

# Public Document Pack



To: Councillor Al-Samarai, Convener; Councillor Delaney, Vice-Convener; and Councillors Clark, Crockett, Graham, Henrickson, Lawrence, MacGregor and McLeod.

Town House,  
ABERDEEN 05 January 2026

## LICENSING COMMITTEE

The Members of the **LICENSING COMMITTEE** are requested to meet in **Committee Room 2 - Town House on WEDNESDAY, 21 JANUARY 2026 at 10.00 am.** This is a hybrid meeting and Members may also attend remotely.

This meeting replaces the meeting on 7 January 2026, which was postponed earlier today at the request of the Convener due to adverse weather conditions. There are no changes to the items on the agenda.

The meeting will be webcast and a live stream can be viewed on the Council's website. <https://aberdeen.public-i.tv/core/portal/home>

JENNI LAWSON  
CHIEF OFFICER – GOVERNANCE

## **B U S I N E S S**

### **NOTIFICATION OF URGENT BUSINESS**

- 1.1. Urgent Business

### **DETERMINATION OF EXEMPT BUSINESS**

- 2.1. Exempt Business

### **DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS**

- 3.1. Declarations of Interest and Transparency Statements

## **DEPUTATIONS**

- 4.1. Deputations

## **MINUTES AND COMMITTEE BUSINESS PLANNER**

- 5.1. Minute of Previous Meeting of 8 October 2025 (Pages 5 - 12)
- 5.2. Minute of Meeting of the Licensing Sub Committee of 28 November 2025  
(Pages 13 - 14)
- 5.3. Minute of Meeting of the Taxi and Private Hire Car Consultation Group of 8 December 2025 (Pages 15 - 20)
- 5.4. Committee Business Planner (Pages 21 - 22)

## **NOTICES OF MOTION**

- 6.1. Notices of Motion

## **REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES**

- 7.1. Referrals from Council, Committees or Sub Committees

## **COMMITTEE REPORTS**

- 8.1. Taxi and Private Hire Policy - CORS/26/004 (Pages 23 - 36)

## **APPLICATIONS FOR LICENCES**

- 9.1. Short Term Let (New Operator) - Park Cottage, 201 Victoria Street (Pages 37 - 54)
- 9.2. Short Term Let (New Operator) - 24 Clashrodne Avenue (Pages 55 - 62)
- 9.3. Variation to Late Hours Catering Licence - McDonald's, Kittybrewster Retail Park (Pages 63 - 64)
- 9.4. Late Hours Catering Licence (Grant) - Granite City Restaurants Ltd - McDonald's, Broadfold Road, Bridge of Don (Pages 65 - 66)

- 9.5. Second Hand Dealer's Licence (Grant) - Oldmill Garage Services, 7-13 South Esplanade West (Pages 67 - 68)
- 9.6. Request for Exemption from Street Knowledge Test Policy - William Duguid (Pages 69 - 70)

**EXEMPT BUSINESS - TO BE HEARD IN PRIVATE UNDER PARAGRAPH 14 OF THE ACT**

- 10.1. Landlord Registration (New) (Pages 71 - 74)

**CONFIDENTIAL INFORMATION - TO BE HEARD IN PRIVATE**

**Applications to be heard in private and treated as confidential information in terms of Section 50(A)(3)(b) of the Local Government (Scotland) Act 1973.**

- 11.1. Request for Exemption from Wheelchair Accessible Vehicle Policy (Pages 75 - 76)

Integrated Impact Assessments related to reports on this agenda can be viewed [here](#)

To access the Service Updates for this Committee please click [here](#)

Website Address: [aberdeencity.gov.uk](http://aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact Mark Masson, tel 01224 067556 or email [mmasson@aberdeencity.gov.uk](mailto:mmasson@aberdeencity.gov.uk)

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## LICENSING COMMITTEE

ABERDEEN, 8 October 2025. Minute of Meeting of the LICENSING COMMITTEE. Present:- Councillor Al-Samarai, Convener; and Councillors Clark, Copland (as substitute for Councillor Delaney, Vice Convener), Crockett, Graham, Henrickson, Lawrence, MacGregor and McLeod.

**The agenda and reports associated with this minute can be found [here](#).**

**Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.**

### EXEMPT BUSINESS

1. The Convener proposed that the Committee consider item 10.1 (Street Trader Licence – Grant) with the press and public excluded from the meeting.

**The Committee resolved:-**

in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting during consideration of the above item so as to avoid disclosure of information of the classes described in the following paragraph of Schedule 7(A) to the Act:- article 12 (paragraph 14).

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. Members were requested to intimate any declarations of interest or transparency statements in respect of the items on today's agenda, thereafter the following was intimated:-
  - (1) Councillor Graham declared an interest in item 11.5 (Request for Exemption from Policy - Wheelchair Accessible Vehicle), by virtue of him knowing the individual on a personal basis. He considered that the nature of his interest would require him to leave the meeting prior to consideration of the item.

### MINUTE OF PREVIOUS MEETING OF 27 AUGUST 2025

3. The Committee had before it the minute of its previous meeting of 27 August 2025, for approval.

**The Committee resolved:-**

to approve the minute.

## LICENSING COMMITTEE

8 October 2025

### MINUTE OF MEETING OF THE TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP OF 24 SEPTEMBER 2025

4. The Committee had before it the minute of meeting of the Taxi and Private Hire Car Consultation Group of 24 September 2025.

**The Committee resolved:-**

to note the minute.

### COMMITTEE BUSINESS PLANNER

5. The Committee had before it the Committee Business Planner as prepared by the Chief Officer – Governance.

**The Committee resolved:-**

to note the Business Planner.

### SHORT TERM LET (NEW OPERATOR) - FLAT K, 17 RIVERSIDE DRIVE

6. The Committee had before it a report by the Private Sector Housing Manager, which advised that the application was before the Committee for the reason that one letter of objection was submitted to the Private Sector Housing Team.

Mrs Janssen advised that the necessary upgrading works had been completed.

The Committee heard from the applicants Bogdan Buczynski and Karolina Borowiecka, who spoke in support of their application and responded to questions from members.

Matthew Russell and Kirstin Taylor were in attendance and spoke in support of their letter of objection and responded to questions from members.

All parties were given the opportunity to sum up.

The Convener, seconded by Councillor Henrickson, moved:-

that the Committee refuse the licence on the following grounds:-

Where the licence applied for related to an activity consisting of or including the use of premises, those premises were not suitable or convenient for the conduct of the activity having regard to –

- (i) the nature and extent of the proposed activity; and
- (ii) the possibility of undue public nuisance.

Councillor Copland, seconded by Councillor Graham, moved as an amendment:-

that the Committee grant the licence.

## **LICENSING COMMITTEE**

8 October 2025

On a division, there voted:- for the motion (5) – the Convener and Councillors Henrickson, Lawrence, MacGregor and McLeod; for the amendment (4) – Councillors Copland, Clark, Crockett and Graham.

**The Committee resolved:-**  
to adopt the motion.

### **SHORT TERM LET (NEW OPERATOR) - FLAT F, 22 RIVERSIDE DRIVE**

7. The Committee had before it a report by the Private Sector Housing Manager, which advised that the application was before the Committee for the reason that one letter of objection was submitted to the Private Sector Housing Team.

Mrs Jocelyn Janssen, Private Sector Housing Manager advised that the necessary upgrading works had been completed.

The applicant Junaid Syed was in attendance, spoke in support of the application and responded to questions from members.

Paton Dunlop was in attendance, spoke in support of his letter of objection and responded to questions from members.

All parties were given the opportunity to sum up.

**The Committee resolved:-**  
to grant the licence.

### **STREET TRADER LICENCE (GRANT) - ZONE 8, CULTER MILLS SOCIAL CLUB, 25 SCHOOL CRESCENT, PETERCULTER - CHARLES MURRAY**

8. The Committee were advised that this item had been withdrawn.

### **UNRATED FILM SHOWING - BELMONT CINEMA**

9. The Committee had before it an information note prepared by the Chief Officer – Governance which advised that the Belmont Cinema were requesting permission to show a film (Nice Ladies) that has not been awarded a certificate by the British Board of Film Classification at Citymoves Dance Agency, Shoe Lane, Aberdeen, AB10 1AL.

The applicant, Matthew Buchanan was in attendance and spoke in support of the request and responded to questions from members.

**The Committee resolved:-**

## **LICENSING COMMITTEE**

8 October 2025

- (i) to grant permission to show the film that had not been awarded a certificate by the BBFC at Citymoves Dance Agency, Shoe Lane, Aberdeen on 11 October at 7pm; and
- (ii) to agree that the age limit for the intended audience be classified as 12A.

### **REQUEST FOR EXEMPTION FROM POLICY - AGE OF VEHICLE - ADNAN MAHMOOD**

10. The Committee were advised by the applicant at the meeting that he wished to withdraw his request for exemption.

### **REQUEST FOR EXEMPTION FROM POLICY - STREET KNOWLEDGE TEST - SCOTT ALLAN**

11. The Committee had before it an information note prepared by the Interim Chief Officer – Governance, which advised that the applicant was seeking an exemption from undertaking the Street Knowledge Test.

The applicant, Scott Allan was in attendance, spoke in support of his request and responded to questions from members.

#### **The Committee resolved:-**

to approve the request for exemption from the Street Knowledge Test.

**In accordance with the decision taken at Article 1 of this minute, the following item was considered with the press and public excluded.**

### **STREET TRADER LICENCE (GRANT)**

12. The Committee had before it (1) an information note by the Chief Officer - Governance; and (2) a letter from the Chief Superintendent, Police Scotland, c/o North East Division, dated 30 April 2025.

The applicant was in attendance, spoke in support of his application and responded to questions from members.

PC Stephanie Strange was in attendance and spoke in support of Police Scotland's letter of objection.

Both parties were given the opportunity to sum up.

#### **The Committee resolved:-**



## **LICENSING COMMITTEE**

8 October 2025

to refuse the licence on the following grounds:-

- (i) that the applicant was not a fit and proper person to hold the licence; and
- (ii) where the licence applied for related to an activity consisting of or including the use of the vessel, that vessel was not suitable or convenient for the conduct of the activity having regard to public order or public safety.

### **CONFIDENTIAL INFORMATION**

**The press and public were excluded from the meeting for consideration of the following item which contained confidential information in terms of Section 50A 3(b) of the Local Government (Scotland) Act 1973.**

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.1)**

**13.** The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

The licence holder was not in attendance, nor represented.

#### **The Committee resolved:-**

- (i) to refuse the request for exemption from the Wheelchair Accessible Vehicle Policy; and
- (ii) to approve a Wheelchair Assistance exemption.

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.2)**

**14.** The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

The licence holder was not in attendance, nor represented.

#### **The Committee resolved:-**

- (i) to refuse the request for exemption from the Wheelchair Accessible Vehicle Policy; and
- (ii) to approve a Wheelchair Assistance exemption.

## **LICENSING COMMITTEE**

8 October 2025

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.3)**

15. The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

The licence holder was in attendance, spoke in support of his request and responded to questions from members.

**The Committee resolved:-**

- (i) to refuse the request for exemption from the Wheelchair Accessible Vehicle Policy; and
- (ii) to approve a Wheelchair Assistance exemption.

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.4)**

16. The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

The licence holder was not in attendance, nor represented.

**The Committee resolved:-**

- (i) to refuse the request for exemption from the Wheelchair Accessible Vehicle Policy; and
- (ii) to approve a Wheelchair Assistance exemption.

**At this juncture, in accordance with Article 2 of this minute, Councillor Graham left the meeting prior to consideration of the following item of business.**

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.5)**

17. The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

## **LICENSING COMMITTEE**

8 October 2025

The licence holder was in attendance, spoke in support of his request and responded to questions from members.

**The Committee resolved:-**

to grant the request for exemption from the Wheelchair Accessible Vehicle Policy.

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.6)**

18. The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

The licence holder was in attendance, spoke in support of his request and responded to questions from members.

**The Committee resolved:-**

- (i) to refuse the request for exemption from the Wheelchair Accessible Vehicle Policy; and
- (ii) to approve a Wheelchair Assistance exemption.

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.7)**

19. The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

The licence holder was not in attendance, nor represented.

**The Committee resolved:-**

to grant the request for exemption from the Wheelchair Accessible Vehicle Policy.

### **REQUEST FOR EXEMPTION FROM POLICY - WHEELCHAIR ACCESSIBLE VEHICLE (AGENDA ITEM 11.8)**

20. The Committee had before it (1) an information note prepared by the Chief Officer – Governance, which advised that the licence holder was seeking an exemption from the Wheelchair Accessible Vehicle policy; and (2) correspondence relating to the exemption request.

**LICENSING COMMITTEE**

8 October 2025

The licence holder was not in attendance, nor represented.

**The Committee resolved:-**

to defer consideration of the item until the next meeting of the Committee.

- **COUNCILLOR GILL AL-SAMARAI, Convener**

## LICENSING SUB COMMITTEE

ABERDEEN, 28 November 2025. Minute of Meeting of the LICENSING SUB COMMITTEE. Present:- Councillor Al-Samarai, Convener; and Councillors Delaney and Lawrence.

The agenda, reports and recording associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

1. There were no declarations of interest or transparency statements intimated.

### PRIVATE HIRE METER POLICY - CORS/25/279

2. The Sub Committee had before it a report by the Executive Director for Corporate Services which sought approval for an amendment to the policy and licence conditions relating to meters in private hire vehicles to align with current practice and the legal position.

**The report recommended:-**

that the Committee approve the amendments to the Taxi and Private Hire policy and Private Hire Car licence conditions as detailed in Appendix 1.

**The Sub Committee resolved:-**

to approve the recommendation.

### LATE HOURS CATERING (GRANT) - TIM HORTONS, CRAIGSHAW HOUSE, CRAIGSHAW ROAD

3. The Sub Committee had before it an information note prepared by the Chief Officer – Governance, which advised that the application was out-with Committee policy for Late Hours Catering licences which had a maximum closing time of midnight, Monday to Sunday for all premises out-with the City Centre and Beach Area (except 24 Hour Superstores and Petrol Stations). The premises was out-with the City Centre.

Sam Christie, Area Manager, spoke in support of the application and responded to questions from members.

**The Sub Committee resolved:-**

to grant the Late Hours Catering licence with operating hours of 23:00 – 05:00.

- **COUNCILLOR GILL AL-SAMARAI, Convener**

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## TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP

ABERDEEN, 8 December 2025. Minute of Meeting of the TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP. Present:- Councillor Al-Samarai (Chairperson) and Councillors Clark, Henrickson and Lawrence; and David Alaita (LeadRyde Booking Office), Peter Campbell (Unite Union), Alan Catto (Independent), Chris Douglas (Aberdeen Taxis Booking Office), Craig Falconer (Aberdeen International Airport Booking Office), Matthew Freckelton (Uber Booking Office), Iain Hamilton (Airport Taxi Drivers), Luke Hulse (Independent), Russell McLeod (Rainbow City Taxis Booking Office) and Hussein Patwa (Disability Equity Partnership).

In attendance:- Sandy Munro and Daniel Wright (Licensing Team); Kevin Flannigan (Fleet Services); Sergeant John Webster (Police Scotland) and Mark Masson and Gogo Okafor (Committee Services).

**Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.**

### WELCOME AND APOLOGIES

1. The Chair welcomed everyone to the meeting.

Apologies for absence were intimated on behalf of Councillor Delaney.

### DECLARATIONS OF INTEREST OR TRANSPARENCY STATEMENTS

2. There were no declarations of interest or transparency statements intimated.

### MINUTE OF THE PREVIOUS MEETING OF 24 SEPTEMBER 2025 - FOR APPROVAL

3. The Consultation Group had before it the minute of its previous meeting of 24 September 2025.

**The Consultation Group resolved:-**  
to approve the minute.

### ENFORCEMENT OFFICER REPORT

4. The Consultation Group had before it a report by the Enforcement Officer and Civic Licensing Standards Officer in relation to general Taxi/Private Hire Car issues and information.

## **TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP**

8 December 2025

The report provided details of (a) the current numbers of licensed vehicles and drivers compared to August 2023; and (b) street knowledge test statistics during the period 10 December 2024 to 26 November 2025.

Daniel Wright provided a summary of the report and responded to questions from members.

During discussion, it was noted that the total of active drivers was 896, which was an increase of 95 from the same period last year.

### **The Consultation Group resolved:-**

- (i) that officers amend future reports to provide comparison figures from the previous report; and
- (ii) to otherwise note the report.

## **PROVISION OF TAXIS CRUISE SHIPS**

5. The Consultation Group had before it a paper which sought the views of the taxi trade on options for a potential taxi rank or pick-up/drop-off zone at Aberdeen South Harbour.

Sandy Munro advised that the Licensing Team were approached by the Port of Aberdeen in this regard.

### **The Consultation Group resolved:-**

that there was general agreement not to have a taxi rank given that private hire drivers would not be able to use the rank, therefore a pick-up/drop-off zoned area would be the preferred option.

## **NEW TESTING MANUAL - GRAB HANDLES**

6. The Consultation Group had before them a paper which (1) advised that they had serious concerns about the new specifications for taxis, specifically relating to the fitting of grab handles and the danger of compromising the structural integrity of the vehicle; (2) indicated that the requirements stated were likely a cause for concern as well as causing risk of injury to passengers in the event of an accident; (3) explained that the trade were disappointed that there was no consultation with them on the recent updated Taxi & Private Hire Testing manual, given they were the ones who operate within these parameters; (4) intimated that, moving forward, they noted that there was some dialogue started between Fleet Services and the Taxi trade, however when an issue arises, there should be an avenue to arrange discussions for a joint common-sense approach.



## **TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP**

8 December 2025

Sandy Munro made reference to the meeting on 30 April 2025, where the updated Inspection Manual had been attached to the agenda and was considered by the Consultation Group.

During the discussion, Alan Catto advised that he had sent an email to Fleet Services to arrange a meeting to discuss the issues specifically relating to the Grab Handles but had not received a response.

### **The Consultation Group resolved:-**

- (i) to note that Kevin Flannigan would make arrangements for an early meeting with the taxi trade to discuss the Grab Handles issue; and
- (ii) to note that, via the Clerk, Kevin Flannigan would advise all members when the date/time of the above meeting would be held.

## **NEW TESTING MANUAL - TAXI METERS AND SEALS**

7. The Consultation Group had before them a paper which (1) advised that the updated inspection manual now stated that any vehicle presented for a hackney test without the meter being sealed would be a failure and that it had always been the responsibility of the Council to seal the meters following any updates or checks; (2) indicated that the idea of the driver asking a third party to seal the meter prior to presentation was undermining the requirement for sealing the meter in the first place noting that most drivers do go to the meter suppliers immediately prior to the vehicle being presented for inspection to have the clock set; and (3) intimated that this process required the seal to be broken and as the meter was part of the inspection, the required seal should be refitted following the necessary checks being approved by the local authority.

Alan Catto provided details of the current process, as follows:-

- that over a 6-month period, most meters would lose time accuracy, either fast or slow and the driver would be required to visit the meter dealer prior to the test and would get the time set accurately;
- the meter dealer should not re-seal meter, for reasons already stated;
- the driver would then present their car at the testing station, the car would be tested with the meter being checked, however the tester would issue a failed certificate, due to the meter not being sealed when the driver arrived; and
- the tester would then seal the meter and the driver had to present car for test, at which time tester checks the meter, seals it and issues a pass certificate, costing the driver £40.

Alan Catto suggested that if the meter had been properly calibrated at original test, the tester should just seal it. He also suggested that hologram security stickers could be used at the sealing point of the meter which would likely solve the issue.

## **TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP**

8 December 2025

Kevin Flannigan advised that unless appropriate documentation was received from the third party who undertook the calibration, then it was impossible to determine whether the meter had been tampered with.

### **The Consultation Group resolved:-**

to note that drivers should obtain appropriate documentation from the third party (meter dealer) which undertook the calibration of the meter and submit this to the Fleet Services tester to avoid a failed test.

## **METER REGULATIONS AND PROCEDURE**

8. The Consultation Group had before them a paper which (1) outlined concerns regarding some drivers who had recently joined Uber and still had meters in their vehicles; (2) advised that to operate under Uber's fare structure, the meter should/must be removed; (3) sought confirmation whether these drivers were breaking their licensing conditions, and if so Compliance Officers should investigate this, however noting that, as far as we can see, unless it occurs between 9am and 4pm, Monday to Friday, then the Compliance Officers were not active; and (4) sought confirmation on the process for drivers wishing to remove their meters and whether they would need to apply for a variation of their licence.

Sandy Munro advised that due to a contradiction in the current conditions within the policy, the Licensing Sub Committee had recently approved the amendments to the Taxi and Private Hire policy and Private Hire Car licence conditions.

Mr Munro outlined the following:-

- a private hire vehicle did not need to have a meter installed, however if one was installed then it must be used to calculate the maximum fare for any particular journey, the reason being that legislation stated that it was an offence to charge more for the hire of a private hire car fitted with a meter than the fare tariff;
- that if the private hire vehicle has a meter and was not being used, then it should be removed and the driver must let the Council know that it has been removed in prior to arriving for inspection;
- similarly, if the driver wished to refit the meter in their private hire vehicle, then they should contact the Council in order to get it checked and sealed;
- that there would not be a requirement for drivers to apply for a variation of their licence; and
- that the operator/driver would be held responsible for any breach of the new conditions around the meters installed within private hire vehicles.

### **The Consultation Group resolved:-**

- (i) to note that the Licensing Team would shortly be issuing correspondence to all operators in relation to the amendments to the Taxi and Private Hire policy and Private Hire Car licence conditions; and

## TAXI AND PRIVATE HIRE CAR CONSULTATION GROUP

8 December 2025

- (ii) to otherwise note the information.

### HATE CRIME INCREASE

9. The Consultation Group had before them a paper which advised that following a recent rise in hate crimes directed at taxi drivers, guidance and support was being sought on effective ways to raise awareness and ensure that drivers were informed about how to report such incidents through the appropriate channels, whether they had experienced any incidents personally or witnessed them amongst colleagues.

Sandy Munro advised that although this was not a consideration for the Licensing Committee due to its remit, the Licensing authority would be keen to add weight to any programmes, proposed leaflets or by means of signposting to the Community Safety Team or Police Scotland to raise awareness.

It was suggested that specific wording from the Taxi trade could be submitted for consideration and be displayed in vehicles.

During discussion, there were queries in relation to the right to refuse a hire, particularly if there were incidents of hate crime.

Sergeant Webster reiterated that any hate crimes should be reported to Police Scotland for investigation.

#### **The Consultation Group resolved:-**

- (i) that the Taxi trade submit to the Licensing Team appropriate draft wording to be potentially displayed within taxi/private hire vehicles; and
  - (ii) that this item be added to the agenda for the next meeting for discussion.
- **COUNCILLOR GILL AL-SAMARAI, Chairperson**

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	A	B	C	D	E	F	G	H	I
1	<b>LICENSING COMMITTEE BUSINESS PLANNER</b> The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting.								
2	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference Number</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3			<b>7 January 2026</b>						
4	Taxi and Private Hire Policy	To review the existing policy and determine what parts of the policy require a formal review exercise?		Sandy Munro	Governance	Corporate Services	16.3		
5			<b>25 February 2026</b>						
6	No Reports scheduled at this time								
7			<b>20 May 2026</b>						
8	Public Entertainment Licensing Resolution	to consider the results of the review of Public Entertainment Licensing Resolution	On 26/8/24 the Committee were advised that the report was delayed due to a transitional period for consultation exercise providers	Sandy Munro	Governance	Corporate Services	16.3		
9			<b>1 September 2026</b>						
10	Review of the Membership of the Taxi and Private Hire Car Consultation Group	The Committee on 27/8/25 agreed to review the membership of the Consultation Group in 12 months' time		Mark Msson	Governance	Corporate Services	Intro 3		
11	Review of the Sexual Entertainment Venue Policy	to review existing policy and determine if a review exercise is required		Sandy Munro	Governance	Corporate Services	16.3		
12			<b>28 October 2026</b>						
13	Second Hand Dealer's Licence Resolution	to review existing resolution and determine if a review exercise is required	On 26/8/24 the Committee were advised that the report was delayed due to a transitional period for consultation exercise providers	Sandy Munro	Governance	Corporate Services	16.3		
14			<b>16 December 2026</b>						

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference Number	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2	Street Trader's Licence Policy	to review existing policy and determine if a review exercise is required	On 4/12/24 the Committee were advised that the report was delayed due to a transitional period for consultation exercise providers	Sandy Munro	Governance	Corporate Services	16.3		
15									
16			TBC						
17	Taxi and Private Hire Driver Training	The Committee on 5/6/24 agreed to instruct the interim Chief Officer – Governance to submit a report to the Committee in due course following the completion of all necessary background works required to implement the program		Sandy Munro	Governance	Corporate Services	16.3		

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE</b>	Licensing Committee
<b>DATE</b>	7 January 2026
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Taxi & Private Hire Policy
<b>REPORT NUMBER</b>	CORS/26/004
<b>EXECUTIVE DIRECTOR</b>	Andy MacDonald
<b>CHIEF OFFICER</b>	Jenni Lawson
<b>REPORT AUTHOR</b>	Sandy Munro
<b>TERMS OF REFERENCE</b>	16.3

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### 1. PURPOSE OF REPORT

- 1.1 To present the current Taxi & Private Hire Policy for consideration by the Committee to determine whether a formal review process is required for all or parts thereof.

### 2. RECOMMENDATIONS

That the Committee :-

- 2.1 Agree that a formal review of the Taxi & Private Hire Policy is undertaken subject to a public consultation;
- 2.2 Determine which parts of the policy would warrant specific attention in the consultation exercise; and
- 2.3 Instruct the Chief Officer - Governance to report back to the Licensing Committee with the results of the public consultation on 20 May 2026.

### 3. CURRENT SITUATION

- 3.1 The current Taxi & Private Hire Policy is attached as Appendix 1.
- 3.2 It is recommended that the policy is subject to a review exercise to consider amendments to a number of areas of the policy. In particular the Committee may wish to seek views from the public on the following areas:-
- 3.2.1 The licensing area is currently split into two zones, city and airport. It is suggested that views are sought on combining the zones so that all taxis are licensed for the whole of the council area.

- 3.2.2 Vehicles submitted for licensing are currently subject to an age of vehicle policy which states that all Wheelchair Accessible Vehicles (WAVs) require to be no more than 10 years old at first licensing and other vehicles no more than 5 years old. It is suggested that views are sought as to whether these limits remain appropriate.
- 3.2.3 Advertising is currently permitted with some exceptions on taxis but not on private hire vehicles. It is suggested that views are sought on those exceptions and the question of advertising on private hire vehicles.
- 3.2.4 Currently all applicants for taxi drivers licences and private hire drivers licences require to pass the Street Knowledge Test prior to application. It is suggested that views are sought on whether the test should remain for both, an amended test for private hire applicants is introduced or the test is removed for private hire applicants.
- 3.2.5 It is further recommended that a final question allows respondents to recommend any further areas of the policy that would warrant attention.
- 3.3 The consultation exercise would be conducted from February 2026 through March 2026 with the results being reported back to the Licensing Committee on 20 May 2026 for consideration.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 There are no direct financial implications arising from the recommendations of this report.

#### **5. LEGAL IMPLICATIONS**

- 5.1 There are no direct legal implications arising from the recommendations of this report.

#### **6. ENVIRONMENTAL IMPLICATIONS**

- 6.1 There are no direct environmental implications arising from the recommendations of this report.

#### **7. RISK**

<b>Category</b>	<b>Risks</b>	<b>Primary Controls/Control Actions to achieve Target Risk Level</b>	<b>*Target Risk Level (L, M or H)</b>  <b>*taking into account controls/control actions</b>	<b>*Does Target Risk Level Match Appetite Set?</b>
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<b>Strategic Risk</b>	N/A			Yes
<b>Compliance</b>	N/A			Yes
<b>Operational</b>	N/A			Yes
<b>Financial</b>	N/A			Yes
<b>Reputational</b>	N/A			Yes
<b>Environment / Climate</b>	N/A			Yes

## 8. OUTCOMES

8.1 The proposals in this report have no impact on the Council Delivery Plan

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	No assessment required. I confirm this has been discussed and agreed with Jenni Lawson, Chief Officer Governance on 9 December 2025.
<b>Data Protection Impact Assessment</b>	Not required
<b>Other</b>	N/A

## 10. APPENDICES

11.1 Appendix 1 - Taxi & Private Hire Policy

## 12. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Sandy Munro
<b>Title</b>	Interim Licensing Team Leader
<b>Email Address</b>	AleMunro@aberdeencity.gov.uk

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# Taxi & Private Hire Vehicle and Driver Policy

**Approved by the Licensing Committee on 26<sup>TH</sup> October  
with an implementation date of 01/04/2022  
Amended 04/12/2025**

## Why does the Council need this Policy?

- 1.1 The policy is designed to maintain a minimum standard of operation of Taxi and Private Hire vehicles and drivers, and is underpinned by public safety and improving standards of service. Aberdeen City Council is the Licensing Authority and has resolved to licence taxi and private hire drivers and vehicles under the Civic Government (Scotland) Act 1982. This policy facilitates the Council's decision to licence taxis under that Act.

## Application and Scope Statement

- 2.1 Taxi and private hire vehicle owners and drivers are the parties that are within the scope of this policy. The policy sets minimum operating standards to be adhered to, to ensure reliability and quality of service and the safety of the general public.

## Responsibilities

- 3.1 Chief Officer- Governance has overall authority for licensing of taxi and private hire drivers and vehicles, and the maintenance and review of this policy. Day to day responsibility for licensing will be carried out by the Licensing Team-Governance. Breaches or feedback on the policy can be reported via [enforcement@aberdeencity.gov.uk](mailto:enforcement@aberdeencity.gov.uk) or [Licensing@aberdeencity.gov.uk](mailto:Licensing@aberdeencity.gov.uk)
- 3.2 Reported breaches of policy may result in a review of the license by the Licensing Committee. A review has four possible outcomes- no action, warning, suspension (period will vary) and revocation.
- 3.3 The Licensing Committee are responsible for setting this policy.
- 3.4 This policy has been publicly consulted on, but further feedback can be raised by emailing the Chief Officer-Governance via the licensing email address detailed in 3.1

## Supporting Procedures & Documentation

- 4.1 [Taxi Testing Manual](#)
- 4.2 Licensing Conditions – [Taxi](#), [Private Hire](#), [Booking Office](#), [City Zone](#) and [Airport Zone](#)
- 4.3 [Fees](#)
- 4.4 [Form of Registration of Interest](#)
- 4.5 [Corporate Information Handling Policy](#)

# **5.1 Taxis**

## **5.1.1 Taxi Limit**

The current limit on licensed taxis is set at 1079. Should the number of licensed vehicles reach that limit anyone wishing to apply for a Taxi Licence will be required to register their interest in writing using the [Form of Registration of Interest](#) which can be found on the Council's website.

## **5.1.2 Zoning**

The licensing authority area is split into 2 zones for the purpose of taxi licensing - airport and city.

The airport zone encompasses the area within the legal boundary of Aberdeen International Airport and the city zone encompasses the remainder of the licensing authority area.

Those vehicles licensed in the city zone will display yellow licence plates and cannot collect a fare within the airport zone unless it is pre-booked or the airport operator has illuminated the "green light".

Vehicles licensed within the airport zone will display green licence plates and cannot collect a fare from within the city unless pre-booked. Airport licensed vehicles may however operate in the city zone from midnight Saturday to 5am Sunday.

## **5.1.3 Wheelchair Accessible Vehicles (WAVs)**

All vehicles which are licensed as Taxis for the first time must be Wheelchair Accessible vehicles (WAV).

Any Taxi licence granted prior to 1994 may operate a vehicle which is a Saloon, MPV or WAV and may replace that vehicle with a Saloon, MPV or WAV whilst the licence remains in force. All new licences granted after 1994 must operate a WAV for the entire duration of the licence (any replacement vehicle must also be a WAV).

(This policy is subject to review)

## **5.1.4 Vehicle Types**

The following vehicle types are permissible as licensed Taxis-

- Saloon Car (min 4 doors and 4 passenger seats) – for pre 1994 licences only
- Estate Car (derived from a saloon only- min 4 doors and 4 passenger seats) – for pre 1994 licences only
- MPV (8 passenger seats or less) – for pre 1994 licences only
- WAV (Must meet current [WAV specifications](#))

## **5.1.5 Age of Vehicles**

- WAV taxi vehicles must be 10 years old or less at first licensing and at substitution.
- All other taxi vehicles must be 5 years old or less at substitution onto pre 1994 licences.

## **5.1.6 Roof Signs**

All taxis licensed by the Licensing Authority must display an approved roof sign dependent on zone and model of vehicle. There are currently four main types of roof sign that are approved by the licensing authority, as follows:

- Small green sign- Airport Zoned Vehicles Only
- In-Built sign- WAVs only where a pod style sign is already in-built
- Pod sign- WAVs or similar vehicles where the standard roof sign does not fit
- Standard sign- All other licensed taxis

Approved roof signs must meet the following requirements-

#### City Zone Roof Sign (Yellow Plate) Standard-

Colour-	White		
Length-	88-92cm	Width-	13-17cm
Height-	11-15cm		
Text-	Black lettering on front of sign only		
Front Top Line	"City Of Aberdeen" - 3cm high letters		
Front Lower Line	"Taxi" - 6.5cm high letters (Can be replaced with company logo)		
Each Side	4-digit vehicle licence number - 2.5cm high letters		
Rear	Telephone number (optional)		

#### City Zone Roof Sign (Yellow Plate) Pod-

Colour-	White		
Length-	28-35cm	Width-	9-12cm
Height-	10-14cm		
Text-	Black lettering on front of sign only		
Front	"Taxi" - 6.5cm high letters (Can be replaced with company logo)		
Rear	Telephone number (optional)		

#### Airport Zone Roof Sign (Green Plate)-

Colour-	Green		
Length-	45-49cm	Width-	13-17cm
Height-	10-14cm		
Text-	Black lettering on front of sign only		
Front	"Airport Taxi" - 7.5cm high letters		
Each Side	4-digit vehicle licence number - 2.5cm high letters		

#### Airport Zone Roof Sign (Green Plate) Pod-

Colour-	Green		
Length-	28-35cm	Width-	9-12cm
Height-	10-14cm		
Text-	Black lettering on front of sign only		
Front	"Airport Taxi" - 6.5cm high letters		
Rear	Telephone number (optional)		

Lighting for all roof signs must be provided by standard bulb or LED bulb.

All roof signs must be connected to the taxi meter, be lit when available for hire, and must be securely attached to the vehicle.

Where there is any doubt, licensing will determine which roof sign is appropriate to any licensed taxi.

### **5.1.7 Taxi Meter**

All taxis must have an approved taxi meter meeting the standards required by the [Measuring Instruments \[Taximeters\] Regulations 2006](#) fitted in a position authorised by the licensing authority. The meter must be sealed by the licensing authority and the seal may only be removed either by the licensing authority or for the purpose of an update to the meter software as approved by the licensing authority.

The meter must be used to calculate maximum fares in all journeys within the licensing authority boundaries but need not be used when a journey involves leaving the authority boundary.

### **5.1.8 Advertising on Taxis**

- Advertising is permitted on and/or in all taxis.
- Advertisements must not be placed on any of the vehicle's windows, or obscure any identification plates, notices or roof signs provided by the Council.
- Wheel hub advertising is permitted. These must be securely fitted and comply with the Taxi Inspection Centre's requirements (see Taxi Testing Manual).
- The fitting of internal TV or video displays for advertisement or entertainment purposes will require the making of an application for consent to carry out a material alteration to the vehicle and, if approved, will require to be inspected by and comply with the Taxi Inspection Centre's requirements (see Taxi Inspection Manual).
- The advertising of the following products is prohibited –
  - (i) Alcoholic products (but not including advertisements of premises which are licensed in terms of the Licensing (Scotland) Act 2005);
  - (ii) Tobacco products, including reference to sporting activities sponsored by tobacco companies where the tobacco producer or the name of the manufacturing company is included; and
  - (iii) Any advertising which may be seen as offensive, as determined by the Licensing Committee.

## **9.2 PRIVATE HIRE VEHICLES**

### **5.2.1 Vehicle Ages**

- WAV vehicles must be 10 years old or less at first licensing and at substitution.
- All other vehicles must be 5 years old or less at first licensing or substitution.

### **5.2.2 Vehicle Types**

The following vehicle types are permissible as licensed Private Hire vehicles-

- Saloon Car (min 4 doors and 4 passenger seats)
- Estate Car (derived from a saloon only- min 4 doors and 4 passenger seats)
- MPV (8 passenger seats or less)
- WAV (Must meet current WAV specifications)

### **5.2.3 Roof Signs**

Roof signs are not permitted on Private Hire Cars.

### **5.2.4 Advertising or Branding On Private Hire Cars**

No advertising is permitted on a Private Hire Car.

No branding or notice identifying the vehicle as a Private Hire Car or vehicle for hire is permitted on a Private Hire Car other than the licence plates issued by the licensing authority.

### **5.2.5 Taxi Meter**

Private Hire Cars may but need not have a meter fitted. Private Hire Cars fitted with a meter must have an approved taxi meter meeting the standards required by the Measuring Instruments [Taximeters] Regulations 2016 fitted in a position authorised by the licensing authority. The meter must be sealed by the licensing authority and the seal may only be removed either by the licensing authority or for the purpose of an update to the meter software as approved by the licensing authority.

If a Private Hire Car has a meter fitted, the meter must be used to calculate the maximum fare for all journeys within the licensing authority boundaries.

If a Private Hire Car does not have a meter fitted then the fare for the journey must be agreed in advance with the passenger and must not be changed unless the journey is changed at the request of the passenger.



## **5.3 TAXI AND PRIVATE HIRE VEHICLES**

### **5.3.1 Inspection**

All licensed vehicles must pass 2 taxi (hackney) inspections per 12 month period. The first inspection must be carried out immediately prior to first licensing or renewal (within 14 days) and thereafter at 6 month intervals (within the 14 day period).

A vehicle must have a current Pass Certificate issued after the vehicle had passed its last vehicle inspection.

If a Pass Certificate has expired the vehicle cannot be used as a taxi or private hire car until a new Pass Certificate has been obtained.

### **5.3.2 Tariff Card**

The current Aberdeen City tariff card must be on display in all vehicles in a position where it can be readily seen by passengers.

No other sign relating to fares or cost of hire is permitted in a licensed vehicle.

### **5.3.3 Spare Wheels**

A spare wheel (full size or space saver) or breakdown kit must be carried in every vehicle unless run-flat tyres are fitted.

Where a space saver wheel is fitted, or the run flat warning light is illuminated, passengers must not be carried.

Similarly, when the breakdown kit is used passengers must not be carried.

### **5.3.4 Licence Holder**

The holder of a taxi or private hire vehicle licence must be the owner of the vehicle, the named keeper on the V5 registration document and the named Insurer on the vehicle insurance certificate.

The only exceptions to this are-

- Licences in the name of Partnerships, where the owner/keeper and insurance may be in the name of one of the partners.
- Where a vehicle is leased from a leasing company or purchased on finance, the leasing company or finance company may be the registered keeper or owner of the vehicle.

### **5.3.5 CCTV & Dashcams**

Prior to use of a CCTV or Dashcam system it must be inspected and approved by an authorised officer of the licensing authority. Clear signage, clearly visible from the passenger seats, must be displayed within the vehicle to advise passengers that recording is in operation and advise that images and sound are being recorded and for what purpose. The details of the data controller of the system, including a contact number, should also be clearly displayed.

The Data Controller is under a legal obligation to ensure that all Data Protection requirements are fulfilled. For the avoidance of doubt, Aberdeen City Council, as the licensing authority is not the Data Controller in respect of CCTV or Dashcam systems installed by licence holders, their drivers, or their insurers. Independent legal advice should be sought prior to the installation of any system.

#### **5.3.5.1 External (Accident) Recording**

The licensing authority may permit the installation and operation of CCTV or Dashcams in taxis and private hire cars in respect of external image recording, for the purpose of accident event recording (in relation to insurance claims) and to assist with the prevention, detection and prosecution of crime. External audio recording is not permitted.

#### **5.3.5.2 Internal (Incident) Recording**

The licensing authority may permit the installation and operation of CCTV in taxis and private hire cars in respect of internal image recording to improve passenger and driver safety and for the prevention, detection and prosecution of crime. Internal audio recording is not permitted except by way of a “panic button”, which may be pressed by the driver to record audio only on the occurrence of an incident.

#### **5.3.5.3 Data Protection Policy (Mandatory Requirements)**

The licence holder must have a data protection policy which explains why CCTV or a Dashcam is necessary and what controls will be used to ensure the secure storage and processing of data recordings. It should also specify the standard retention and regular secure data disposal procedures.

#### **5.3.5.4 Specification of CCTV or Dashcam systems**

- Wiring of the CCTV/Dashcam system must be compliant with current British Standards.
- CCTV/Dashcam cameras must be permanently wired and turned on and off by the ignition only. They cannot have a switch to be turned on or off manually or be powered by a dashboard cigarette lighter.
- The storage system for recorded data should be solid state (hard drive) and of sufficient reliability, preferably with industrial grade memory. Where the storage of recorded data is on removable devices such as computer discs, SD cards or suchlike the data controller/licence holder must have satisfactory safeguards for the secure processing, storage and ultimately disposal of the data in accordance with this policy and the CCTV condition of licence. It is recommended that where removable storage is utilised the system is kept in a lockable box or compartment to prevent theft or unauthorised access.
- Stored recorded data must be encrypted and only be accessible to the data controller.

#### **5.3.6 Passenger Seating**

Any licensed vehicle must be capable of seating a minimum of 4 and a maximum of 8 passengers. The vehicle must meet the minimum and maximum dimension restrictions noted below. Seats which are side facing or temporary in nature (such as occasional seats) will not form part of the licensed capacity, neither will any seat which can only be accessed by folding or moving another seat where the movement required is more than 100mm.

### 5.3.7 Vehicle Dimensions

Licensed taxi and private hire vehicles must meet the following dimensions:

Maximum Ground Clearance	185mm
Minimum Rear Legroom	700mm
Minimum Rear Headroom	900mm
Minimum Boot Capacity	450 litres (includes empty wheelchair space in WAVs)
Minimum Rear Seat Width	1200mm (across all rear seats)

Ground Clearance is measured from the road to the bottom of the vehicle body at the rear door.

Rear Legroom is measured from the rear of the driver seat (fully back) to the rear seatback.

Rear Headroom is measured from the interior roof to the top of the rear seat cushion.

### 5.3.8 Engine Size & Propulsion

There is no limit on engine size and any means of propulsion is now permitted.

[Approved but not yet in force:

From *(date to be confirmed once more information available on necessary infrastructure for alternative fuelled vehicles)* petrol and diesel vehicles will not be accepted for the grant of a taxi or private hire vehicle licence.

From *(date to be confirmed as above)* petrol and diesel vehicles will not be accepted for the renewal of a taxi or private hire vehicle licence.]

## 5.4 **TAXI AND PRIVATE HIRE DRIVERS**

### 5.4.1 **Street Knowledge Test**

All applicants for the grant of a taxi driver licence or private hire driver licence must pass the street knowledge test before an application for the licence can be submitted. The Street Knowledge test will be set by the Council and the Council will determine whether or not an applicant has passed the test.

### 5.4.2 **Medical Fitness**

All applicants for the grant of a taxi or private hire driver licence, and all holders of those licences, must meet DVLA Group 2 medical standards at all times.

Accordingly, all applications for the grant or renewal of a taxi driver licence or private hire driver licence must be accompanied by confirmation from a medical professional that the applicant meets DVLA Group 2 standards. Where an application does not include this confirmation, the applicant will be referred to the authority's Occupational Health provider for medical examination. A higher fee will be charged for applications that require a medical examination. The holder of a taxi or private hire car driver licence must notify the authority of any change in medical circumstances that may affect their ability to meet [DVLA Group 2 standards](#).

### 5.4.3 **Dress Code**

All taxi and private hire drivers must comply with the following smart, not casual, dress code at all times when working:

#### **Permitted attire (Examples)**

- plain shirt, polo shirt, dress or blouse
- dress jacket
- dress trousers or skirt
- dress shoes
- taxi/private hire company branded clothing

#### **Prohibited attire (Examples)**

- jeans
- t-shirts
- tracksuit trousers or tops
- trainers
- football shirts

### 5.4.4 **Fares**

Drivers do not have to accept payment by card, however if this is the case they must notify any prospective passenger of this before the journey starts.

## LICENSING COMMITTEE INFORMATION SHEET

07 January 2026

### Public Application

**TYPE OF APPLICATION:** SHORT TERM LET LICENCE APPLICATION  
NEW HOST-SECONDARY LETTING

**APPLICANT:** NEIL TAYLOR

**PROPERTY MANAGER:** NEIL TAYLOR

**ADDRESS:** PARK COTTAGE, 201 VICTORIA STREET, ABERDEEN

### INFORMATION NOTE

- Application Submitted 24/07/2025
- Determination Date 23/04/2026

This Short Term Let licence application is on the agenda of the Licensing Committee for the reason that 7 representations/objections were submitted to the Private Sector Housing Team.

If, after consideration of the representations/objections, the Committee is minded to grant the Short Term Let licence, it may do so under delegated powers since at the time of drafting this information note, the necessary certification has not been completed.

### DESCRIPTION

The property at Park Cottage, 201 Victoria Street, Aberdeen, is the subject of this new Short Term Let licence application and its accommodation is a detached property where the ground floor comprises of a Kitchen, lounge, 1 bedroom, and 2 bedrooms with ensuite. Along with 2 suites composed of sitting room/kitchen and ensuite bedroom. The upper floor is comprised of 4 bedrooms, 2 bedrooms share a Jack and Jill bathroom, 1 bedroom has ensuite, and the remaining bedroom has a Jack and Jill ensuite. The applicant wishes to accommodate a maximum of 6 guests, which is acceptable in terms of space and layout. The location of the premises is shown on the plan attached as Appendix A.

### CONSULTEES

- Police Scotland
- Scottish Fire & Rescue Service
- Aberdeen City Council's Planning Team
- A public Notice of Short Term Let Application was displayed outside the building, alerting the public to the licence application.

### REPRESENTATIONS/OBJECTIONS

- Police Scotland – no objections

- Scottish Fire & Rescue Service – no objections
- Aberdeen City Council's Planning Team – no objections
- One objection from Objector A (Attached as Appendix B)
- One objection from Objector B (Attached as Appendix C)
- One objection from Objector C (Attached as Appendix D)
- One objection from Objector D (Attached as Appendix E)
- One objection from Objector E (Attached as Appendix F)
- One objection from Objector F (Attached as Appendix G)
- One objection from Objector G (Attached as Appendix H)
- Representation from the applicant (Attached as Appendix I)

The objections were received within the statutory time period therefore the Council must consider.

## COMMITTEE GUIDELINES/POLICY

All applications for Short Term Let licences are dealt with in accordance with the Scottish Government's document:

[Short term lets - licensing scheme part 2: supplementary guidance for licensing authorities, letting agencies and platforms](#)

## GROUND FOR REFUSAL

This application is being dealt with under the provisions of '[Civic Government \(Scotland\) Act 1982 \(Licensing of Short Term Lets\) Order 2022](#)' (the 2022 Order)

Available [grounds of refusal](#) are as follows:

A licensing authority shall refuse an application to grant or renew a licence if, in their opinion—

**(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 this Act, or

(ii)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 a 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

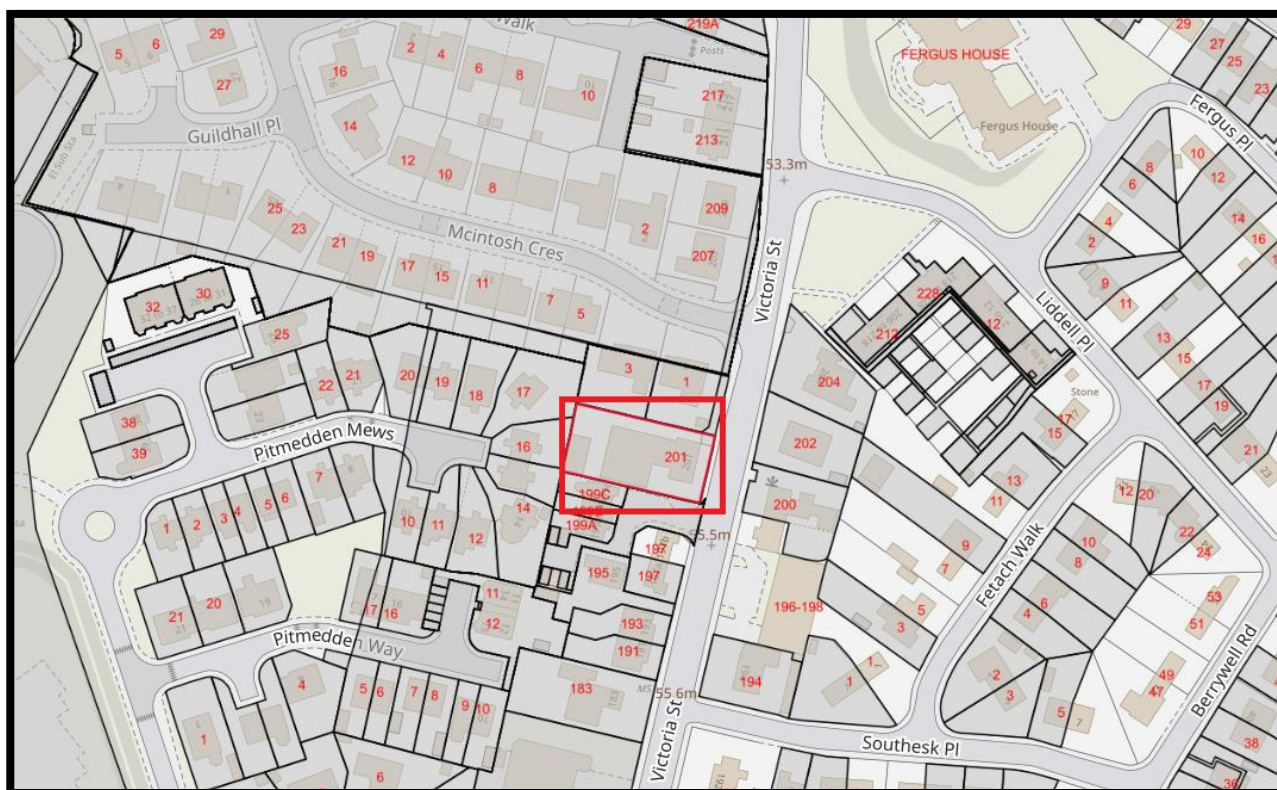
(v)public order or public safety; or

**(d)**there is other good reason for refusing the application;

## **OTHER CONSIDERATIONS**

- Landlord Registration is not a requirement of Short Term Let licensing.
- The Council's Community Safety Team has no anti-social behaviour reports in respect of Park Cottage, 201 Victoria Street, Aberdeen.
- There are 2 Granted Short Term Let licences at 71 & 112 Victoria Street, Aberdeen.
- The property is currently unlicensed. As the applicant is a new operator, the property cannot operate as a Short Term Let until the Licence application is determined.



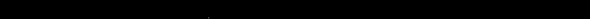

‘A’







**'B'**

Formal Representation – HSTL733964027 (Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB)

  
To:  ShortTermLets  
Cc:   
 Follow up. Completed on 25 August 2025.  
You forwarded this message on 25/08/2025 08:55.

 Reply  Reply All  Forward 

Mon 25/08/2025 08:45

Dear Private Sector Housing Team,

I wish to submit a formal representation objecting to Short-Term Let licence application **HSTL733964027** in respect of **Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB**. **This proposal is disproportionate in scale, lacks local management, and would have a detrimental impact on the surrounding community.**

#### Grounds of objection

##### 1. Absentee ownership and management (Dorset-based applicant):

Both the applicant and the named property manager give their address as **Old Dairy Cottage, Long Lane, Wimborne, BH21 7AQ in Dorset**. This is over 500 miles away from the property in Dyce. The absence of any local management raises serious concerns about the applicant's ability to respond to complaints, deal with emergencies, or manage guest behaviour. In practice, this would leave residents without any effective recourse if problems arise.

##### 2. Scale of the property (nine bedrooms):

Park Cottage is a **large property with nine bedrooms**. This goes far beyond the scale of a typical short-term let and is effectively equivalent to a **small hotel or hostel**. Such intensive, commercial-level guest turnover is inappropriate for a quiet residential street.

##### 3. Previous B&B use (failure of viability):

The property was formerly operated as a B&B by a local owner. Despite being on-site and subject to hospitality regulation, the business **struggled financially and ultimately had to close**. It is unrealistic to suggest that an absentee operator based in Dorset could run the same premises more successfully under a short-term let licence.

##### 4. Impact on residential amenity:

A property of this size, with high guest turnover, will inevitably create **noise, disturbance and disruption** to the settled character of Victoria Street.

##### 5. Parking and traffic:

Under the previous B&B ownership, the parking situation was managed to some degree, but with a nine-bedroom short-term let - especially under absentee ownership - there is no guarantee of the same level of control. This risks **increased congestion from guest vehicles, unsafe parking, and further strain on an already limited local resource**.

##### 6. Community cohesion and security:

The constant arrival of **unknown guests erodes neighbourhood stability** and undermines residents' sense of security.

##### 7. Large warehouse structure on site:

There remains a **large warehouse-type structure** in the back garden area, which in theory should not be there. If its presence has not been formally approved, this raises planning enforcement concerns. Even if regularised, the existence of such a structure is wholly out of character with neighbouring residential properties and reinforces the fact that this is a **commercial-scale premises** rather than a suitable home for short-term let use.

##### 8. Lack of market justification:

Aberdeen already has a **significant oversupply of hotels, guesthouses and B&Bs**, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.

##### 9. Risk of alternative/bulk use:

Where short-term let operations of this scale prove commercially unviable, there is a recognised risk that owners seek to repurpose them for **block contracts with agencies or institutional users**. Such a use would go far beyond what the short-term let licensing scheme is intended to permit, and would fundamentally alter the character of this residential neighbourhood.

#### Conclusion

For the reasons set out above, I respectfully request that the Licensing Committee **refuse this application** in the interests of protecting residential amenity and neighbourhood cohesion.

If a hearing is scheduled, I wish to attend and, if permitted, be heard briefly.

Please confirm:

1. That this representation will be accepted;
2. The current status of the application and any hearing date; and
3. How residents may access the officer's report/agenda.

I would be very grateful if you could confirm receipt of this representation.

Yours faithfully,



'C'

Fwd: Formal Representation – HSTL733964027 (Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB)

[Redacted]  
To: ShortTermLets

Reply Reply All Forward ...

Mon 25/08/2025 08:54

Follow up. Completed on 25 August 2025.  
You forwarded this message on 25/08/2025 08:55.

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Both the applicant and the named property manager give their address as **Old Dairy Cottage, Long Lane, Wimborne, BH21 7AQ in Dorset**. This is over 500 miles away from the property in Dyce. The absence of any local management raises serious concerns about the applicant's ability to respond to complaints, deal with emergencies, or manage guest behaviour. In practice, this would leave residents without any effective recourse if problems arise.

##### 2. Scale of the property (nine bedrooms):

Park Cottage is a **large property with nine bedrooms**. This goes far beyond the scale of a typical short-term let and is effectively equivalent to a **small hotel or hostel**. Such intensive, commercial-level guest turnover is inappropriate for a quiet residential street.

##### 3. Previous B&B use (failure of viability):

The property was formerly operated as a B&B by a local owner. Despite being on-site and subject to hospitality regulation, the business **struggled financially and ultimately had to close**. It is unrealistic to suggest that an absentee operator based in Dorset could run the same premises more successfully under a short-term let licence.

##### 4. Impact on residential amenity:

A property of this size, with high guest turnover, will inevitably create **noise, disturbance and disruption** to the settled character of Victoria Street.

##### 5. Parking and traffic:

Under the previous B&B ownership, the parking situation was managed to some degree, but with a nine-bedroom short-term let - especially under absentee ownership - there is no guarantee of the same level of control. This risks **increased congestion from guest vehicles, unsafe parking, and further strain on an already limited local resource**.

##### 6. Community cohesion and security:

The constant arrival of **unknown guests erodes neighbourhood stability** and undermines residents' sense of security.

##### 7. Large warehouse structure on site:

There remains a **large warehouse-type structure** in the back garden area, which in theory should not be there. If its presence has not been formally approved, this raises planning enforcement concerns. Even if regularised, the existence of such a structure is wholly out of character with neighbouring residential properties and reinforces the fact that this is a **commercial-scale premises** rather than a suitable home for short-term let use.

##### 8. Lack of market justification:

Aberdeen already has a **significant oversupply of hotels, guesthouses and B&Bs**, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.

##### 9. Risk of alternative/bulk use:

Where short-term let operations of this scale prove commercially unviable, there is a recognised risk that owners seek to repurpose them for **block contracts with agencies or institutional users**. Such a use would go far beyond what the short-term let licensing scheme is intended to permit, and would fundamentally alter the character of this residential neighbourhood.

#### Conclusion

For the reasons set out above, I respectfully request that the Licensing Committee **refuse this application** in the interests of protecting residential amenity and neighbourhood cohesion.

If a hearing is scheduled, I wish to attend and, if permitted, be heard briefly.

Please confirm:

1. That this representation will be accepted;
2. The current status of the application and any hearing date; and
3. How residents may access the officer's report/agenda.

I would be very grateful if you could confirm receipt of this representation.


Yours faithfully,

[Redacted Signature]

Forma; Representation: HSTL733964027 (Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB)

  
To: [ShortTermLets](#)  


[Reply](#) [Reply All](#) [Forward](#) [...](#)  
Mon 25/08/2025 09:07

 Follow up. Completed on 25 August 2025.  
You forwarded this message on 25/08/2025 09:25.  
If there are problems with how this message is displayed, [click here to view it in a web browser](#).

Dear Private Sector Housing Team,

I wish to submit a formal representation objecting to Short-Term Let license application **HSTL733964027** in respect of **Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB**. **This proposal is disproportionate in scale, lacks local management, and would have a detrimental impact on the surrounding community.**

#### Grounds of objection

##### 1. Absentee ownership and management (Dorset-based applicant):

Both the applicant and the named property manager give their address as **Old Dairy Cottage, Long Lane, Wimborne, BH21 7AQ in Dorset**. This is over 500 miles away from the property in Dyce. The absence of any local management raises serious concerns about the applicant's ability to respond to complaints, deal with emergencies, or manage guest behaviour. In practice, this would leave residents without any effective recourse if problems arise.

##### 2. Scale of the property (nine bedrooms):

Park Cottage is a **large property with nine bedrooms**. This goes far beyond the scale of a typical short-term let and is effectively equivalent to a **small hotel or hostel**. Such intensive, commercial-level guest turnover is inappropriate for a quiet residential street.

##### 3. Previous B&B use (failure of viability):

The property was formerly operated as a B&B by a local owner. Despite being on-site and subject to hospitality regulation, the business **struggled financially and ultimately had to close**. It is unrealistic to suggest that an absentee operator based in Dorset could run the same premises more successfully under a short-term let licence.

##### 4. Impact on residential amenity:

A property of this size, with high guest turnover, will inevitably create **noise, disturbance and disruption** to the settled character of Victoria Street.

##### 5. Parking and traffic:

Under the previous B&B ownership, the parking situation was managed to some degree, but with a nine-bedroom short-term let - especially under absentee ownership - there is no guarantee of the same level of control. This risks **increased congestion from guest vehicles, unsafe parking, and further strain on an already limited local resource**.

##### 6. Community cohesion and security:

The constant arrival of **unknown guests erodes neighbourhood stability** and undermines residents' sense of security.

##### 7. Large warehouse structure on site:

There remains a **large warehouse-type structure** in the back garden area, which in theory should not be there. If its presence has not been formally approved, this raises planning enforcement concerns. Even if regularised, the existence of such a structure is wholly out of character with neighbouring residential properties and reinforces the fact that this is a **commercial-scale premises** rather than a suitable home for short-term let use.

##### 8. Lack of market justification:

Aberdeen already has a **significant oversupply of hotels, guesthouses and B&Bs**, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.

##### 9. Risk of alternative/bulk use:

Where short-term let operations of this scale prove commercially unviable, there is a recognised risk that owners seek to repurpose them for **block contracts with agencies or institutional users**. Such a use would go far beyond what the short-term let licensing scheme is intended to permit and would fundamentally alter the character of this residential neighbourhood.

#### Conclusion

For the reasons set out above, I respectfully request that the Licensing Committee **refuse this application** in the interests of protecting residential amenity and neighbourhood cohesion.

If a hearing is scheduled, I may wish to attend.

Please confirm:

1. That this representation will be accepted;
2. The current status of the application and any hearing date; and
3. How residents may access the officer's report/agenda.

I would be very grateful if you could confirm receipt of this representation.

Yours faithfully,



'E'

Park Cottage 201 Victoria Street, Dyce. License no AC64027N

[Redacted]  
To ShortTermLets

Reply Reply All Forward ...

Follow up. Completed on 25 August 2025.  
You forwarded this message on 25/08/2025 14:02.

Mon 25/08/2025 12:57



25th August 2025

Dear Sir/Madam,

I write to lodge my objection with reference to Park Cottage, 201 Victoria Street, Dyce, Aberdeen being granted a short term letting licence for the following reasons.

1. The property is completely surrounded by family homes in a quiet area of Dyce. An Airbnb would be completely out of character within the local residential area.
2. The Large sized property will be seen as a party accommodation with renters leading to potential late night noise and disturbances.
3. The property manager is not located in Aberdeen to deal with arising problems which would force neighbours to involve the local police.
4. When full to capacity there wouldn't be enough private parking spaces on site.

I ask for my points to be fully considered when reaching a decision.

Regards

[Redacted signature]

'F'

Formal Representation – HSTL733964027 (Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB)

To: ShortTermLets  
Cc: [REDACTED]  
Follow up. Completed on 28 August 2025.  
You replied to this message on 28/08/2025 12:08.  
If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward [Icon] [Icon]

Wed 27/08/2025 23:04

Dear Private Sector Housing Team,

I wish to submit a formal representation objecting to Short-Term Let licence application **HSTL733964027** in respect of **Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB**. **This proposal is disproportionate in scale, lacks local management, and would have a detrimental impact on the surrounding community.**

**Grounds of objection**

**1. Absentee ownership and management (Dorset-based applicant):**

Both the applicant and the named property manager give their address as **Old Dairy Cottage, Long Lane, Wimborne, BH21 7AQ in Dorset**. This is over 500 miles away from the property in Dyce. The absence of any local management raises serious concerns about the applicant's ability to respond to complaints, deal with emergencies, or manage guest behaviour. In practice, this would leave residents without any effective recourse if problems arise.

**2. Scale of the property (nine bedrooms):**

Park Cottage is a **large property with nine bedrooms**. This goes far beyond the scale of a typical short-term let and is effectively equivalent to a **small hotel or hostel**. Such intensive, commercial-level guest turnover is inappropriate for a quiet residential street.

**3. Previous B&B use (failure of viability):**

The property was formerly operated as a B&B by a local owner. Despite being on-site and subject to hospitality regulation, the business **struggled financially and ultimately had to close**. It is unrealistic to suggest that an absentee operator based in Dorset could run the same premises more successfully under a short-term let licence.

**4. Impact on residential amenity:**

A property of this size, with high guest turnover, will inevitably create **noise, disturbance and disruption** to the settled character of Victoria Street.

**5. Parking and traffic:**

Under the previous B&B ownership, the parking situation was managed to some degree, but with a nine-bedroom short-term let - especially under absentee ownership - there is no guarantee of the same level of control. This risks **increased congestion from guest vehicles, unsafe parking, and further strain on an already limited local resource**.

**6. Community cohesion and security:**

The constant arrival of **unknown guests erodes neighbourhood stability** and undermines residents' sense of security.

**7. Large warehouse structure on site:**

There remains a **large warehouse-type structure** in the back garden area, which in theory should not be there. If its presence has not been formally approved, this raises planning enforcement concerns. Even if regularised, the existence of such a structure is wholly out of character with neighbouring residential properties and reinforces the fact that this is a **commercial-scale premises** rather than a suitable home for short-term let use.

**8. Lack of market justification:**

Aberdeen already has a **significant oversupply of hotels, guesthouses and B&Bs**, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.

**9. Risk of alternative/bulk use:**

Where short-term let operations of this scale prove commercially unviable, there is a recognised risk that owners seek to repurpose them for **block contracts with agencies or institutional users**. Such a use would go far beyond what the short-term let licensing scheme is intended to permit, and would fundamentally alter the character of this residential neighbourhood.

**Conclusion**

For the reasons set out above, I respectfully request that the Licensing Committee **refuse this application** in the interests of protecting residential amenity and neighbourhood cohesion.

If a hearing is scheduled, I wish to attend and, if permitted, be heard briefly.

Please confirm:

1. That this representation will be accepted;
2. The current status of the application and any hearing date; and
3. How residents may access the officer's report/agenda.


I would be very grateful if you could confirm receipt of this representation.

Yours faithfully,

[REDACTED]


□

Formal Representation – HSTL733964027 (Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB)

 To [ShortTermLets](#)

[Reply](#) [Reply All](#) [Forward](#)  

Wed 27/08/2025 23:08

 Follow up. Completed on 28 August 2025.  
You replied to this message on 28/08/2025 12:10.

Dear Private Sector Housing Team,

I wish to submit a formal representation objecting to Short-Term Let licence application **HSTL733964027** in respect of **Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB**. **This proposal is disproportionate in scale, lacks local management, and would have a detrimental impact on the surrounding community.**

#### Grounds of objection

##### 1. Absentee ownership and management (Dorset-based applicant):

Both the applicant and the named property manager give their address as **Old Dairy Cottage, Long Lane, Wimborne, BH21 7AQ in Dorset**. This is over 500 miles away from the property in Dyce. The absence of any local management raises serious concerns about the applicant's ability to respond to complaints, deal with emergencies, or manage guest behaviour. In practice, this would leave residents without any effective recourse if problems arise.

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Park Cottage is a **large property with nine bedrooms**. This goes far beyond the scale of a typical short-term let and is effectively equivalent to a **small hotel or hostel**. Such intensive, commercial-level guest turnover is inappropriate for a quiet residential street.

##### 3. Previous B&B use (failure of viability):

The property was formerly operated as a B&B by a local owner. Despite being on-site and subject to hospitality regulation, the business **struggled financially and ultimately had to close**. It is unrealistic to suggest that an absentee operator based in Dorset could run the same premises more successfully under a short-term let licence.

##### 4. Impact on residential amenity:

A property of this size, with high guest turnover, will inevitably create **noise, disturbance and disruption** to the settled character of Victoria Street.

##### 5. Parking and traffic:

Under the previous B&B ownership, the parking situation was managed to some degree, but with a nine-bedroom short-term let - especially under absentee ownership - there is no guarantee of the same level of control. This risks **increased congestion from guest vehicles, unsafe parking, and further strain on an already limited local resource**.

##### 6. Community cohesion and security:

The constant arrival of **unknown guests erodes neighbourhood stability** and undermines residents' sense of security.

##### 7. Large warehouse structure on site:

There remains a **large warehouse-type structure** in the back garden area, which in theory should not be there. If its presence has not been formally approved, this raises planning enforcement concerns. Even if regularised, the existence of such a structure is wholly out of character with neighbouring residential properties and reinforces the fact that this is a **commercial-scale premises** rather than a suitable home for short-term let use.

##### 8. Lack of market justification:

Aberdeen already has a **significant oversupply of hotels, guesthouses and B&Bs**, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.

##### 8. Lack of market justification:

Aberdeen already has a **significant oversupply of hotels, guesthouses and B&Bs**, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.

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Where short-term let operations of this scale prove commercially unviable, there is a recognised risk that owners seek to repurpose them for **block contracts with agencies or institutional users**. Such a use would go far beyond what the short-term let licensing scheme is intended to permit, and would fundamentally alter the character of this residential neighbourhood.

## Conclusion

For the reasons set out above, I respectfully request that the Licensing Committee **refuse this application** in the interests of protecting residential amenity and neighbourhood cohesion.

If a hearing is scheduled, I wish to attend and, if permitted, be heard briefly.

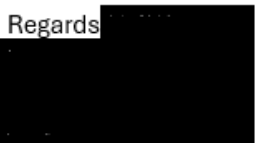
Please confirm:

1. That this representation will be accepted;
2. The current status of the application and any hearing date; and
3. How residents may access the officer's report/agenda.

I would be very grateful if you could confirm receipt of this representation.

Yours faithfully,

Regards



---

From: [REDACTED]  
Sent: 28 August 2025 13:01  
To: [REDACTED]  
Subject: Dyce issue

To: [ShortTermLets@aberdeencity.gov.uk](mailto:ShortTermLets@aberdeencity.gov.uk)

CC: [REDACTED]

Subject: Formal Representation – HSTL733964027 (Park Cottage, 201 Victoria Street, Dyce,  
Aberdeen AB21 7AB)

Dear Private Sector Housing Team,

I wish to submit a formal representation objecting to Short-Term Let licence application HSTL733964027 in respect of Park Cottage, 201 Victoria Street, Dyce, Aberdeen AB21 7AB. This proposal is disproportionate in scale, lacks local management, and would have a detrimental impact on the surrounding community.

## **Grounds of objection**

### **1. Absentee ownership and management (Dorset-based applicant):**

Both the applicant and the named property manager are based in Wimborne, Dorset, more than 500 miles away from the premises. The absence of any local management raises serious concerns about how complaints, emergencies or guest behaviour would be handled in practice. Neighbours should not be expected to act as unpaid supervisors for a large commercial-scale let.

### **2. Scale of the property (nine bedrooms):**

The building is far larger than a typical short-term let, containing nine bedrooms. This makes it effectively equivalent to a small hotel or hostel, which is wholly inappropriate in a quiet residential street.

### **3. Previous B&B use (failure of viability):**

The property was previously run as a B&B by a local owner. Despite being on-site and operating under proper hospitality regulation, the business struggled financially and was forced to close. It is unrealistic to expect an absentee operator to succeed where a local resident failed.

### **4. Outbuilding/garage conversion concerns:**

At the rear of the property is a large outbuilding or garage structure. Significant works have been carried out in recent years, including installation of skylights and what appears to be a mezzanine floor. From neighbouring gardens, people have been observed looking out from this building, directly overlooking our property. Contractors carrying out these works caused damage and left waste on our land, and when challenged, the owner at the time was dismissive and avoidant. This raises serious concerns about what the building is being used for, whether its use has been properly authorised, and whether the applicant intends to expand operations beyond the nine bedrooms in the main house.

### **5. Impact on amenity, parking and community security:**

Given the size of the property, there is a clear risk of increased traffic, congestion and disturbance. More importantly, the constant turnover of unknown guests undermines neighbourhood cohesion and makes residents feel less secure.



6. Concerns about applicant's financial background:

Publicly available records at Companies House show that the applicant has been involved in a company that was liquidated after failing to pay tax and penalties linked to the use of an unlawful tax avoidance scheme. This raises serious questions about the applicant's integrity and whether they are a fit and proper person to hold a short-term let licence. It also suggests that the property may not be operated with genuine business intent but simply as a vehicle to hold funds, with little incentive to manage it responsibly in the interests of neighbours or the wider community.

7. Lack of market justification and risk of bulk use:

Aberdeen already has an oversupply of hotels and guesthouses, especially around Dyce and the airport. The most likely outcome is commercial failure, followed by the property being repurposed for block contracts with agencies or institutional users. Such use would go far beyond the intended scope of the short-term let licensing scheme and would fundamentally alter the residential character of the neighbourhood.

## **Conclusion**

Taken together, these factors show that this is not a genuine or responsible short-term let proposal, but a high-risk and unsuitable use of a large property in a residential street. For the reasons set out above, I respectfully request that the Licensing Committee refuse this application.

“1”

**From:** Stephen Forsyth

**Sent:** 05 December 2025 09:06

**To:** ShortTermLets

**Cc:**

**Subject:** RE: [EXTERNAL]:RE: TAY/0247/000001 - Neil Taylor - Short Term Let Hearing - 201 Victoria Street, Dyce

Dear Jocelyn,

My client: Neil Taylor

Premises: Park Cottage, 201 Victoria Street, Aberdeen

I act for the above named. The Short Term Let application calls before the committee on 7 Jan 26. A number of objections have been raised by local residents. My client would like to briefly address the concerns in writing, which will be developed at the Hearing. Please include this letter and the attached Excel in your report.

By way of background, the owner of the property is my client, Neil Taylor. Mr Taylor is a director of Hydenlyne Ltd (the company), which provides offshore consultants to wind and gas projects, including Aberdeen. The company had a contract with Fugro, who have a remote operation centre in Aberdeen. The contract was to provide consultants on 3 weeks on: 3 weeks off basis. The contract included the housing of the consultants. The company rented the property from my client. The contract ran from 2023 to March 25. The property is primarily a staff house for the off-shore consultants. Since March 25, the consultants have been less regular. As such, my client applied for a short-term let licence to supplement the income during the periods there is no contract for consultants to reside there.

My client is in discussions to enter a new contract with Fugro. The short-term let is to supplement during periods that the property is not being occupied by consultants. The previous owner operated the property as a B&B, so it is not anticipated there will be any significant change. I attach an excel spreadsheet with a brief response to each of the allegations. My client intends to draw up house management rules covering the issues raised, which will be intimated to prospective guests in advance, exhibited in the property and strictly enforced. A draft will be lodged prior to the hearing. A local property manager is employed by my client who deals with day-to-day management and can deal with any physical issues at the property. She resides a few minutes away. My client and his son visit the property approximately 5-7 times per year. I can also advise that the company operates a taxi system for the consultant's door to door. Even when let to guests, it is no envisaged that there will be multiple cars, and rules will be put in place to limit the amount of cars at the property.

My client takes the objections very seriously. Hopefully the above and attached will go some way to alleviate any concerns of the local residents and/or committee.

Regards,

Stephen Forsyth  
Legal Director  
Gilson Gray LLP



Objection Raised	Response
<p><b>1. Absentee ownership and management (Dorset-based applicant):</b> Both the applicant and the named property manager give their address as Old Dairy Cottage, Long lane, Wimborne, BH21 7AQ in Dorset. This is over 500 miles away from the property in Dyce. The absence of any local management raises serious concerns about the applicant's ability to respond to complaints, deal with emergencies, or manage guest behaviour. In practice, this would leave residents without any effective recourse if problems arise.</p>	<p>Whilst the property will be owned by and ultimately managed by applicant based in Dorset, there is a House Manager appointed who lives in Dyce, only a few streets down from the property. She has been appointed to the property since 2023 and has a fixed contract to manage the property including its users. She will be first point of contact should any issues occur and will be on hand to resolve any issues that may arise. She will escalate if necessary. This will hopefully assure that any complaints or emergencies are quickly and effectively resolved.</p>
<p><b>2. Scale of the property (nine bedrooms):</b> Park Cottage is a large property with nine bedrooms. This goes far beyond the scale of a typical short-term let and is effectively equivalent to a small hotel or hostel. Such intensive, commercial-level guest turnover is inappropriate for a quiet residential street.</p>	<p>The property is primarily intended to be used as a Staff House for professionals working in the local area. The rooms are designed for single occupancy, and hence a maximum person capacity of 9 persons. This application is for 6 persons only. The short term let application aspect is to supplement income from the property during quieter periods for professional usage.</p>
<p><b>3. Previous B&amp;B use (failure of viability):</b> The property was formerly operated as a B&amp;B by a local owner. Despite being on-site and subject to hospitality regulation, the business struggled financially and ultimately had to close. It is unrealistic to suggest that an absentee operator based in Dorset could run the same premises more successfully under a short-term let licence.</p>	<p>It is not relevant or known of the commercial success of the property previously. Although as the objection states this property was indeed used as a B&amp;B and thus this application would be granting a return to a similar use as previously adopted.</p>
<p><b>4. Impact on residential amenity:</b> A property of this size, with high guest turnover, will inevitably create noise, disturbance and disruption to the settled character of Victoria Street.</p>	<p>Strict rules will be in place to aim to prevent noise disturbance. As mentioned previously this was historically a B&amp;B, which would expect to have higher guest turnover than the planned use for Professionals and sole party</p>

<p><b>5. Parking and traffic:</b> Under the previous B&amp;B ownership, the parking situation was managed to some degree, but with a nine-bedroom short-term let - especially under absentee ownership - there is no guarantee of the same level of control. This risks increased congestion from guest vehicles, unsafe parking, and further strain on an already limited local resource.</p>	<p>Strict parking rules will be in place, although the parking area at the property is large and fit for use so it is not expected there would ever be overflow, and there has not been evidence of overflow ever previously. This application is for maximum 6 occupancy and 6 cars can easily be accommodated in the property parking area.</p>
<p><b>6. Community cohesion and security:</b> The constant arrival of unknown guests erodes neighbourhood stability and undermines residents sense of security.</p>	<p>A management plan will be put in place to ensure guest booking requests are reviewed to ensure they are appropriate for the property. There will be a strict ban on parties, loud music, stag/hen do's and any other bookings that may give rise to inappropriate behaviour or noise. The primary purpose of the property is for professional usage and as property managers we do too wish for the property to be calm and in fitting with the local neighbourhood.</p>
<p><b>7. Large warehouse structure on site:</b> There remains a large warehouse-type structure in the back garden area, which in theory should not be there. If its presence has not been formally approved, this raises planning enforcement concerns. Even if regularised, the existence of such a structure is wholly out of character with neighbouring residential properties and reinforces the fact that this is a commercial-scale premises rather than a suitable home for short-term let use.</p>	<p>The warehouse structure in the back garden area has been in place for many years. This was queried the council in 2023 and no action was taken as it was fully approved. There is gym equipment inside and it is used by residents of the property, and in no way for commercial usage. It is noted that music could be heard from those using the gym equipment. There is no music or speaker equipment in the gym, but we will ensure rules are clearly communicated on noise and signs to this effect are put in place to remind all guests of their obligations</p>

<p><b>8. Lack of market justification:</b> Aberdeen already has a significant oversupply of hotels, guesthouses and B&amp;Bs, particularly in and around Dyce and the airport area. The proposed nine-bedroom short-term let is unlikely to be financially viable in this saturated market.</p>	<p>Financial viability is not relevant to objection for Short Term Let License. As highlighted the short term let aspect of the property is to supplement its use as a house for professional people working in the area.</p>
<p><b>9. Risk of alternative/bulk use:</b> Where short-term let operations of this scale prove commercially unviable, there is a recognised risk that owners seek to repurpose them for block contracts with agencies or institutional users. Such a use would go far beyond what the short-term let licensing scheme is intended to permit, and would fundamentally alter the character of this residential neighbourhood.</p>	<p>There is no plan to repurpose the property. As highlighted the short term let aspect of the property is to supplement its use as a house for professional people working in the area.</p>
<p><b>10. On many occasions over the last 2.5 years the property owners have had contractors completing works, mostly upon the shed/ large garage, which is situated on the boundary of our property. We had an issue with contractors throwing roofing materials into our garden (and almost on top of a 5-month puppy, in view of the contractor). On complaint, the property owner was identified to us by the contractors (but to note, not those named on this application) who could/ would not converse with us and an agreement was reached with the contractor that they would come to our property and tidy up the mess created.</b></p>	<p>Any complaints regarding the contractors working on the property were never passed onto us. If they were they would have been investigated and resolved immediately. We take full responsibility for the contractors working on the property and will take actions moving forward to ensure that any neighbour disruption is kept to a minimum should works be undertaken. We are glad that the contractors resolved the situation and moving forward will ensure any works including waste disposal are signed off by property manager.</p>
<p><b>11. Furthermore, we have concerns regarding the character of the property owner who would be responsible for managing this property, and therefore for managing neighbour liaisons. Based upon publicly available information available via Companies House, it would appear that this property was financed through the withdrawal of a sizeable amount of funds from a business which very shortly after this withdrawal went into liquidation due to tax disputes with HMRC regarding alleged use of an illegal tax avoidance scheme (to date, this matter remains unresolved with HMRC). This does not give us or other residents any confidence that the property owner has honourable intentions of making this an economically viable business. This furthers our concerns that the challenging issues we have already experienced with this property, and its owner are unlikely to improve should this application be approved.</b></p>	<p>This is untrue and I am not sure if relevant</p>

Page 54

## LICENSING COMMITTEE INFORMATION SHEET

07 January 2026

### Public Application

**TYPE OF APPLICATION:** SHORT TERM LET LICENCE APPLICATION  
NEW HOST-SECONDARY LETTING

**APPLICANT:** MADHUBANTI BASU

**PROPERTY MANAGER:** GRAMPIAN LETTINGS LTD

**ADDRESS:** 24 CLASHRODNEY AVENUE, ABERDEEN

### INFORMATION NOTE

- Application Submitted 12/08/2025
- Determination Date 11/05/2026

This Short Term Let licence application is on the agenda of the Licensing Committee for the reason that 2 representations/objections were submitted to the Private Sector Housing Team.

If, after consideration of the representations/objections, the Committee is minded to grant the Short Term Let licence, it may do so under delegated powers since at the time of drafting this information note, the necessary certification has not been completed.

### DESCRIPTION

The property at 24 Clashrodne Avenue, Aberdeen, is the subject of this new Short Term Let licence application and its accommodation is a detached property where the property comprises on the ground floor, lounge, dining room, kitchen, bathroom and three bedrooms, one of which has ensuite shower room. The first floor comprises two bedrooms, one of which has ensuite shower/bathroom. The applicant wishes to accommodate a maximum of 6 guests, which is acceptable in terms of space and layout. The location of the premises is shown on the plan attached as Appendix A.

### CONSULTEES

- Police Scotland
- Scottish Fire & Rescue Service
- Aberdeen City Council's Planning Team
- A public Notice of Short Term Let Application was displayed outside the building, alerting the public to the licence application.

### REPRESENTATIONS/OBJECTIONS

- Police Scotland – no objections
- Scottish Fire & Rescue Service – no objections



- Aberdeen City Council's Planning Team – no objections
- One objection from Objector A (Attached as Appendix B)
- One objection from Objector B (Attached as Appendix C)
- Representation from the property manager (Attached as Appendix D)

The objections were received within the statutory time period therefore the Council must consider.

## COMMITTEE GUIDELINES/POLICY

All applications for Short Term Let licences are dealt with in accordance with the Scottish Government's document:

[Short term lets - licensing scheme part 2: supplementary guidance for licensing authorities, letting agencies and platforms](#)

## GROUNDINGS FOR REFUSAL

This application is being dealt with under the provisions of '[Civic Government \(Scotland\) Act 1982 \(Licensing of Short Term Lets\) Order 2022](#)' (the 2022 Order)

Available [grounds of refusal](#) are as follows:

A licensing authority shall refuse an application to grant or renew a licence if, in their opinion—

**(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 this Act, or

(ii)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 a 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

(v)public order or public safety; or

**(d)**there is other good reason for refusing the application;






## OTHER CONSIDERATIONS



- Landlord Registration is not a requirement of Short Term Let licensing.
- The Council's Community Safety Team has no anti-social behaviour reports in respect of 24 Clashrodney Avenue, Aberdeen.
- There are no other Granted Short Term Let licences at Clashrodney Avenue.
- The property is currently unlicensed. As the applicant is a new operator, the property cannot operate as a Short Term Let until the Licence application is determined.

'A'




## Objection regarding application 9051075234

   
To  ShortTermLets

 Reply  Reply All  Forward 

Wed 27/08/2025 15:57

 Follow up. Completed on 27 August 2025.  
You forwarded this message on 27/08/2025 15:58.

I live at  and write in regard to the short term let application 9051075234, for 24 Clashrodne Avenue.

### Background information

There is a parcel of land (referred to as the "turning circle" on the land certificate) with joint ownership between 24, 26 and 28 Clashrodne Avenue.

The land connects the street with the rear garden of 26 and 28, and also provides access to the single-vehicle driveway of 24.

There are longer-term plans between numbers 26 and 28 to pave the rear garden to use as dedicated parking, rather than using street parking, which is often maxed out among existing residents nearby.

### I wish to object to this application for the following reasons:

#### Lack of landowners' permission

In recent weeks, guests staying at 24 appear to have been instructed to park their cars on the turning circle. I have not been consulted on this and object to future use of the land for this purpose.

The use of the turning circle for parking will impact on future access to the rear land of 26 and 28 when it requires maintenance and is adapted to allow for parking.

#### Security

Existing guests at 24 have been seen accessing the house via an unsecured key hidden underneath a flowerpot. As a neighbour, this makes me concerned about unsanctioned guests, squatters and vandals who may gain access to the house.

#### Parking

As mentioned previously, the driveway of 24 only has room for one vehicle. This means additional vehicles will be required to park on the street. Currently street parking is already at a premium among existing residents, so an increase in demand would directly inconvenience me and others.

#### Impact of large gatherings

The property has five bedrooms and the application notes a maximum occupancy of six people. I am deeply concerned about the use of the property as a short-term let for gatherings and parties. Those hiring the house would have no long-term responsibility for the property or to its neighbours, leading to the potential for loud noise and large groups of people directly affecting my quality of life.

I would have fewer concerns if it was a case of new neighbours moving into the property permanently, as there would be an opportunity to build up a relationship and tackle issues as they arise.

The homeowners did not consult or communicate with me prior to previous guests staying at the property, nor when submitting this application. I first learned of the application via a notice on a lamppost outside my house on 17 August.

If this is the first step to officially using the property as a short term let and my input as a neighbour - and joint land owner - is already being disregarded, I have no confidence that the owners have or will take any of my thoughts, feelings or concerns into consideration in the future.



I would be grateful if the Licensing Committee could consider these reasons when deciding the outcome of this application.

Many thanks,



'C'


Objection to 24 Clashrodne Avenue multi occupancy application.

 To  ShortTermLets

[Reply](#) [Reply All](#) [Forward](#)  

Mon 01/09/2025 09:11

 Follow up. Completed on 01 September 2025.  
You forwarded this message on 01/09/2025 09:56.

I live at  and write in regard to the short term let application 9051075234, for 24 Clashrodne Avenue.

#### Background information

There is a parcel of land (referred to as the "turning circle" on the land certificate) with joint ownership between 24, 26 and 28 Clashrodne Avenue.

The land connects the street with the rear garden of 26 and 28, and also provides access to the single-vehicle driveway of 24.

There are longer-term plans between numbers 26 and 28 to pave the rear garden to use as dedicated parking, rather than using street parking, which is often maxed out among existing residents nearby.

I wish to object to this application for the following reasons:

#### Lack of landowners' permission

In recent weeks, guests staying at 24 appear to have been instructed to park their cars on the turning circle. I have not been consulted on this and object to future use of the land for this purpose.

The use of the turning circle for parking will impact on future access to the rear land of 26 and 28 when it is adapted to allow for parking.

#### Security

Existing guests at 24 have been seen accessing the house via a key hidden under a flowerpot. This is not secure and, as a neighbour, makes me concerned about future use of the property by unsanctioned guests, squatters and vandals.

#### Parking

As mentioned previously, the driveway of 24 only has room for one vehicle. This means additional vehicles will be required to park on the street. Currently street parking is already at a premium among existing residents, so an increase in demand would directly inconvenience me and others.

#### Impact of large gatherings

The property has five bedrooms and the application notes a maximum occupancy of six people. I am deeply concerned about the use of the property as a short-term let for gatherings and parties. Those hiring the house would have no long-term responsibility for the property or to its neighbours, leading to loud noise and large groups of people directly affecting my quality of life.

I would have fewer concerns if it was a case of new neighbours moving into the property permanently, as there would be an opportunity to build up a relationship and tackle issues as they arise.

The homeowners did not consult or communicate with me prior to previous guests staying at the property, nor when submitting this application. I first learned of the application via a notice on a lamppost outside my house on 17 August.

If this is the first step to officially using the property as a short term let and my input as a neighbour - and joint land owner - is already being disregarded, I have no confidence that the owners have or will take any of my thoughts, feelings or concerns into consideration in the future.



Sent from [Outlook for iOS](#)

**From:** Grampian Lettings Ltd

**Sent:** 08 September 2025 17:35

**To:** ShortTermLets

**Subject:** Re: Short Term Let Licence Application - 24 Clashrodne Avenue, Aberdeen

Hi Rachel,

We acknowledge the objection letters submitted regarding our short-term let licence application and I'd like to kindly address the points raised.

#### Parking

The property has its own private driveway at the front, which comfortably fits 2- 3 cars. This means guests will not need to use street parking or create difficulties for neighbours.

#### Noise and Parties

We completely understand concerns around noise. As a professional property management company, we have clear rules and procedures in place to prevent parties or disruptive behaviour. In the rare event of an issue, we deal with it quickly and effectively. In fact, in over six years of operating, we have never received a single report of such problems from neighbours at our properties.

#### Current Occupants

I would also like to confirm that the people currently staying at the property are friends and family of the owners. They are not related to short-term lets or similar arrangements.

For this reason, we feel it's a little unfair to assume problems will occur when there's no history of this. Our priority has always been to run our properties responsibly and respectfully, while maintaining good relationships with neighbours and the community.

We hope this helps to reassure you, and we remain committed to managing the property to the highest standards.

Kind regards,

Grampian Lettings Ltd

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## LICENSING COMMITTEE INFORMATION SHEET 07 JANUARY 2026

**TYPE OF APPLICATION:** Application for a variation of a Late Hours Catering Licence

**APPLICANT:** Adam Buchanan-Smith Ltd

**Address:** McDonald's Kittybrewster Retail Park

### DESCRIPTION

- Application submitted 14/05/2025
- Determination Date: 13/02/2026

An application has been submitted for a Late Hours Catering Licence with operating hours of 23:00 – 05:00 operating Drive Thru and McDelivery only.

The existing operating hours are 23:00-00:00.

This is out-with committee policy for Late Hours Catering Licences which has a maximum closing time of midnight Monday to Sunday for all premises out-with the City Centre and Beach Area (except 24 Hour Superstores and Petrol Stations). The premises are outwith the City Centre.

### CONSULTEES

- Environmental Health
- Police Scotland

### OBJECTIONS/REPRESENTATIONS

N/A

### GROUND FOR REFUSAL

A licensing authority shall refuse an application to grant or renew a licence if, in their opinion—

(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 from holding a licence, or

(ii) 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 a 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  
(v)public order or public safety; or  
(d)there is other good reason for refusing the application;  
**and otherwise shall grant the application.**



## LICENSING COMMITTEE INFORMATION SHEET 07 JANUARY 2026

**TYPE OF APPLICATION:** Application for the Grant of a Late Hours Catering Licence

**APPLICANT:** Granite City Restaurants Limited

**Address:** McDonald's Restaurant, Broadfold Road, Bridge of Don

### DESCRIPTION

- Application submitted: 26/06/2025
- Determination Date: 25/03/2026

An application has been submitted for a Late Hours Catering Licence with operating hours of 23:00 – 05:00 Monday to Sunday for both restaurant and drive-thru.

This is out-with committee policy for Late Hours Catering Licences which has a maximum closing time of midnight Monday to Sunday for all premises out-with the City Centre and Beach Area (except 24 Hour Superstores and Petrol Stations). The premises are outwith the City Centre.

### CONSULTEES

- Environmental Health
- Police Scotland

### OBJECTIONS/REPRESENTATIONS

N/A

### GROUNDS FOR REFUSAL

A licensing authority shall refuse an application to grant or renew a licence if, in their opinion—

(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 from holding a licence, or

(ii) 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 a 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  
(v)public order or public safety; or  
(d)there is other good reason for refusing the application;  
**and otherwise shall grant the application.**

## LICENSING COMMITTEE INFORMATION SHEET 07 JANUARY 2026

**TYPE OF APPLICATION:** Grant of Second Hand Dealer Licence

**APPLICANT:** Oldmill Garage Services

**Address:** 7-13 South Esplanade West

### DESCRIPTION

- Application submitted: 20/05/2025
- Determination Date: 19/02/2026

Grant application for Second Hand Dealer Licence.

We have not received the Certificate of Compliance from the applicant despite email reminders and telephone calls.

### CONSULTEES

- Environmental Health
- Police Scotland
- Trading Standards

### OBJECTIONS/REPRESENTATIONS

N/A

### GROUND FOR REFUSAL

A licensing authority shall refuse an application to grant or renew a licence if, in their opinion—

(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 from holding a licence, or

(ii) 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 a 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

(v) public order or public safety; or

(d) there is other good reason for refusing the application;  
**and otherwise shall grant the application.**

## LICENSING COMMITTEE INFORMATION SHEET 07 JANUARY 2026

**TYPE OF APPLICATION:** Exemption from Street Knowledge Test  
**APPLICANT:** William Duguid

### DESCRIPTION

Mr Duguid is seeking an exemption from the Committee Policy that states that an applicant for a Taxi Driver or Private Hire Car Driver licence must pass the street knowledge test.

The test aims to ensure that all taxi and private hire drivers have a knowledge of the city including the layout of its roads and the location of landmarks.

The attached email from Mr Duguid indicates the grounds under which he is seeking the exemption.

**Mr Duguid sat the knowledge test on 01/12/2025 and failed all three sections.**

Should the Committee be minded to grant the exemption Mr Duguid is aware that he will be required to submit an application for the Grant of a Taxi Driver or Private Hire Car Driver Licence as he is not currently the holder of such a licence.

### COMMITTEE GUIDELINES/POLICY

Licensing Committee policy states that all applicants for a Taxi or Private Hire Car Driver licence must pass the street knowledge test prior to applying for the licence.

**Thursday, October 9, 2025 10:23:57 AM**

Good morning ,

For the attention of the licensing committee, I am looking for an exemption from sitting the Street Knowledge Test due to myself being a taxi driver in the past. I had been taxi driver for around 4 years and only stopped due to COVID.

I look forward ti meeting with you .

Thanks  
William

[Sent from the all-new AOL app for iOS](#)

Exempt information as described in paragraph(s) 14 of Schedule 7A of the Local Government (Scotland) Act 1973.

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