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| Agenda<br>item |
| Report<br>no   |

**10.3**

**HLC/162/25**

**THE HIGHLAND COUNCIL**

**Committee: THE HIGHLAND LICENSING COMMITTEE**

**Date: 28 October 2025**

**Report title: Application for the grant of a short term let licence –  
17 Bellfield Park, Inverness IV2 4TA (Ward 14 – Inverness  
Central)**

**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 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 2025 a validated application for the grant of a short term let licence was received from Mr Kevin MacDonald.
- 4.2 The property to which the application relates is 17 Bellfield Park, Inverness IV2 4TA (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 plan on page 1 of Appendix 1.
- 4.3 The application for the short term let licence has been made on the basis that Ms Jennifer Patricia Larsen will be the host/operator of the Premises. The application was made after 1 October 2023 and, as such, the host/operator cannot operate the premises as a short term let until they have obtained a licence.
- 4.4 Ms Larsen 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 Larsen.
- 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 six guests. Floor plans of the Premises were provided by the applicant as part of the application process, and these can be found on page 2 of Appendix 1.

## 5. Process

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

- Police Scotland;
- Highland Council Environmental Health Service; and
- Highland Council Building Standards.

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

5.3 The Scottish Fire & Rescue Service was not further consulted on the application as the fire safety checklist, which was completed by the applicant pertaining to the application was deemed satisfactory.

## 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 5 June 2025.

## 7. Public objections

7.1 It is open to any member of the public to submit an objection or representation in relation to an application for a licence for a short term let licence.

During the notice of display period, the following timeous objections were received and are attached as an Appendices to this report:

- Objection received by email on 16 June 2025 from Mr James Anderson and Mrs Lianne Brown (**Appendix 2**); and
- Objection received by email on the 25 June 2025 from Ms Sarah Jane Kerr (**Appendix 3**).

## 8. Determining issues

8.1 Paragraph 5(3) of Schedule 1 of the Civic Government (Scotland) Act 1982 states that a licensing authority shall 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 both objectors 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.
- 8.3 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:

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

## **9. Observations on objections/representations**

- 9.1 In the letter and email of objection found at Appendices 2 and 3, points have been made 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.
- 9.2 If required, the Principal Solicitor – Regulatory Services will offer further advice or clarification on these points.

## **10. 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.

## 11. Implications

11.1 Not applicable.

Date: 2 October 2025

Author: Elaine Hanby

Reference: [FS712988745](#)

Background Papers:

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

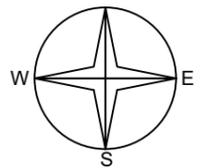
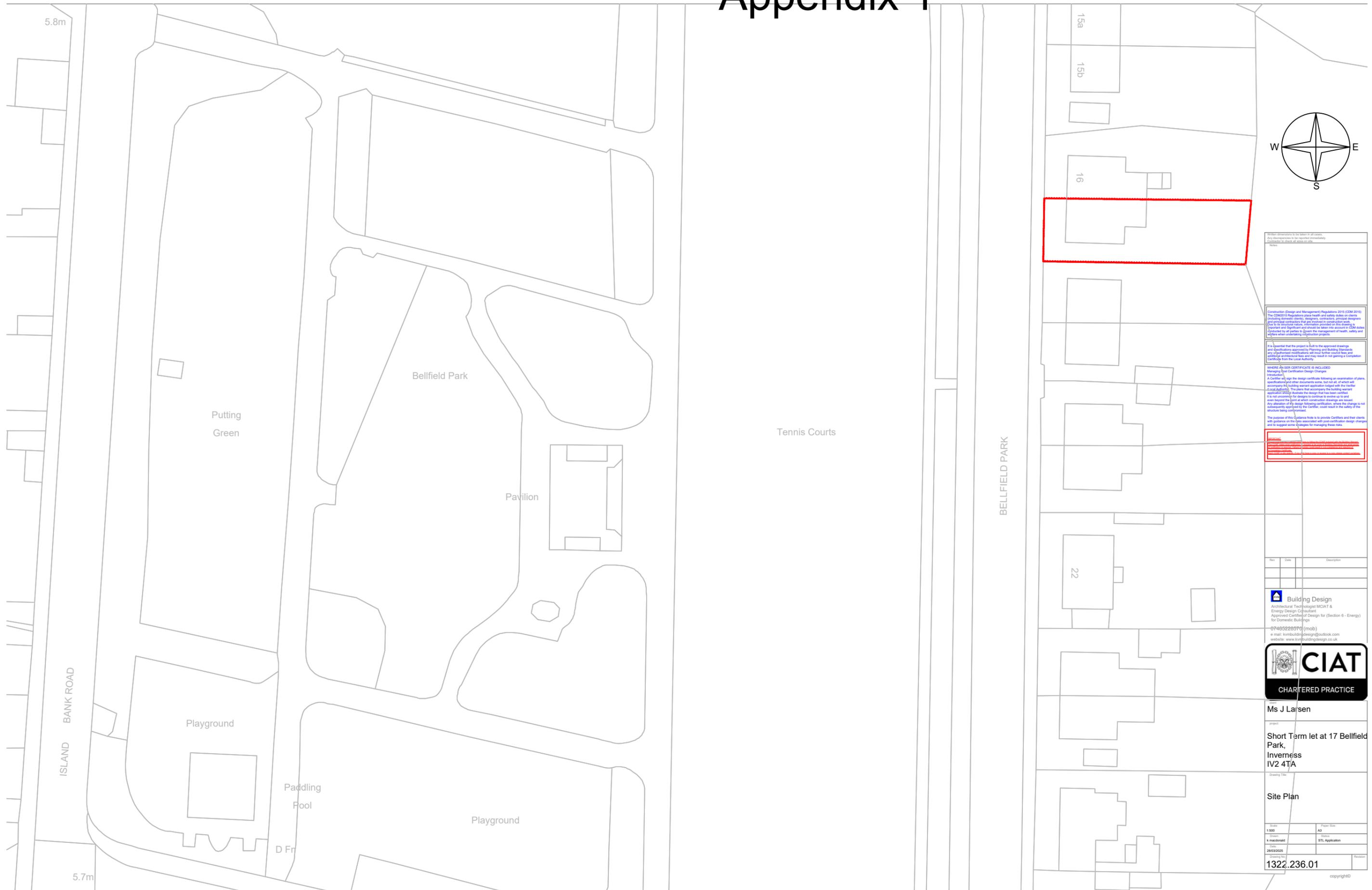
Appendices:

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

Appendix 2: Objection received by email on 16 June 2025 from Mr James Anderson and Mrs Lianne Brown.

Appendix 3: Objection received by email on 25 June 2025 from Ms Sarah Jane Kerr.

# Appendix 1



Unless otherwise stated, all dimensions are to the external finish.  
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Construction Design and Management Regulations 2016 (CDM 2016)  
 The CDM 2016 Regulations place health and safety duties on clients, designers and principal contractors that are involved in construction work.  
 It is the responsibility of all parties to ensure the management of health, safety and welfare when undertaking construction projects.

It is intended that the project is built to the approved drawings and specifications. Any unauthorised modifications will incur further costs and will be the responsibility of the client. The client is advised to seek a Completion Certificate from the Local Authority.

WHERE AN IBC CERTIFICATE IS INCLUDED  
 Management of Construction Design Changes  
 A Certificate will be issued following an examination of plans, specifications and other documents, but not all of which will necessarily be included in the building warrant application lodged with the Local Authority. The plans that accompany the building warrant application shall be the design that has been certified. It is not recommended for designs to continue to evolve up to and even beyond the date of completion of the design. Any alteration to the design following certification, while the change is not automatically voided by the Certificate, could result in the design being unworkable.

The purpose of this Certificate Note is to provide Clients and their agents with guidance on the issues associated with post-certification design changes and to suggest some strategies for managing these risks.

| Rev | Date | Description |
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**Building Design**  
 Architectural Technologist MCAT &  
 Energy Design Consultant  
 Approved Certificate of Design for (Section 6 - Energy) for Domestic Buildings  
 07405220970 (mob)  
 e-mail: kvbuildingdesign@outlook.com  
 website: www.kvbuildingdesign.co.uk



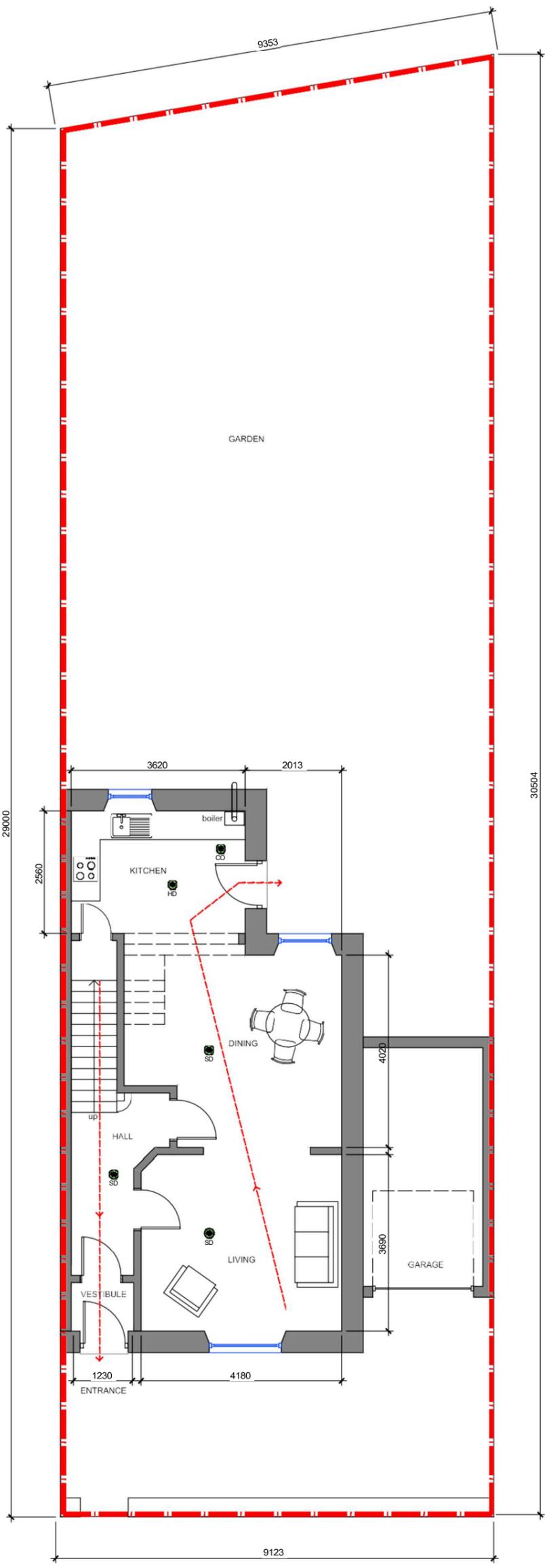
Ms J Larsen

Short Term let at 17 Bellfield Park, Inverness IV2 4TA

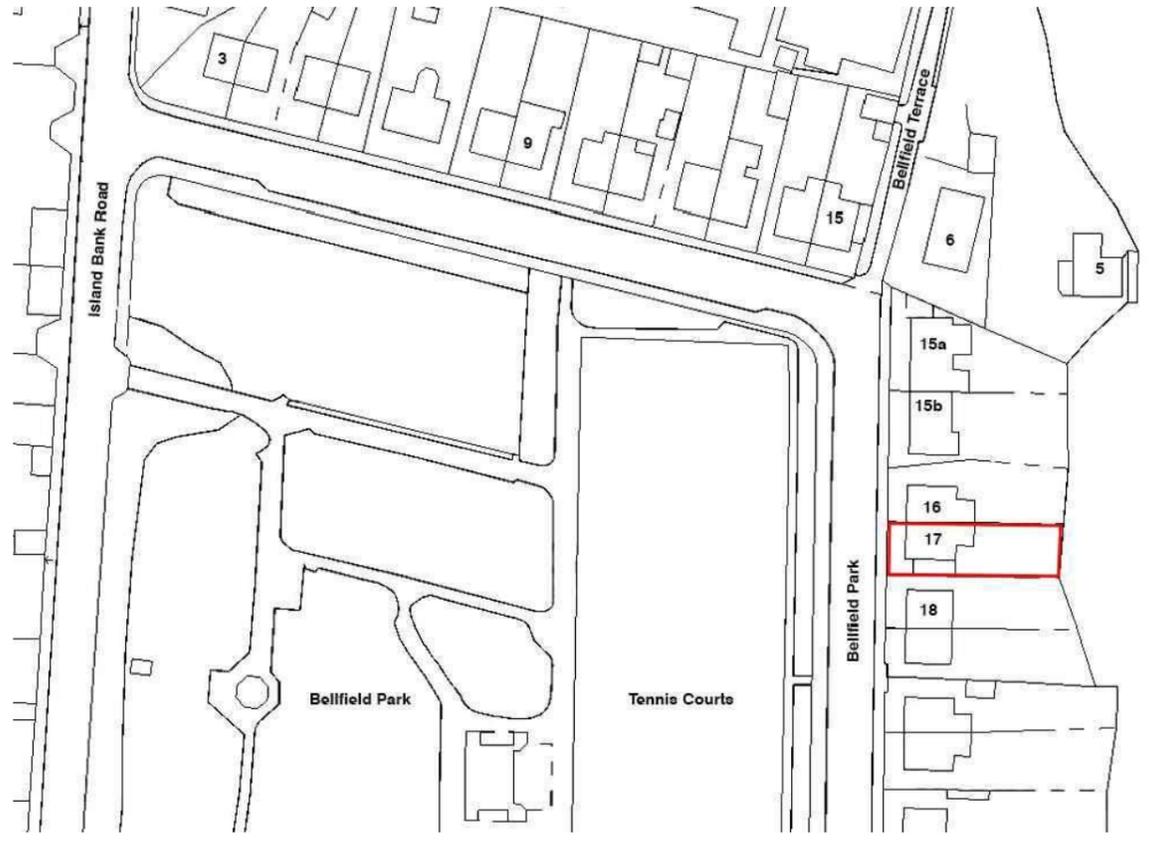
Site Plan

| Scale       | Paper Size      |
|-------------|-----------------|
| 1:500       | A3              |
| Drawn by    | Status          |
| k macdonald | STL Application |
| Date        | Revision        |
| 28/03/2025  |                 |

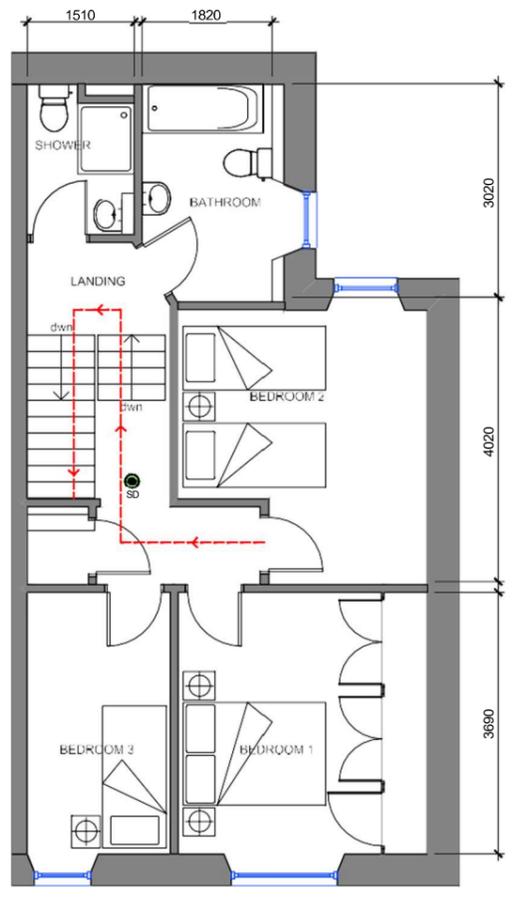
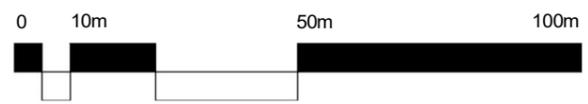
1322.236.01



GROUND FLOOR PLAN Scale 1:100



LOCATION PLAN Scale 1:1250



FIRST FLOOR PLAN Scale 1:100

- SMOKE DETECTOR
- HEAT DETECTOR
- CARBON MONOXIDE DETECTOR

FIRE ESCAPE ROUTES

Max. OCCUPANCY 6 ADULTS

Project: SHORT TERM LETTING  
17 BELLFIELD PARK  
INVERNESS

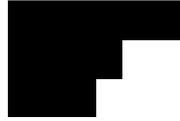
Client:

Content: FLOOR PLANS

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|-------------|-------------|-----------|
| Project No: | Drawing No: | Draw by:  |
| Scale:      | Date:       | Revision: |
|             | 30:11:24    |           |

# Appendix 2

Lianne Brown & James Anderson



The Highland Council  
Planning Department  
Charles Kennedy Building  
Achintore Road  
Fort William  
PH33 7RQ

16 June 2025

**Subject: Objection to Application for a Short-Term Let at 17 Bellfield Park, Inverness, IV2 4TA**

Dear Sir or Madam,

We write as long-standing residents of Bellfield Park to object to the above application. Our reasons, set out below, relate to the protection of residential amenity, community safety and the availability of permanent housing. We therefore invite the planning committee to refuse permission.

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## 1 Loss of residential amenity

Bellfield Park is a quiet, family-oriented street. Converting No 17 to short-term visitor use would introduce a rapid turnover of guests who have no stake in the neighbourhood.

- Late-night check-ins and early-morning departures typically involve taxis, wheeled suitcases and key handovers at unsociable hours.
- Noise from holiday parties, balcony gatherings and car doors slamming would carry directly into neighbouring bedrooms.
- The applicant has not provided a local contact or management plan to deal promptly with complaints. We would invite the applicant to submit a considered management plan.

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## 2 Community safety

A constant flow of unfamiliar visitors makes it harder for residents to recognise genuine neighbours, weakening the informal supervision that helps keep children and vulnerable adults safe.

A 2021 peer-reviewed study of Boston neighbourhoods found that violent crime rose where large numbers of homes were switched to short-term lets because social cohesion declined (Ke, O'Brien & Heydari, *Nature Human Behaviour* 2021). We do not want Bellfield Park to follow that trajectory.

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## 3 Reduction of long-term housing stock

The applicant already owns a dwelling elsewhere and proposes to remove No 17 from the pool of permanent housing. Inverness faces an acute shortage of affordable homes for families and key workers; every converted property worsens the shortfall. Keeping/returning No 17 in/to residential use would support a stable, year-round community.

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#### **4 Questionable public notice**

The statutory notice was placed behind foliage inside a window, making it difficult for passers-by to read. If the committee considers the display inadequate, we ask that the consultation period be restarted so that all neighbours have a fair opportunity to comment.

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#### **5 Existing visitor accommodation nearby**

Our street already lies within walking distance of several guest-houses, riverside hotels and at least eighteen short-term lets advertised online. Further intensification would tip the balance away from residential use and towards transient occupancy.

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#### **6 Lack of a robust management plan**

The application provides no detail on booking platforms, guest vetting, house rules or on-call arrangements. Without clear controls the burden of dealing with disturbances would fall on neighbours and overstretched council enforcement teams.

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#### **Conclusion**

For the reasons summarised above—loss of amenity, community safety risks, erosion of housing supply, inadequate notification and the absence of a management plan—we respectfully request that the application for a short-term let at 17 Bellfield Park be refused.

Thank you for considering our representation. We are willing to address the committee in person should further information be helpful.

Yours faithfully,

A large black rectangular redaction box covering the signature area of the letter.

*Mrs Lianne Brown*  
*Mr James Anderson*

**From:** [REDACTED]  
**Sent:** 24 June 2025 19:35  
**To:** STL Licensing  
**Subject:** Objection to Short Term Let License for 17 Bellfield Park, Inverness IV2 4TA  
**Categories:** Objection, Elaine

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

Hello,

I would like to make an objection to the application for a Short Term Lets License for 17 Bellfield Park IV2 4TA.

I may have missed the deadline but I have been away, and I have been advised by neighbours that the notice was displayed in such a way that it could not easily be seen from the pavement.

This is not an appropriate license to permit, given the residential nature of the street. It would only serve to encourage other companies to buy and let property in the area to the detriment of local families looking for accommodation.

There would also certainly be an issue with noise and general disruption to the immediate neighbours.

Yours sincerely,

Sarah Jane Kerr

[REDACTED]