

From: [REDACTED]
To: hello@snugedinburgh.com
Subject: Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH
Date: 06 July 2023 21:54:00
Attachments: [Flat 2, 8A Randolph Crescent - PCN.pdf](#)

Good evening,

Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH

The Planning Authority have received an enquiry regarding the alleged use of the above property for short stay commercial visitor accommodation. It is my understanding that you are the property manager/host.

I am required to ascertain information about the use and characteristics of the property to determine whether a material change of use has occurred. The attached correspondence was posted to the property on 28th March 2023, but I have yet to receive a response. The enclosed Planning Contravention Notice (PCN) should have been completed and returned via email or post within 21 days.

Please complete the Planning Contravention Notice (PCN) and return by email to [REDACTED] [@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk) no later than 14th July 2023.

I look forward to hearing from you shortly.

Yours sincerely

[REDACTED]

[REDACTED] | Planning | Sustainable Development | Place Directorate
| The City of Edinburgh Council | [REDACTED] [@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk) | www.edinburgh.gov.uk

From: [Snug Edinburgh](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH
Date: 27 July 2023 11:25:15

Hello [REDACTED],

Just a follow up on my previous email.

Are you available to meet at Randolph Crescent on Thursday 3rd August or shall I send over some more dates in August?

Yours sincerely

[REDACTED]

Snug Edinburgh Ltd
snugedinburgh.com
Registered Company SC613458

On 11/07/2023 14:36, Snug Edinburgh wrote:

Good afternoon [REDACTED]

Many thanks for your email.

I'm afraid we didn't receive the attached correspondence hence our missing the 21 day deadline to respond.

Please find attached our completed form which I will also post to you.

I understand you would also like to meet for a site visit. We have availability to meet you on -

Monday 17 July after 11am

Friday 21 July before 3pm

Friday 28 July after 11am

Thursday 3 August between 11am and 3pm

Please let us know if any of these dates work for you and we'll be happy to meet you there.

We would like to point out that [REDACTED], the owner, has rented it out since he bought it in 2015, prior to 2021 on a standard 6-12 month rental, but changed to AirBnB to give us flexibility to use it ourselves especially when his [REDACTED] moved in Edinburgh University as they live in Kent.

We would also like to highlight that we have filed a complaint against our neighbour to the council and police about harassment of visitors to the property.

Please let me know if you require any further information and when you would like to meet us at the flat.

Many thanks

Snug Edinburgh Ltd
snugedinburgh.com
Registered Company SC613458

On 06/07/2023 21:54, [REDACTED] wrote:

Good evening,

Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH

The Planning Authority have received an enquiry regarding the alleged use of the above property for short stay commercial visitor accommodation. It is my understanding that you are the property manager/host.

I am required to ascertain information about the use and characteristics of the property to determine whether a material change of use has occurred. The attached correspondence was posted to the property on 28th March 2023, but I have yet to receive a response. The enclosed Planning Contravention Notice (PCN) should have been completed and returned via email or post within 21 days.

Please complete the Planning Contravention Notice (PCN) and return by email to [REDACTED]@edinburgh.gov.uk no later than 14th July 2023.

I look forward to hearing from you shortly.

Yours sincerely

[REDACTED]

[REDACTED] | Planning | Sustainable Development | Place
Directorate | The City of Edinburgh Council | [REDACTED]@edinburgh.gov.uk |
www.edinburgh.gov.uk

From: [REDACTED]
To: [REDACTED]
Cc: [Snug Edinburgh](#)
Subject: RE: Urgent resolution
Date: 11 September 2023 16:44:00

Dear [REDACTED]

Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent

Thank you for your email below.

I note that you advise that you have submitted an application for a Certificate of Lawfulness. There is no record on our system that the application has been received. It is unclear under which grounds the Certificate of Lawfulness is sought. As set out in my previous email, based on the information gathered as part of this investigation it is evident that the property is being used for short term lets and that a material change of use has taken place. You have stated that the use commenced on July 2021. The short term let use is therefore unauthorised and a breach of planning control has occurred.

To avoid an enforcement notice being served, we would require the use to cease immediately. As per the terms of my email (dated 31 August 2023), you would also need to delete the Airbnb listing (and any other listing where the property is available as a short term let) and provide a written commitment from you (as owner) to no longer use the property for short term lets indefinitely. If you are minded to do this, please confirm to me by reply to this email **no later than 8am on Tuesday 12th September 2023**. Otherwise, formal enforcement action will likely be progressed this week.

I look forward to hearing from you.

Kind regards

[REDACTED]

[REDACTED] | Planning | Sustainable Development | Place Directorate
| The City of Edinburgh Council | [REDACTED] [@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk) | www.edinburgh.gov.uk

From: [REDACTED]
Sent: Saturday, September 9, 2023 8:58 AM
To: [REDACTED] [@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)>
Cc: Snug Edinburgh <hello@snugedinburgh.com>
Subject: Re: Urgent resolution

[REDACTED] Apologies I have been away and totally forgot to reply. We removed availability for the property some time ago from the end of September, so there are no bookings after the end of the month. Would it be ok if we honour the bookings that are outstanding?

In the interim we have submitted an application for a Certificate of Lawfulness.

Many thanks, [REDACTED]

On 31 Aug 2023, at 06:58, [REDACTED] <[\[REDACTED\]@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)> wrote:

Dear [REDACTED]

Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent

Thank you for your email regarding the above and for returning the information required by the Planning Contravention Notice. Please accept my apologies for not responding sooner.

Based on the information gathered as part of this investigation, it is evident that the property is being used for short term lets and that a material change of use has taken place. There is no record of planning permission having been granted for this material change of use. The short term let use is therefore unauthorised and a breach of planning control has occurred.

As the use is contrary to the development plan and other material planning considerations, it is considered expedient to progress to the service of an enforcement notice requiring the short term let use to cease indefinitely.

To avoid an enforcement notice being served, we would require the Airbnb listing (and any other listing where the property is available as a short term let) to be deleted and for a written commitment from you (as owner) to no longer use the property for short term lets indefinitely. If you are able to carry out these steps, the planning authority would have a level of satisfaction that the breach of planning control has been remedied and I would recommend that the case is closed on this basis. If you are minded to do this, please confirm to me by reply to this email no later than 8am on Thursday 7th September 2023. Otherwise, formal enforcement action will be progressed as set out above and a notice is likely to be served.

I look forward to hearing from you.

Yours sincerely

[REDACTED]

[REDACTED] | Planning | Sustainable Development |
Place Directorate | The City of Edinburgh Council | [REDACTED] <[\[REDACTED\]@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)>
| www.edinburgh.gov.uk

From: [REDACTED]

Sent: Saturday, August 26, 2023 6:27 AM

To: [REDACTED] <[\[REDACTED\]@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)>

Cc: Snug Edinburgh <hello@snugedinburgh.com>

Subject: Urgent resolution

[REDACTED]

I hope you are well. I am very conscious of the weeks passing and the fact that we have not resolved this issue yet. We very much want to continue with our Airbnb business. Could I please ask you to liaise with [REDACTED] from Snug who are copied on this mail in order that you can visit the property ASAP and we can get all the appropriate approvals in place?

Thanks, [REDACTED]

[REDACTED]

From: [REDACTED]
To: [REDACTED]
Subject: 8A2 Randolph crescent
Date: 12 September 2023 05:56:21

Morning [REDACTED] if you have time this morning please call me on [REDACTED]. I want to ensure we don't do anything wrong so would be good to just quickly chat and make sure we take the right steps.

All the best, [REDACTED]

From: [REDACTED]
To: [REDACTED]
Cc: [Snug Edinburgh](#)
Subject: Enforcement notice
Date: 12 September 2023 07:31:08

Morning [REDACTED],

Apologies for another email, but just conscious of your 8am deadline. I have been reading around the council guidance on enforcement notices, and maybe you can clarify on the phone this morning when you get to the office so I can clarify my understanding.

My read of the documents is that if an Enforcement Notice is issued there will be a minimum of 28 days to comply with its terms or to appeal. The period is suspended if an appeal is lodged until resolved. Is that all correct?

As I mentioned, please give me a quick call on [REDACTED], as I don't want to break any rules.

Thanks, [REDACTED]

From: [REDACTED]
To: [REDACTED]
Cc: [Snug Edinburgh](#)
Subject: Re: Enforcement notice
Date: 25 January 2024 18:09:10

It ceased a while ago, property is empty.

On 25 Jan 2024, at 17:24, [REDACTED] [@edinburgh.gov.uk](#) wrote:

Dear [REDACTED]

Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH

I write further to my email below.

The planning enforcement notice requires the use of the premises for short stay commercial visitor accommodation to cease. The notice took effect on 15th December 2023, with compliance required within one month of that date.

I note that the Airbnb listing remains online. Please can you confirm that the use of the premises for short stay commercial visitor accommodation has now ceased?

I look forward to hearing from you shortly.

Yours sincerely

[REDACTED]

[REDACTED] | Planning | Sustainable Development | Place
Directorate | The City of Edinburgh Council | [REDACTED] [@edinburgh.gov.uk](#) |
[www.edinburgh.gov.uk](#)

From: [REDACTED]
Sent: Wednesday, December 27, 2023 9:06 AM
To: [REDACTED]
Cc: Snug Edinburgh <hello@snugedinburgh.com>
Subject: RE: Enforcement notice

Dear [REDACTED]

Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH

I note that the enforcement notice appeal for the above property was dismissed on 15th December 2023 – see attached decision notice.

The planning enforcement notice requires the use of the premises for short stay commercial visitor accommodation to cease. The notice took effect on 15th December

2023, with compliance required within one month of that date.

Please ensure that the short stay commercial visitor accommodation use ceases by 15th January 2024.

Yours sincerely

[Redacted]

[Redacted] | Planning | Sustainable Development | Place
Directorate | The City of Edinburgh Council | [Redacted] [@edinburgh.gov.uk](mailto:[Redacted]@edinburgh.gov.uk) |
www.edinburgh.gov.uk

From: [Redacted]
Sent: Wednesday, September 13, 2023 10:30 PM
To: [Redacted]
Cc: Snug Edinburgh <hello@snugedinburgh.com>
Subject: RE: Enforcement notice

Dear [Redacted]

**Planning enforcement investigation: 23/00154/ESHORT - Flat 2, 8A Randolph
Crescent, Edinburgh, EH3 7TH**

I write to inform you that a Planning Enforcement Notice was served today (Wednesday 13th September 2023) in relation to the above property. The notices were hand delivered to the property by myself and a colleague. I have attached a copy of the planning enforcement notice for your reference.

The Planning Enforcement Notice requires the recipients to cease the use of the premises, known as Flat 2, 8A Randolph Crescent, Edinburgh, EH3 7TH, for short stay commercial visitor accommodation. The notice takes effect on 18th October 2023 unless an appeal is made against it beforehand. Time for compliance: within 1 month of the date on which the notice takes effect.

The enforcement action report is available to view on the Council's website:
<https://citydev-portal.edinburgh.gov.uk/idxpa-web/search.do?action=simple&searchType=Enforcement>. A redacted copy of the notice will be available to view online in due course.

Your sincerely

[Redacted]

[Redacted] | Planning | Sustainable Development | Place
Directorate | The City of Edinburgh Council | [Redacted] [@edinburgh.gov.uk](mailto:[Redacted]@edinburgh.gov.uk) |
www.edinburgh.gov.uk

From: [Redacted]
Sent: Tuesday, September 12, 2023 10:52 AM
To: [Redacted]

Cc: Snug Edinburgh <hello@snugedinburgh.com>

Subject: RE: Enforcement notice

Hi [REDACTED]

Thank you for speaking with me earlier this morning. As discussed, we will progress with formal enforcement action – with a notice likely to be served later this week.

Kind regards

[REDACTED]

[REDACTED] | Planning | Sustainable Development | Place
Directorate | The City of Edinburgh Council | [REDACTED] [@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk) |
www.edinburgh.gov.uk

From: [REDACTED]

Sent: Tuesday, September 12, 2023 7:22 AM

To: [REDACTED] [@edinburgh.gov.uk](mailto:[REDACTED]@edinburgh.gov.uk)>

Cc: Snug Edinburgh <hello@snugedinburgh.com>

Subject: Enforcement notice

Morning [REDACTED]

Apologies for another email, but just conscious of your 8am deadline. I have been reading around the council guidance on enforcement notices, and maybe you can clarify on the phone this morning when you get to the office so I can clarify my understanding.

My read of the documents is that if an Enforcement Notice is issued there will be a minimum of 28 days to comply with its terms or to appeal. The period is suspended if an appeal is lodged until resolved. Is that all correct?

As I mentioned, please give me a quick call on [REDACTED], as I don't want to break any rules.

Thanks, [REDACTED]