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| Agenda item | 6.2 |
| Report no | HLC/70/26 |

THE HIGHLAND COUNCIL

Committee: THE HIGHLAND LICENSING COMMITTEE

Date: 23 June 2026

Report title: Application for the grant of a short term let licence – Harbour Haven, Flat 4 Harbour Buildings, Harbour Street, Portmahomack, IV20 1YG (Ward 7 – Tain and Easter Ross)

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 (“2022 Order”), 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 1 April 2026 a validated application for the grant of a short term let licence was received from Mrs Joanna Smart.
- 4.2 The property to which the application relates is Harbour Haven, Flat 4 Harbour Buildings, Harbour Street, Portmahomack, IV20 1YG (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 in pink 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 Mrs Joanna Smart 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 Mrs Joanna Smart 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 Mrs Smart.
- 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 flat with communal entrance which can accommodate a maximum capacity of two 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;
- Scottish Fire & Rescue Service;
- Highland Council Environmental Health Service; and
- Highland Council Building Standards.

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

5.3 The Scottish Fire & Rescue Service have been consulted on the application, and at the time of writing, a response is awaited. If available, a verbal update can be provided to the Committee by the Principal Solicitor – Regulatory Services.

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 1 April 2026.

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 which commenced on 1 April 2026, the following timeous objections were received and are attached as Appendices to this report:

- Objection received by letter dated 5 April 2026 from Mr Alasdair Mackenzie and Ms Rachael Cameron (**Appendix 2**).
- Objection received by email on 17 April 2026 from Mr Anthony Brookes (**Appendix 3**).
- Objection received by letter dated 21 April 2026 from Mr David Williamson (**Appendix 4**).

7.2 The applicant has submitted a written response to the objections, and this is attached as an Appendix to this report (**Appendix 5**).

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 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:

[Highland Licensing Committee Procedure for Hearings Applicants for License/Licence Holders](#)

9. Observations on objections

- 9.1 In the letters and email of objection found at Appendices 2, 3 and 4, 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: 18 May 2026

Author: David Sumner

Reference: [FS820117178](#)

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 letter dated 5 April 2026 from Mr Alasdair Mackenzie and Ms Rachael Cameron;

Appendix 3: Objection received by email on 17 April 2026 from Mr Anthony Brookes;

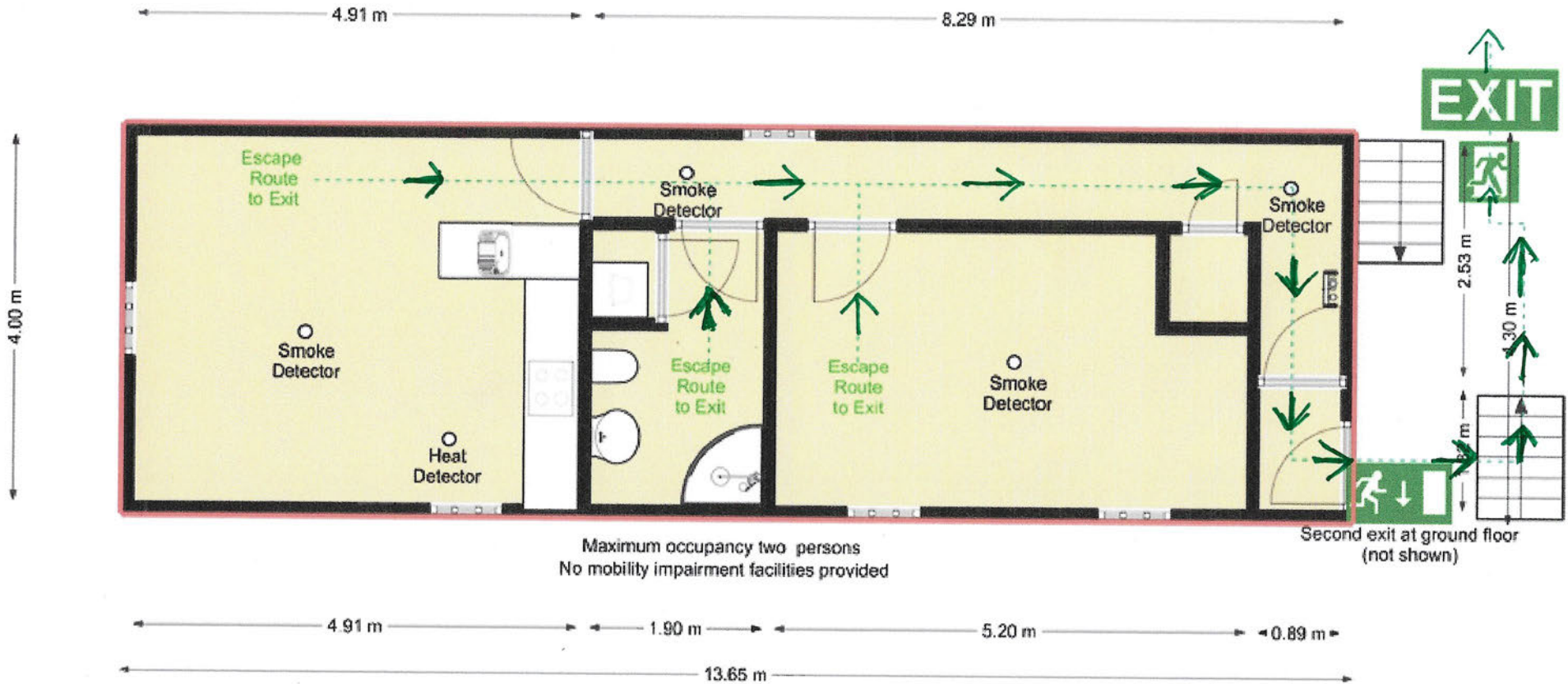
Appendix 4: Objection received by letter dated 21 April 2026 from Mr David Williamson;

Appendix 5: Written Submission received by email on 13 May 2026 from the Applicant Mrs Joanna Smart.

Appendix 1

Site Plan – Harbour Haven (OS Satellite Base) Flat 4, Harbour Buildings, Harbour Street, Portmahomack, IV20 1YG *Site plan for Highland Council Short-Term Let Licensing*





Appendix 2

Mr Alasdair Mackenzie and Rachael Cameron

5/04/2026

**Subject: Planning Representation – Harbour Buildings- Flat 4 Harbour Street
Portmahomack IV20 1YG, as short-term holiday accommodation, secondary letting.**

Dear Sir/Madam,
We hope this message finds you well.

We are writing as the landlords of [REDACTED] within the Harbour Buildings, Portmahomack, in relation to the proposal to use Flat 4 as short-term holiday accommodation.

We appreciate the role that short-term lets can play within the local economy. However, our concern relates specifically to the suitability of this particular building for such use.

The Harbour Building is a shared residential flat development with an established and considerate community of long-term residents. This sense of stability and mutual respect is an important part of what makes the building function well as a place to live. As landlords, we have a responsibility to ensure that our tenants are able to enjoy a safe, stable, and peaceful living environment. It is our view that the introduction of short-term occupancy within the building risks undermining this and may have a detrimental impact on residential amenity.

In particular:

- The regular turnover of guests and associated movement through shared spaces, such as stairwells, is likely to increase noise and disturbance.
- The building is not designed to accommodate frequent short-term occupancy, and there are existing limitations in terms of sound transmission between flats.
- A consistent residential presence contributes significantly to a sense of security, trust, and wellbeing within the building, which may be diminished by transient use.
- As a heritage building, its character and intended residential use should be carefully considered and preserved.
-

We are also aware of the chronic shortage of private rental accommodation in the area. The flat was previously occupied by a long-standing private tenant, and its loss as a permanent residence raises wider concerns about the availability of housing for local people.

We feel that more comprehensive community consultation would have been beneficial. A number of residents have expressed concerns and feel somewhat overlooked in the process, particularly given the impact such a change may have on the day-to-day living environment within a shared building.

There is also some concern regarding the shared nature of building responsibilities within the development, and how increased short-term occupancy may affect this balance.

There is also a broader concern regarding the importance of protecting long-term housing for local residents and ensuring that established communities are supported and maintained.

While this representation is not an objection to short-term letting in principle, we do not consider this particular development to be an appropriate location for such use, given its layout, shared access, and established residential amenity.

Thank you for your time and consideration.

Yours faithfully,

Mr Alasdair Mackenzie and Rachael Cameron

[REDACTED]

David Sumner (Legal (Licensing))

From: Sally Thorne [REDACTED]
Sent: 17 April 2026 15:42
To: STL Licensing
Subject: Short Term Let Application 130071129

Categories: [REDACTED]

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.

[REDACTED]

17th April, 2026

Dear Sir/Madam

Reference: Short Term Planning Let license application Number 130071129

Applicant Name : Joanna Smart, Tain IV19 1FE

I wish to strongly object to the above license application for a short term let license for Flat 4 Harbour Buildings, Portmahomack for the following reasons and in line with your grounds for refusal, according to the Highland Council Website:

1. The premises are not suitable for the proposed activity due to the character and location of the building. This is a Category B listed building and has been converted as a residential building with six apartments for permanent residency. According to The Planning (listed buildings and conservation areas) (Scotland) Act 1997 the council has a duty of care to maintain and uphold this conservation area and has a statutory duty to uphold and publish proposals for the preservation, management and enhancement of its conservation areas. By agreeing to a short term let in this listed building you will be undermining the character of the area within the conservation.
2. The premises are not suitable for the proposed activity due to the location of the building. The area is a bottleneck for visitors using the immediate vicinity as a turning circle and although there is resident parking at the rear of the building, it

is limited in its capacity. Parking is a continuous problem to the front of the building.

3. The premises are not suitable for the proposed activity due to the nature and scale of the short-term let, the type of guests likely to stay and the risk of public nuisance, disorder, or safety issues. The entrance hall is a communal access for six flats and has to be kept tidy and clutter free to ensure the safety of all residents and maintain clear exits for fire evacuation. This cannot be guaranteed with holidaying guests who will be less aware of this necessity.
4. The premises are not suitable for the proposed activity due to the nature and scale of the short-term let, the type of guests likely to stay and the risk of public nuisance and disorder. Residents of the building will be adversely affected by holidaying guests arriving at unspecified hours and having the capacity to create a noise nuisance and disturbance, considering the landlord will not be on site this will be difficult to control. In particular, as the resident of the flat directly beneath the proposed let, I am very concerned about the potential noise coming from directly above e.g. multiple footfall, loud music etc.
5. The premises are not suitable for the proposed activity due to the nature and scale of the short-term let, the type of guests likely to stay and the risk of public nuisance, disorder, or safety issues. As a resident I am very concerned about the potential for abuse and misuse of the refuse area, with the potential for overflowing bins and fly-tipping.

If a license is granted to the above property it will be very detrimental to a small, community village. As we are seeing across the north of Scotland villages are losing permanent residences to holiday accommodations, taking much needed housing out of local housing stock and creating 'ghost towns' instead of thriving communities where families can afford to live close to each other.

In conclusion, I am objecting to the above application in the strongest terms and in the light of the above concerns, I expect this application to be refused.

Yours faithfully,

Anthony Brookes

Highland Council,
Caithness House,
Market Place,
Wick,
KW1 4AB.

21 April 2026

Dear Sir/Madam,

Short Term Planning Let Licence Application: Flat 4 Harbour Buildings, Portmahomack
Application No 130071129

I wish to submit an objection to the above proposed short term let application.

I understand that objections to this application need to be submitted within 28 days of the notice going on display (which was on 1 April 2026).

The reason for my objection is that I consider it inappropriate to allow short term lets in Harbour Building which is in effect a tenement building with 6 properties sharing a communal stair. Tenements are quite different from individual properties.

It is recognised that in some Scottish council areas major problems have arisen in consenting short term let applications in tenement buildings. There are cases where, over time, the majority of properties in a tenement stair have become short term lets, and this has given rise to behaviour, including noise and nuisance, that impacts adversely on the occupants of the remaining flats in the building. The scale of the problem is such that in some council areas, for example the City of Edinburgh, short term lets in tenement buildings are no longer being permitted.

For the above reason, I would ask Highland Council to reject this application.

Yours faithfully,

[Redacted signature]

David Williamson

email: [Redacted]

mob: [Redacted]

Highland Council Licensing Committee

Re: Short-Term Let Licence Application – Flat 4, Harbour Buildings, Portmahomack

Application Reference: 130071129

Dear Members of the Licensing Committee,

Thank you for the opportunity to respond to the objections submitted in relation to our application for a short-term let licence for Flat 4, Harbour Buildings, Portmahomack.

We understand and respect the concerns raised by our neighbours. Harbour Buildings is a shared residential property, and we appreciate the importance of maintaining a safe, quiet and well-managed environment for everyone who lives there. We hope the information below provides reassurance about the nature of our proposal and the steps we have taken to minimise any impact.

The Proposal

Flat 4 is a one-bedroom apartment which will accommodate a maximum of two adult guests. Our intention is to create a high-quality holiday flat aimed primarily at couples seeking a peaceful and relaxing stay in Portmahomack. It is not intended for groups or parties.

The flat was previously configured as a two-bedroom property and has been converted into a one-bedroom apartment. As a result, the likely number of occupants, vehicles and use of the communal areas will be lower than under its previous residential layout. In addition, the property will not be occupied continuously and is likely to have periods when it is vacant, particularly outside the main holiday season. Overall footfall and use of the communal areas may therefore be lower than with full-time residential occupation.

Restoration and Preservation of the Building

We have invested significantly in restoring and improving the property. This work has included:

- Restoring a traditional listed window at considerable expense;
- Removing inappropriate modern finishes and replacing them with suitable breathable paints;
- Installing 7 mm acoustic underlay throughout the property to help reduce impact noise and sound transmission to neighbouring flats; and
- Redecorating both the flat and parts of the communal stairwell.

Harbour Buildings is a listed property and is more costly to maintain than a modern building. Our aim is to create a small, well-managed holiday let that will generate income to help preserve and maintain this historic building for the future.

The distinctive character of the building is an important part of its appeal to visitors. This creates a strong incentive to maintain traditional features and preserve the historic character of the property.

Safety Measures

We have taken extensive steps to ensure the property is safe, including:

- An Electrical Installation Condition Report (EICR);
- Portable Appliance Testing (PAT);
- A comprehensive Fire Risk Assessment;
- Interlinked smoke and heat alarms; and
- Fire action notices and clear guest instructions.

As part of the renovation, the existing fuseboard was replaced with a modern consumer unit incorporating contemporary circuit breakers and additional safety protection.

We also funded and installed hall and emergency lighting in the communal stairwell outside the flat to improve visibility and safety along the main escape route. The lighting outside the flat is powered from our own electricity supply, and we will continue to bear the associated running costs.

House rules prohibit smoking, candles and any other naked flames.

Managing Noise and Guest Behaviour

We recognise that noise is one of the main concerns in a shared building.

To reduce this risk:

- The flat is limited to a maximum of two adult guests;
- It is aimed at quiet couples rather than larger groups;
- Acoustic underlay has been installed throughout the property;
- Quiet hours will apply between 10:00 pm and 8:00 am; and
- Guests will be required to behave respectfully and considerately towards neighbours.

These rules will be communicated before arrival and displayed within the property. If any concerns are raised, we will contact guests immediately and, if necessary, require them to leave.

We will manage the property personally and will provide neighbouring residents with our contact details so that any concerns can be reported directly.

Bookings will be accepted through established platforms such as Airbnb and Booking.com, which verify guest contact and payment details. Where available, we will review previous host feedback and reserve the right to decline bookings that appear unsuitable for this quiet residential setting.

We are also considering the installation of a noise monitoring device, which measures sound levels (without recording conversations) and would alert us automatically to any sustained excessive noise.

Communal Areas, Waste and Parking

Guests will be instructed to keep all communal areas clean, tidy and unobstructed. We will inspect the flat and stairway at least weekly to ensure that shared areas remain in good order.

The building has six general waste bins, four recycling bins and three paper/card bins serving six flats. We believe this provides more than adequate capacity. Guests will receive clear instructions on waste disposal and recycling.

Parking is available to both the front and rear of the building. As this is a one-bedroom flat intended for two adults, we expect most bookings to involve a single vehicle. By comparison, a one-bedroom residential flat could equally be occupied by two adults with one or more vehicles.

Housing and Economic Considerations

We recognise the wider concern about housing availability.

While the property could be used for long-term accommodation, it is a relatively small one-bedroom flat within a listed building, accessed only by stairs and without lift access. The higher maintenance and running costs associated with listed properties, together with its size and access arrangements, may make it less suitable for some potential occupants, particularly larger families and those with mobility difficulties.

As a carefully managed holiday flat, the property will also support the local economy. Guests are likely to spend money in local shops, cafés, restaurants and attractions in Portmahomack and the surrounding area.

We live in Tain, approximately 15 minutes from the property, and will manage the holiday let ourselves. Income generated by the property will therefore remain within the Highland economy and be reinvested in the maintenance of the property and in local trades and services wherever possible. Joanna has lived in Tain since childhood and Ewan was born and raised there. We

have longstanding family and personal connections in the Portmahomack area, know the area well, and have established relationships with local tradespeople who can assist promptly should any maintenance or emergency issues arise.

We also note that not all flats within Harbour Buildings are occupied as permanent principal residences, with at least one other flat currently used as a second home.

Consultation with Neighbours

During the renovation, we spoke with a number of residents and invited those we met to view the flat and discuss the work being undertaken. This provided an informal opportunity for neighbours to ask questions and raise concerns.

The formal licensing process has also given all interested parties the opportunity to submit representations.

Personal Importance of the Project

This project has an important practical purpose for our family. I am currently a full-time carer and receive Carer's Allowance. We hope that this small, locally managed holiday let will provide a flexible source of income that will enable me to continue fulfilling my caring responsibilities while contributing financially to our household.

We also hope the holiday let will provide our autistic son with an opportunity to develop practical and vocational skills, including housekeeping, maintenance and customer service, helping him to build confidence and greater independence.

Conclusion

We have taken extensive steps to ensure that the proposed short-term let will be safe, well managed and respectful of our neighbours and the character of Harbour Buildings.

This is a modest proposal involving a single one-bedroom apartment accommodating a maximum of two adult guests and aimed at quiet couples rather than groups. We have invested significantly in restoring the property and preserving this listed building, and we believe the income generated will help support its ongoing maintenance while also benefiting the local economy.

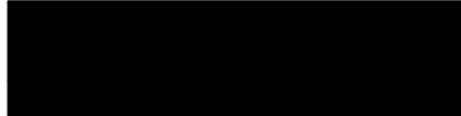
Many of the concerns raised, including noise, parking, refuse and the use of communal areas, are matters that can arise with any form of residential occupation and are not unique to short-term letting. In this case, occupancy will be limited to two adult guests, the property will be

actively managed, and clear house rules and management procedures will be in place to minimise any potential impact.

We respectfully submit that the safeguards and management measures outlined above provide appropriate and effective means of addressing the concerns raised.

We therefore respectfully ask the Licensing Committee to grant the short-term let licence for Flat 4, Harbour Buildings.

Yours faithfully,



Joanna Smart and Ewan Smart

Highland Council Licensing Committee
Short-Term Let Licence Application – Flat 4, Harbour Buildings, Portmahomack

INDEX FOR SUPPORTING DOCUMENTS

| Appendix Number | Document |
|------------------------|--|
| 1 | Electrical Installation Condition Report (EICR) |
| 2 | Portable Appliance Testing Certificate (PAT) |
| 3 | Fire Risk Assessment |
| 4 | House Rules |
| 5 | Fire Action Notice |
| 6 | Floor Plan |
| 7 | Site Plan |
| 8 | Photographs of Parking Areas and Building Exterior |
| 9 | Photographs of Waste and Recycling Facilities |
| 10 | Invoice for Restoration of Traditional Sash Window |



Appendix 1

ELECTRICAL INSTALLATION CONDITION REPORT - UP TO 100A SUPPLY

Requirements For Electrical Installations - BS 7671

Certificate Number: 00065666

1 DETAILS OF THE PERSON ORDERING THE REPORT

Client: Mr E. Smart

Address: [REDACTED]

2 REASON FOR PRODUCING THIS REPORT

Reason for producing this report:
All installed electrical Equipment and material is of correct type and complies with current regulations BS7671 and is safe to use

Date on which inspection and testing was carried out: 05/03/2026

3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address: Mr E. Smart, Flat 4, Harbour Building, Harbour Street, Portmahomack, IV20 1YG

| | | | | | |
|--|----------|------------------------------------|-----|------------------------|---------|
| Estimated age of wiring system: | 40 years | Evidence of additions/alterations: | Yes | If yes, estimated age: | 1 years |
| Installation records available? (Regulation 651.1) | N/A | Date of last inspection: | N/A | | |

4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:
30% of lighting/ socket /Power outlets were removed for testing ,

Agreed limitations including the reasons (see Regulation 653.2):
No records, manuals ect ,were available to us at this electrical installation condition report ,and therefore where these were required to answer various questions within this report ,a professional approach based on the general principals of BS7671:2022 and Electrical Engineering. have been substituted to allow us to make an assessment of the installation .
No lifting of Floorboards or dismantling / removal of kitchen units to gain access to power outlets .

Agreed with: E. Smart

Operational limitations including the reasons:
Removed 30% of Power and Lighting each circuit to carry out testing : Carried out R1 + R2 testing only on all circuits .
Live circuit testing will only be undertaken where unreasonable in all the circumstances for it to be dead . Where necessary Zs values will be obtained using the formula $Z_s = Z_e (R1 + R2)$.

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2024.
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection.
An inspection should be made within an accessible roof space housing other electrical equipment.

5 SUMMARY OF THE CONDITION OF THE INSTALLATION

See section 8 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*:

SATISFACTORY

* An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

6 RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/we recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.

Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.

Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.

Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by:

5 Years

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

8 GENERAL CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

Satisfactory : Mixture of old wiring and new wiring through out building .

9 DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section 4 of this report.

Trading Title: I.G.M Electrical

Address: Morashae ,Tarbatness Road
Portmahomack
Ross-Shire

Registration Number 030717
(if applicable):

Telephone Number: [REDACTED]

Postcode: IV201YA

For the INSPECTION, TESTING AND ASSESSMENT of the report:

Name: IAN MITCHELL

Position: Qualified Supervisor

Signature: [REDACTED]

Date: 05/03/2026

10 SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

| Earthing Arrangements | Number and Type of Live Conductors | | | | Nature of Supply Parameters | | Supply Protective Device | |
|-----------------------|------------------------------------|-----|-------------------|-----|---|--------|--------------------------|---------------|
| TN-S: N/A | 1-phase (2-wire): | ✓ | 2-phase (3-wire): | N/A | Nominal voltage, U/U ₀ : | 240 V | BS(EN): | 1361 Fuse HBC |
| TN-C-S: ✓ | 3-phase (3-wire): | N/A | 3-phase (4-wire): | N/A | Nominal frequency, f: | 50 Hz | Type: | 2 |
| TT: N/A | Other: | | N/A | | Prospective fault current, I _{pf} : | 16 kA | Rated current: | 100 A |
| | Confirmation of supply polarity: | | | ✓ | External earth fault loop impedance, Z _e : | 0.35 Ω | | |

11 PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT

| Means of Earthing | Details of Installation Earth Electrode (where applicable) | | | |
|-----------------------------------|--|-------|------------------------|-----|
| Distributor's facility: ✓ | Type: | N/A | Location: | N/A |
| Installation earth electrode: N/A | Resistance to Earth: | N/A Ω | Method of measurement: | N/A |

Main Switch / Switch-Fuse / Circuit-Breaker / RCD

Location: Hall Entrance High Level BS (EN): 60947-3 Isolator Number of poles: 2
Current rating: 100 A Fuse/device rating or setting: N/A A Voltage rating: 240 V

If RCD main switch:

RCD Type: N/A Rated residual operating current (I_{Δn}): N/A mA Rated time delay: N/A ms Measured operating time: N/A ms

Earthing and Protective Bonding Conductors

| Earthing and Protective Bonding Conductors | | | | Bonding of extraneous-conductive parts | | | | | |
|--|---------------------|--------|-------------------------|--|---|------------------------------|-----|----------------------------|-----|
| Earthing conductor | Conductor material: | Copper | csa: 16 mm ² | Connection/continuity verified: | ✓ | To water installation pipes: | ✓ | To gas installation pipes: | N/A |
| Main protective bonding conductors | Conductor material: | Copper | csa: 6 mm ² | Connection/continuity verified: | ✓ | To oil installation pipes: | N/A | To lightning protection: | N/A |
| | | | | | | To structural steel: | N/A | To other service(s): | N/A |

12 INSPECTION SCHEDULE FOR DOMESTIC & SIMILAR PREMISES WITH UP TO 100A SUPPLY

| Item | Description | Outcome |
|----------------------|--|-------------------------|
| 1.0 | INTAKE EQUIPMENT (VISUAL INSPECTION ONLY) An outcome against an item in this section, other than access to live parts, should not be used to determine the overall outcome. | |
| 1.1 | Distributor/supplier intake equipment | |
| 1.1.1 | Service cable | Pass |
| 1.1.2 | Service head | Pass |
| 1.1.3 | Earthing arrangement | Pass |
| 1.1.4 | Meter tails | Pass |
| 1.1.5 | Metering equipment | Pass |
| 1.1.6 | Isolator (where present) | N/A |
| | Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or the dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority. For this section only, where inadequacies are found, an 'X' should be put against the appropriate item and a comment made in Section 7. | |
| | Has the person ordering the work / dutyholder been notified? | N/A |
| 1.2 | Consumer's isolator (where present) | N/A |
| 1.3 | Consumer's meter tails | Pass |
| 2.0 | PRESENCE OF ADEQUATE ARRANGEMENTS FOR OTHER SOURCES SUCH AS MICROGENERATORS (551.6; 551.7) | N/A |
| 3.0 | EARTHING / BONDING ARRANGEMENTS (411.3; Chap 54) | |
| 3.1 | Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2) | Pass |
| 3.2 | Presence and condition of earth electrode connection where applicable (542.1.2.3) | N/A |
| 3.3 | Provision of earthing/bonding labels at all appropriate locations (514.13.1) | Pass |
| 3.4 | Confirmation of earthing conductor size (542.3; 543.1.1) | C3 |
| 3.5 | Accessibility and condition of earthing conductor at MET (543.3.2) | Pass |
| 3.6 | Confirmation of main protective bonding conductor sizes (544.1) | Pass |
| 3.7 | Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2) | Pass |
| 3.8 | Accessibility and condition of other protective bonding connections (543.3.1; 543.3.2) | N/A |
| 4.0 | CONSUMER UNIT(S) / DISTRIBUTION BOARD(S) | |
| 4.1 | Adequacy of working space/accessibility to consumer unit/distribution board (132.12; 513.1) | Pass |
| 4.2 | Security of fixing (134.1.1) | Pass |
| 4.3 | Condition of enclosure(s) in terms of IP rating etc (416.2) | Pass |
| 4.4 | Condition of enclosure(s) in terms of fire rating etc (421.1.201; 526.5) | Pass |
| 4.5 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | Pass |
| 4.6 | Presence of main linked switch (as required by 462.1.201) | N/A |
| 4.7 | Operation of main switch (functional check) (643.10) | Pass |
| 4.8 | Manual operation of circuit-breakers and RCDs to prove disconnection (643.10) | Pass |
| 4.9 | Correct identification of circuit details and protective devices (514.8.1; 514.9.1) | Pass |
| 4.10 | Presence of RCD six-monthly test notice, where required (514.12.2) | C3 |
| 4.11 | Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15) | N/A |
| 4.12 | Presence of other required labelling (please specify) (Section 514) | N/A |
| 4.13 | Compatibility of protective devices, bases and other components; correct type and rating (No signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432, 433) | Pass |
| 4.14 | Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.3) | Pass |
| 4.15 | Protection against mechanical damage where cables enter consumer unit/distribution board (132.14.1; 522.8.1; 522.8.5; 522.8.11) | Pass |
| 4.16 | Protection against electromagnetic effects where cables enter consumer unit/distribution board/enclosures (521.5.1) | Pass |
| 4.17 | RCD(s) provided for fault protection - includes RCBOs (411.4.204; 411.5.2; 531.2) | N/A |
| 4.18 | RCD(s) provided for additional protection/requirements - includes RCBOs (411.3.3; 415.1) | Pass |
| 4.19 | Confirmation of indication that SPD is functional (651.4) | Pass |
| 4.20 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | Pass |
| 4.21 | Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) | N/A |
| 4.22 | Adequate arrangements where a generating set operates in parallel with the public supply (551.7) | N/A |
| OUTCOMES | | |
| Acceptable condition | PASS | Unacceptable condition |
| | | C1 or C2 |
| | | Improvement recommended |
| | | C3 |
| | | Further investigation |
| | | FI |
| | | Not verified |
| | | N/V |
| | | Limitation |
| | | LIM |
| | | Not applicable |
| | | N/A |


12 INSPECTION SCHEDULE FOR DOMESTIC & SIMILAR PREMISES WITH UP TO 100A SUPPLY

| Item | Description | Outcome |
|-------------|---|---------|
| 5.0 | FINAL CIRCUITS | |
| 5.1 | Identification of conductors (514.3.1) | Pass |
| 5.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | N/V |
| 5.3 | Condition of insulation of live parts (416.1) | Pass |
| 5.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1) | N/A |
| 5.4.1 | To include the integrity of conduit and trunking systems (metallic and plastic) | Pass |
| 5.5 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | Pass |
| 5.6 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | Pass |
| 5.7 | Adequacy of protective devices: type and rated current for fault protection (411.3) | Pass |
| 5.8 | Presence and adequacy of circuit protective conductors (411.3.1; Section 543) | Pass |
| 5.9 | Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522) | Pass |
| 5.10 | Concealed cables installed in prescribed zones (see Section 4. Extent and Limitations) (522.6.202) | N/V |
| 5.11 | Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (see Section 4. Extent and Limitations) (522.6.204) | N/V |
| 5.12 | Provision of additional requirements for protection by RCD not exceeding 30mA: | |
| 5.12.1 | For all socket-outlets of rating 32A or less, unless an exception is permitted (411.3.3) | Pass |
| 5.12.2 | For the supply of mobile equipment not exceeding 32A rating for use outdoors (411.3.3) | N/A |
| 5.12.3 | For cables concealed in walls at a depth of less than 50mm (522.6.202; 522.6.203) | Pass |
| 5.12.4 | For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) | Pass |
| 5.12.5 | Final circuits supplying luminaires within domestic (household) premises (411.3.4) | Pass |
| 5.13 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | N/A |
| 5.14 | Band II cables segregated/separated from Band I cables (528.1) | N/A |
| 5.15 | Cables segregated/separated from communications cabling (528.2) | N/A |
| 5.16 | Cables segregated/separated from non-electrical services (528.3) | N/A |
| 5.17 | Termination of cables at enclosures - indicate extent of sampling in Section 4 of the report (Section 526) | |
| 5.17.1 | Connections soundly made and under no undue strain (526.6) | Pass |
| 5.17.2 | No basic insulation of a conductor visible outside enclosure (526.8) | Pass |
| 5.17.3 | Connections of live conductors adequately enclosed (526.5) | Pass |
| 5.17.4 | Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5) | N/A |
| 5.18 | Condition of accessories including socket-outlets, switches and joint boxes (651.2(v)) | Pass |
| 5.19 | Suitability of accessories for external influences (512.2) | N/A |
| 5.20 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | Pass |
| 5.21 | Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3) | Pass |
| 6.0 | LOCATION(S) CONTAINING A BATH OR SHOWER | |
| 6.1 | Additional protection for all low voltage (LV) circuits by RCD not exceeding 30mA (701.411.3.3) | Pass |
| 6.2 | Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5) | N/A |
| 6.3 | Shaver supply units comply with BS EN 61558-2-5 formerly BS 3535 (701.512.3) | Pass |
| 6.4 | Presence of supplementary bonding conductors, unless not required by BS 7671:2018 (701.415.2) | N/A |
| 6.5 | Low voltage (e.g. 230 V) socket-outlets sited at least 2.5m from zone 1 (701.512.3) | N/A |
| 6.6 | Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2) | Pass |
| 6.7 | Suitability of accessories and controlgear etc. for a particular zone (701.512.3) | Pass |
| 6.8 | Suitability of current-using equipment for particular position within the location (701.55) | Pass |
| 7.0 | OTHER PART 7 SPECIAL INSTALLATIONS OR LOCATIONS | |
| | List all other special installation or locations present, if any. (Record separately the results of particular inspections) | |
| 7.1 | N/A | N/A |
| 7.2 | N/A | N/A |
| 8.0 | PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S) | |
| | Where the installation includes additional requirements and recommendations relating to Chapter 82, additional inspection items should be added to the checklist below. | |
| 8.1 | N/A | N/A |
| 8.2 | N/A | N/A |

Inspected by:

Name: IAN MITCHELL

Position: Qualified Supervisor

Signature: 

Date: 05/03/2026

OUTCOMES

| | | | | | | | | | | | | | |
|----------------------|-------------|------------------------|-----------------|-------------------------|-----------|-----------------------|-----------|--------------|------------|------------|------------|----------------|------------|
| Acceptable condition | PASS | Unacceptable condition | C1 or C2 | Improvement recommended | C3 | Further investigation | FI | Not verified | N/V | Limitation | LIM | Not applicable | N/A |
|----------------------|-------------|------------------------|-----------------|-------------------------|-----------|-----------------------|-----------|--------------|------------|------------|------------|----------------|------------|

ELECTRICAL INSTALLATION CONDITION REPORT GUIDANCE FOR RECIPIENTS

(to be appended to the Report)

This Report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section 5). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section 7).
2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results
3. The person ordering the Report should have received the 'original' Report and the inspector should have retained a duplicate.
4. The original Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner/occupier with details of the condition of the electrical installation at the time the Report was issued.
5. Section 4 (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.
6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section 4.
7. For items classified in Section 7 as C1 (Danger present), the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.
8. For items classified in Section 7 as C2 (Potentially dangerous), the safety of those using the installation is at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
9. Where it has been stated in Section 7 that an observation requires further investigation (code F1) the inspection has revealed an apparent deficiency which may result in a code C1 or C2, and could not, due to the extent or limitations of the inspection, be fully identified. Such observations should be investigated without delay. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section 7).
10. For safety reasons, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons, competent in such work. The recommended date by which the next inspection is due is stated in Section 7 of the Report under Recommendations.
11. Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked 'T' or 'Test'. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.
12. Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should, be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions shall be followed with respect to test button operation.
13. Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.
14. Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

CUSTOMER DETAILS

Jo Smart
Flat 4 Harbour Buildings
Portmahomack
IV20 1YG

ENGINEER DETAILS

Tested By

Highland Sparks Ltd

Engineer

K.Ellis

Contact

PAT Serial

KEWW8396717

SITE - UNDEFINED

| | | | |
|----|----------------------|------------|------|
| 1 | Kettle | 02/05/2026 | Pass |
| 2 | TOASTER | 02/05/2026 | Pass |
| 3 | MICROWAVE | 02/05/2026 | Pass |
| 4 | ADTRAN FIBRE | 02/05/2026 | Pass |
| 5 | DISHWASHER | 02/05/2026 | Pass |
| 6 | T.V. | 02/05/2026 | Pass |
| 7 | KITCHEN HEATER FRONT | 02/05/2026 | Pass |
| 8 | KITCHEN HEATER REAR | 02/05/2026 | Pass |
| 9 | BEDSIDE LAMP | 02/05/2026 | Pass |
| 10 | BEDSIDE LAMP | 02/05/2026 | Pass |
| 11 | BEDROOM MIRROR | 02/05/2026 | Pass |
| 12 | BEDROOM HEATER | 02/05/2026 | Pass |
| 13 | HALL HEATER | 02/05/2026 | Pass |
| 14 | IRON | 02/05/2026 | Pass |
| 15 | VACUUM CLEANER | 02/05/2026 | Pass |
| 16 | FRIDGE | 02/05/2026 | Pass |
| 17 | HAIRDRYER | 12/05/2026 | Pass |
| 18 | SENSOR LIGHT | 12/05/2026 | Pass |
| 19 | SENSOR LIGHT | 12/05/2026 | Pass |

FIRE RISK ASSESSMENT

Self-Catering Holiday Accommodation (Scotland)

1. Premises Details

Property name: Harbour Haven

Address: Flat 4, Harbour Street, Portmahomack, Ross-shire, Scotland, IV20 1YG

Type of premises: Self-catering holiday flat (within mixed-use residential building)

Maximum occupancy: 2 persons

Responsible Person: Joanna Smart

Assessment date: 01 March 2026

Review date: March 2027

2. Description of Premises

Single-level accommodation.

Number of bedrooms: 1

Number of exits from the flat: 1 (via internal lobby to communal stairway)

Number of exits from the building: 2

Open-plan kitchen / living area.

No wood cladding in the flat. The bathroom contains wet wall.

First-floor flat of a three-floor, stone, listed building. Flat 4 is one of six flats within the building. The building contains other residential flats.

Common stairway serving all flats, constructed of concrete and metal. No lift in the building.

Two exits leading to the outside of the building:

- Main exit to the front of the building via the ground floor

- Secondary exit to the rear of the building, located between the ground and first floor

The nearest exit from the building for Flat 4 is the rear exit.

Description:

Harbour Haven is a one-bedroom self-catering holiday flat with an open-plan kitchen/living area, one bedroom, one bathroom, and a single main entrance/exit door leading into a shared communal stairway.

3. Fire Hazards Identified

Ignition sources

- Electric cooker / hob
- Toaster
- Kettle
- Microwave
- Electrical sockets / chargers
- Panel heaters (clearly labelled "Do Not Cover")
- Candles (not permitted – written notice provided to guests)
- Smoking (not permitted – written notice provided to guests)

Fuel sources

- Furniture
- Bedding
- Curtains / soft furnishings
- Kitchen waste (removed at changeover; guests encouraged to use refuse area at rear of building)

Oxygen sources

- Doors
 - Windows
-

4. People at Risk

- Guests
- Elderly guests or very young children (may be present)
- Guests with reduced mobility or auditory/visual impairments (may be present)
- Cleaning / maintenance staff

Notes:

Guests are advised at the point of booking that the flat is located on the first floor and accessed via stairs, and therefore may not be suitable for those with mobility impairments.

Guests may be unfamiliar with the property and the shared escape arrangements; clear fire action instructions are provided in the guest information folder and displayed on the inside of the flat entrance door.

5. Fire Detection & Warning Systems

- Smoke alarm in living area
- Two smoke alarm in hallway / circulation area
- Heat alarm in kitchen
- Smoke alarm in bedroom
- Interlinked smoke and heat alarms provide simultaneous warning throughout the property.
- Weekly testing is carried out to confirm correct operation and interlinking of all alarm devices.
- Fire safety instructions provided for guests

- All alarm activations, including false alarms, are reviewed and any corrective actions recorded.
- Testing is carried out by the Responsible Person and recorded in the Fire Safety Log.

Notes:

A fire detection and alarm system is installed and certified to BS 5839-6:2019 (Category LD2, Grade F1). The system provides coverage to the lounge, kitchen, bedroom and circulation areas. The inclusion of a smoke alarm within the bedroom provides enhanced early warning for occupants, particularly during sleeping hours. Additional detection within the hallway provides enhanced early warning within the primary escape route.

The system is tested weekly and between guest stays, with an annual check scheduled.

Alarms comply with current Scottish domestic fire safety guidance.

A carbon monoxide alarm is not required as there are no gas or solid fuel appliances within the flat.

6. Means of Escape

- The flat entrance door leads into a small internal lobby area, which in turn provides access to the shared communal stairway.
- Two doors are present between the flat and the communal escape route:
 - The inner door (flat entrance door) is of solid timber construction, close-fitting within the frame, and fitted with a self-closing device.
 - The outer door, leading from the internal lobby to the communal stair, is also close-fitting and fitted with a self-closing device.
- Both doors open easily from the inside without the use of a key and are maintained to ensure they do not impede escape. Doors open in the direction of travel.
- This arrangement provides additional separation between the flat and the communal escape route, helping to limit the spread of smoke and fire.
- The internal lobby area is kept clear of combustible materials and obstructions at all times.
- A clear and unobstructed route to the final exit from the building is maintained
- No deadlocks or chains fitted

- Escape routes kept clear at all times
- Emergency exit instructions displayed in the guest folder and on the inside of the flat entrance door
- 3-in-1 LED emergency light / torch provided in the bedroom and hallway
- Emergency lighting provided within the communal area leading towards the nearest building exit

Notes:

The presence of two self-closing doors between the flat and the communal stair provides enhanced protection to the escape route by reducing the potential for smoke spread. Self-closing devices are tested regularly to ensure effective operation.

Doors are visually checked at each changeover to ensure they close fully and are in good condition.

Internal doors are solid timber (approximately 44mm thick), in good condition, and close properly, helping to reduce the spread of fire and smoke.

The communal escape route is shared with other residential flats and is not under the direct control of the Responsible Person.

Maintenance of communal areas, including the shared escape route, is arranged collectively by the flat owners through a factoring arrangement funded by monthly contributions.

While the communal escape route is not under the direct control of the Responsible Person, it is visually checked during visits and any concerns would be raised with the factor.

7. Fire-Fighting Equipment

- Fire blanket provided in kitchen
- No portable fire extinguisher is provided. Guests are not expected to tackle fires and are instructed to evacuate immediately in the event of a fire. This approach reflects current guidance for small self-catering properties, where evacuation is prioritised over fire-fighting.
- Fire blanket is clearly visible, accessible, and located in the kitchen area.

Notes:

The fire blanket is checked at each changeover.

Guests are advised not to attempt to fight fires in the Fire Action Notice.

8. Furniture & Furnishings

- All furniture complies with fire safety regulations
 - Mattresses and upholstery are fire-retardant
 - No excessive combustible materials present
-

9. Electrical Safety

- Fixed wiring appears in good condition
- No visible damage to sockets or fittings
- Portable appliances visually checked at each changeover
- Overloading of sockets avoided
- Bathroom extractor fan filter checked and cleaned regularly
- Washer/dryer filter cleaned at each changeover
- Cooker, hob, microwave and toaster cleaned at each changeover
- Instruction manuals for appliances provided in guest information folder
- Cooker hood / extractor cleaned regularly and filters replaced as required
- Panel heaters clearly labelled "Do Not Cover"
- Six recessed downlights in the kitchen with inbuilt intumescent protection

Notes:

Electrical Installation Condition Report (EICR) carried out every five years.

Last tested on: 05/03/2026

Portable Appliance Testing (PAT) carried out annually.

Testing scheduled prior to first guest occupancy.

10. Risk Evaluation

Likelihood of fire: Low Medium High

Potential harm: Low Medium High

Overall risk level: Low Medium High

The low risk rating reflects the small size of the property, low occupancy, absence of gas or solid fuel appliances, and the presence of adequate detection and escape arrangements, including enhanced detection within the bedroom.

11. Actions Required

No further action required at this time. The fire safety measures in place will be kept under review.

12. Emergency Procedures

- Guests instructed to leave the flat immediately in the event of fire
 - Guests instructed not to re-enter the building
 - Emergency contact number (999) clearly displayed within the property
 - Assembly point: Outside the building, away from entrances
-

13. Monitoring and review

Fire safety checks are recorded using a time-stamped digital fire safety log and retained for a minimum of three years.

Fire Risk Assessment will be reviewed annually.

A Fire Safety Log Book is maintained to record weekly checks, alarm testing, emergency lighting tests and maintenance actions.

The Responsible Person reviews fire safety records annually to identify any recurring issues.

14. Declaration

I confirm that this fire risk assessment is suitable and sufficient for the premises described, taking into account the shared means of escape.

Name: Joanna Smart

Signature 

Date: 4/3/26

Appendix 4

Harbour Haven

House Rules

To keep Harbour Haven comfortable and safe for everyone, we ask that guests observe the following rules during their stay.

- Maximum occupancy is two adult guests only.
- No parties, gatherings or events are permitted.
- No smoking or vaping anywhere in the flat or communal areas.
- No candles or naked flames.
- Quiet hours are between 10:00 pm and 8:00 am. During this time, please keep noise to an absolute minimum and respect neighbouring residents.
- Guests are asked to behave respectfully and considerately towards all residents of Harbour Buildings.
- Please do not tamper with smoke alarms or safety equipment.
- Please do not cover heaters.
- Keep all exits and walkways clear.
- Please do not flush anything other than toilet paper.
- Please avoid pouring fats, oils or food waste down sinks or drains.
- Please report any damage or maintenance issues as soon as possible.
- Guests who seriously breach these house rules may be required to leave the property.

Thank you for helping us keep Harbour Haven a peaceful and enjoyable place to stay.

Appendix 5.

FIRE ACTION

HARBOUR HAVEN – FLAT 4

IF YOU DISCOVER A FIRE

- Leave the flat immediately
- Do not stop to collect belongings
- Close doors behind you if safe to do so
- Call **999** and ask for the Fire Service

IF THE ALARM SOUNDS

- Leave immediately
- Call **999**

ESCAPE ROUTE

- Exit the flat through the main entrance door
- Use the communal stairway
- Leave the building by the **rear exit**

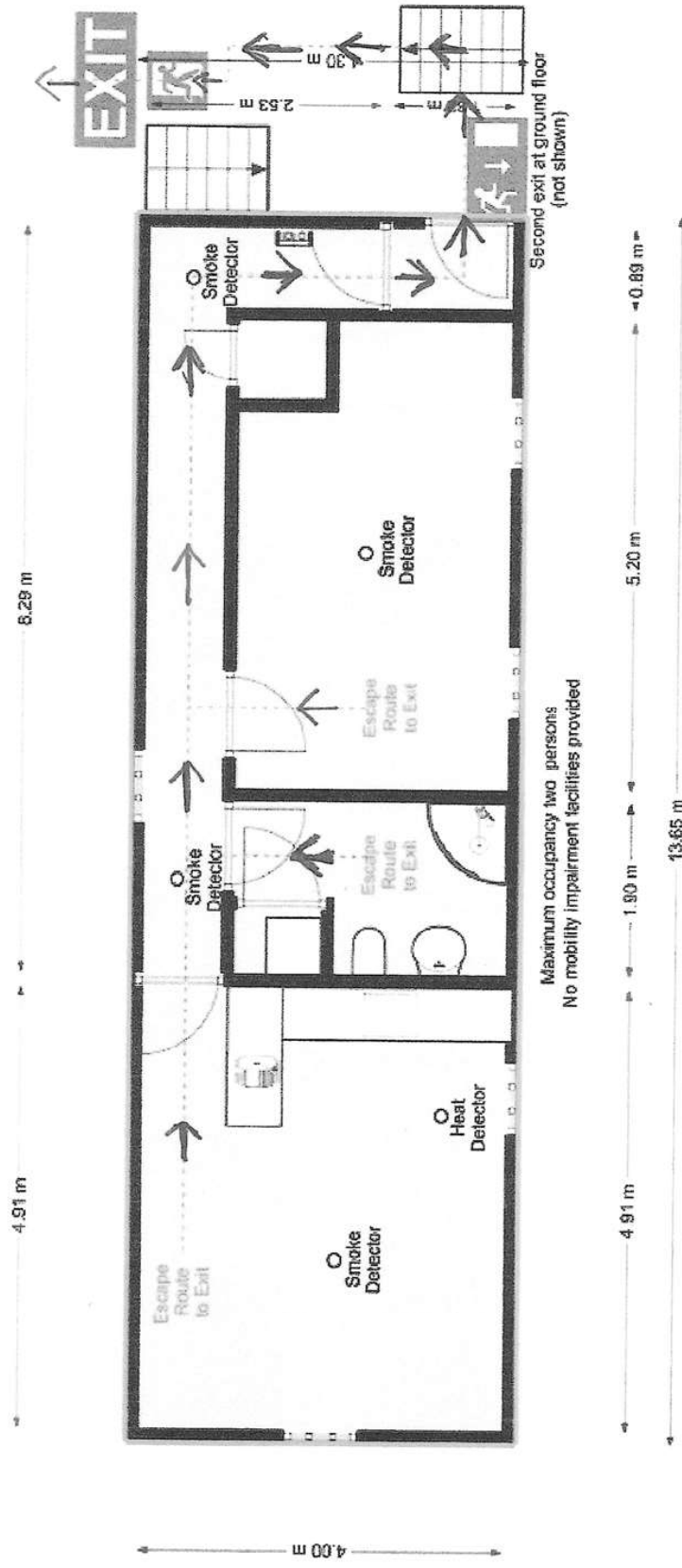
ASSEMBLY POINT

- Outside the building, well clear of all entrances

IMPORTANT

- Do not fight the fire
- Do not re-enter the building until told it is safe
- No smoking
- No candles

Appendix 6.



Appendix 7

Site Plan – Harbour Haven (OS Satellite Base)
Flat 4, Harbour Buildings, Harbour Street, Portmahomack, IV20 1YG
Site plan for Highland Council Short-Term Let Licensing



Appendix 8

Photographs of parking areas taken at approximately 7:00 pm on 12 May 2026, when most residents were likely to be at home, showing the availability of parking to the front and rear of Harbour Buildings.

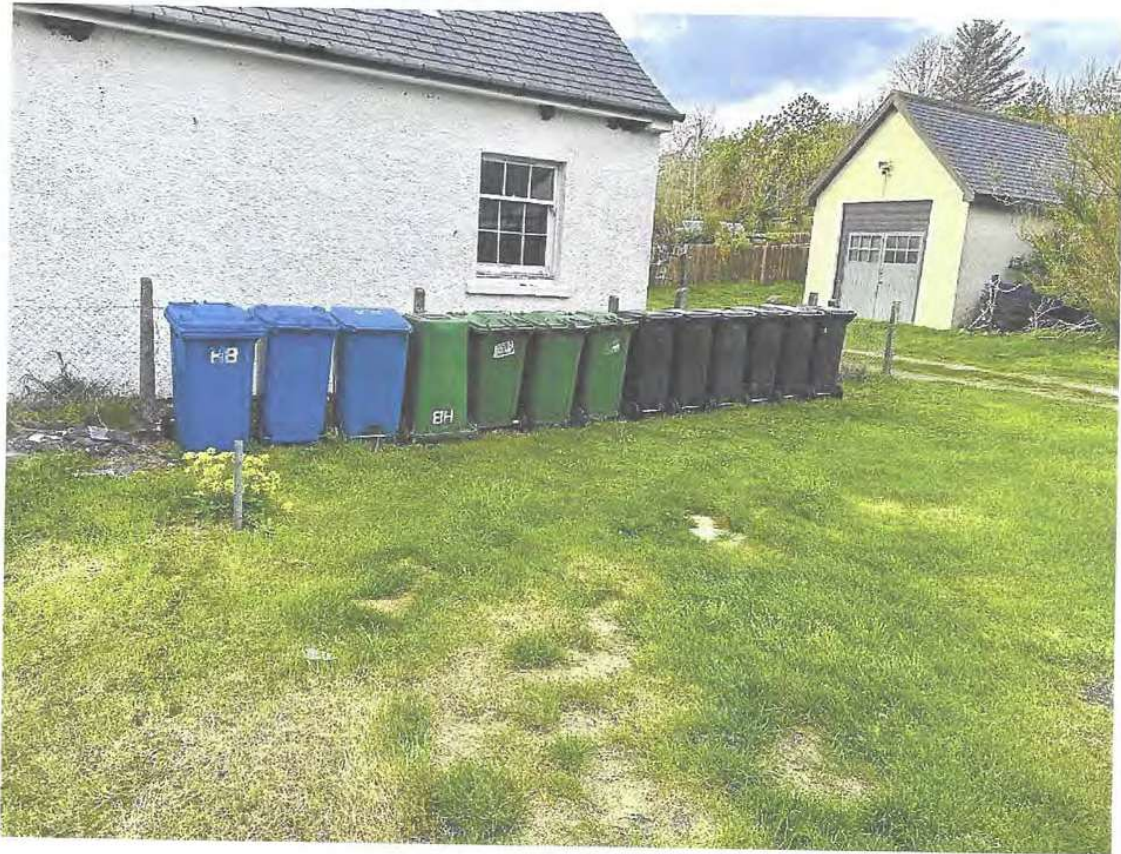






Appendix 9

Photographs of waste and recycling facilities





INVOICE

LF Joinery
Traditional Sash
Restoration

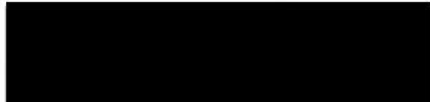
DATE

10/05/2026

INVOICE NO

001

Braeside, Cullivoe
ZE2 9DD



INVOICE TO

Jo Smart
Flat 4 , harbour
buildings
Portmahomack.

Lloyds Bank
Mr Luke Flanagan
Account number: [REDACTED]
Sort code: [REDACTED]

To repair,
refurbish, draught
proof , prime
existing window
lounge/kitchen

| QUANTITY | ORDER NUMBER | UNIT PRICE | LINE TOTAL |
|----------|--------------|--------------|--------------|
| 1 | Refurbs | £ [REDACTED] | £ [REDACTED] |

Total £ [REDACTED]