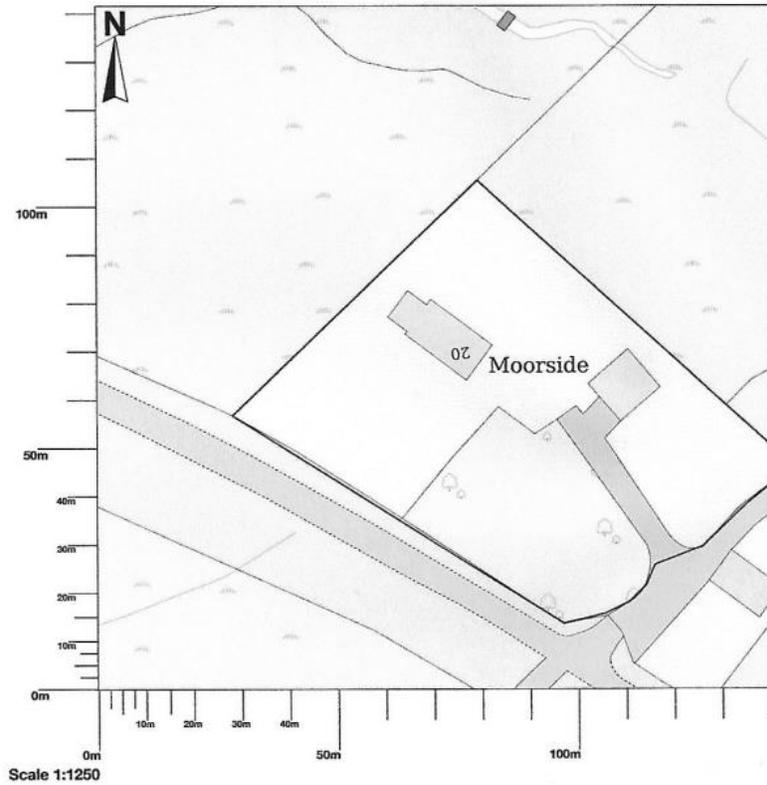
- Civic Government (Scotland) Act 1982
- The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022

Appendix:

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

APPENDIX 1

Moorside, 20 Borve, Portree, IV51 9PE



FIRST FLOOR

