

58537 Case 25/00276/ESHORT - Cheyne Street

Please treat the following as a request for environmental information under the Environmental Information (Scotland) Regulations 2004 (EIRs) in relation to case 25/00276/ESHORT (25 Cheyne Street, EH4 1JD).

Scope requested (from first contact/complaint to the date of your response):

Record of service for the enforcement notice:

officer statements/field notes, witness log, photos taken at service (if any), addresses served, names/roles of officers.

Copies of officer book entries for the serving the Notices at 25 Cheyne Street are attached. On the 01/10/2025, two officers attended 25 Cheyne Street, Edinburgh, and served an Enforcement Notice in respect of 25 Cheyne Street, Edinburgh.

Initial site report notes:

Airbnb listing shows property is available for up to two guests, three-night minimum night stays available. Planning Contravention Notice (PCN) sent on 09/05/2025. Also e-mailed the applicant of the refused Certificate of Lawfulness (CLE) with a PCN letter on 09/05/2025.

Initial enquiry/complaint(s):

the text of the complaint(s), date/time received, channel (web/email/phone), and any follow-ups.

If personal data must be redacted, please still provide the date/time and source category (e.g. resident/anonymous/elected member).

A copy of the enquiry to the Planning Enforcement section is attached.

Please note, we treat the identity of enquirers in confidence. The details of the complaint, including when it was sent, shall not be disclosed.

Case log / case management notes:

task list, actions, site-visit records with dates/times, attendance logs.

On the 01/10/2025, two officers attended 25 Cheyne Street, Edinburgh, and served an Enforcement Notice in respect of 25 Cheyne Street, Edinburgh.

No other visits to the property were carried out by the Planning Enforcement section.

All photographs/video/audio captured in the investigation with available metadata.

Copies of the evidence collected during the investigation, in this case copies of the online listings, have been attached.

Correspondence (internal and external):

emails, memos, file notes and call notes between Enforcement, Planning, STL/Licensing, Legal, and any third parties; plus correspondence with elected members (if any).

E-mail correspondence between other departments have been attached. Details are as below:

12/06/2025 – Officer e-mail to Council Tax section – Note, any personal information in the e-mail chain has been redacted.

18/06/2025 – Officer e-mail to Short-Term Let and Improvement Planning Team Manager.

22/10/2025 – Officer / line manager e-mails to Mail Services – Note, any personal information has been redacted.

Assessment(s) relied upon to issue the notice:

amenity/proportionality/expediency reports (drafts and finals).

Please refer to the Report of Handling which is published on our Planning Portal at:

<https://citydev-portal.edinburgh.gov.uk/idxpa-web/search.do?action=simple&searchType=Application>

Select the 'Enforcement' tab

Enter '25/00276/ESHORT' in the Search field

Select 'Documents (2)'

View 'Report of Handling'

Policies/guidance/standard wording relied upon when drafting this notice (including any STL-specific enforcement guidance actually applied in this case).

The relevant Planning policies, as referred to in the notice, are as following:

National Planning Framework 4 - Policy 30 - Tourism

<https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2023/02/national-planning-framework-4/documents/national-planning-framework-4-revised-draft/national-planning-framework-4-revised-draft/govscot%3Adocument/national-planning-framework-4.pdf>

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City Plan 2030 (LDP) – Inappropriate Uses in Residential Areas, Policy Hou 6

<https://www.edinburgh.gov.uk/downloads/file/35902/city-plan-2030-written-statement>

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Evidence relied upon for the alleged breach (e.g., screenshots, web captures, booking data, social-media research).

Copies of the evidence collected during the investigation, in this case copies of the online listings, have been attached.

For the copy sent to my correspondence address:

postal team handover record, covering letter/envelope scans, or any other proof held.

Copies of officer book entries for the serving the Notices at 25 Cheyne Street are attached.

22/10/2025 – Officer / line manager e-mails to Mail Services – Note, any personal information has been redacted.

Distribution list for all addressees served (names/addresses can be redacted as necessary) and the proof of service for each.

01/10/2025: Two officers attended 25 Cheyne Street, Edinburgh, and served an Enforcement Notice in respect of 25 Cheyne Street, Edinburgh.

The additional Notice addressed to the owner's correspondence address was handed to the Council's postal team on 01/10/2025.

Further redaction has been applied to information that is not within scope of the request, i.e. where it refers to non-related properties.