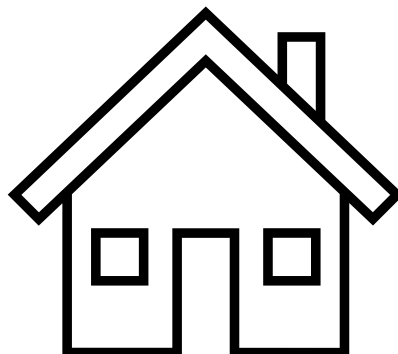
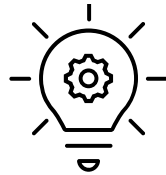




Common Repair Assistance

Funding advice for Tenement Property Owners

September 2021



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1. Introduction

The following information has been collected to be used as an overview of possible options to assist in the provision of common repairs. Many of these options can be used in conjunction or to supplement existing funding resources. This list is non-exhaustive and all requests for the assistance detailed are subject to specific criteria and requirements. It is recommended that financial and/or advice should be sought where appropriate before any final decisions are made.

What are Common Repairs?

If you own a tenement flat, you are also responsible for maintaining those parts in which you have a 'common interest'. These include the parts that provide support and shelter for the building as a whole, such as the external walls and normally the roof. Where these areas fall into disrepair, all owners are responsible for the funding and implementation of necessary works to return them to a suitable standard. The portion of responsibility for each premises within the building may be set out in the title deeds or decided in a Tenement Management Scheme.

What help is available?

In the first instance, discussions to reach agreement between all owners in the building should be arranged to ensure that all concerns are raised, and all owners are aware of the issues. Where this is not possible, funding issues or disagreement may prevent essential repairs from moving forward, leading to further disrepair. These issues can arise for a variety of reasons, but help may be available. Perth and Kinross Council and other external organisations may have access to funds to help people in these situations. Each option detailed here is designed to provide assistance for specific situations, and each require a set of criteria to be met.

Each of the following options provides a summary of the help available, and contact information to find out more. The examples used in each section are one situation where that option could be a possible solution, but it may also be viable for other circumstances.

2. Summary of Support

One of the principles of the Housing (Scotland) Act 2006 is that the responsibility for the repair, maintenance and improvement of houses lies with the owner. The Act provides Local Authorities with powers designed to encourage and assist owners to carry out repairs and maintenance to their property. The Council actively promotes a culture of responsibility in relation to private sector property maintenance. It recognises however, that where a property is already in disrepair, owners can face barriers in progressing with the required work. This is more evident where common repairs are required.

Perth and Kinross Council is committed to creating a confident, ambitious and fairer Perth & Kinross, for all who live and work here and to;

- Provide practical and financial assistance to enable older and disabled people in private sector housing to live independently.
- Facilitate and encourage the repair and improvement of private sector housing.
- Actively promote a culture of responsibility in relation to private sector property maintenance.
- Work in partnership with owners of empty properties, providing practical and financial assistance where appropriate, in order to bring properties back into use as affordable housing.

Support may be available from Perth and Kinross Council or from a number of additional organisations based on individual circumstances. Currently, the following circumstances are the highest priority when considering assistance;

- Essential adaptations for people with disabilities.
- Work to bring long-term empty properties back into use as affordable housing.
- Work to properties that are below the Tolerable Standard (BTS) or are at risk of becoming BTS, and other properties with serious disrepair.
- Work to common parts, particularly in tenement properties, will be given priority over works to single dwellings.

3. Under One Roof

Under one roof is an impartial Scottish charity set up to provide information and advice for homeowners, particularly those of tenement and shared properties. They provide an in depth and detailed collection of articles, services, and advice on the topic of managing the maintenance and repair of a shared building.

The Owners and Obligations section of the website provides information on:

- Acting Together
- Property Management Rules
- Property Factors
- Paying for Repairs
- Enforcing Repairs
- Moving on

They have also included a Buildings and Repairs section which includes everything you need to know about the type of property you have, and the elements to consider in regards to keeping your property in good repair. The detailed annotated illustrations are a useful resource for owners with limited knowledge of the buildings construction or the terminology to discuss it.

The repair checker has been added to the site to provide a starting place to find out the best route of action when there has been an issue but you are not sure exactly what needs to be repaired. Simply select the identified problem and follow the process to a list of articles which will be most useful to you.

Under One Roof should be a regularly used resource for tenement property owners, who can register to take part in online seminars and forums to improve their knowledge and understanding of general building maintenance.

Contacts

Under One Roof

E-mail: info@underoneroof.scot

<http://www.underoneroof.scot>

Example

A first-time flat owner has discovered damp in their property but does not know where the problem has originated or what to do about it. They consult Under One Roof for advice on what to do next.

4. Missing Shares

Where repairs to common areas in a tenement building are delayed as a result of an absent owner, or an owner who is unwilling or unable to contribute towards the cost of the works, the Council has discretionary powers which enable it to fund the missing share(s). This may be requested where the majority of other owners are willing to contribute their apportioned share(s) to the repair scheme, to enable the works to go ahead.

This action is subject to a variety of factors, including;

- Budget availability
- Public Health implications
- The status of the works

An application pack is available on request, and will be subject to assessment by the Missing Shares Officer to determine eligibility for the service. The application pack contains a full application process, guide, and templates for all documents necessary to complete the requirements, with support available throughout the process. The process itself is often enough to encourage cooperation from previously unresponsive owners.

The Missing Shares Services is provided to facilitate necessary common repairs which could otherwise not be undertaken due to lack of funding. In this respect, all other reasonable financial options must be explored and exhausted before an application is made.

Where the Council takes such action, a repayment plan is arranged or a Repayment Charge is recorded against the title deeds of each non-paying property when the share has been paid, including the recovery of related expenses and costs.

Contacts

Email: MissingShares@pkc.gov.uk

Example

There is damage to a shared water pipe in of a block of flats which needs to be repaired urgently. One of the owners lives in another country and has not responded to contact from the other owners or his tenants. The Missing Shares Service can provide the owner's share of the repairs and place a Charging Order on the property to recover the cost.

5. Energy Efficiency

Save Cash and Reduce Fuel (SCARF)

SCARF provides free, independent and impartial energy advice to households and businesses throughout Perth and Kinross drawing on government funding and a variety of other sources including funding from suppliers.

Home Energy Scotland

Home Energy Scotland helps people in Scotland create warmer homes, reduce their energy bills, and lower their carbon footprint. They are funded by the Scottish Government and managed by Energy Saving Trust.

Often, building repairs may involve elements of the building being repaired which could be upgraded to improve the building's overall energy efficiency. In these circumstances, HES may be able to provide advice on the following subjects;

- saving energy and keeping warm at home
- funding options including Scottish Government grants and interest free loans
- installing renewable energy at home
- cutting water waste.

These upgrades can not only resolve the initial issue of repair, but also impact the carbon footprint and cost of energy bills for everyone in the building. Energy efficient funding options should be paid particular consideration when repairs involve;

- Walls and insulation
- Electricity provision
- Roofing
- Water and waste removal
- Damp and Condensation

Contacts

SCARF (Save Cash and Reduce Fuel)
Tel: 01224 213005
E-mail: info@scarf.org.uk
<http://www.scarf.org.uk/>

Home Energy Scotland
Tel: 0808 808 2282
<http://www.homeenergyscotland.org>

Example

A leak has been discovered in the roof of a semi-detached home which is likely to deteriorate and effect the adjoining property. Both owners discuss roof repairs and decide that new insulation would be beneficial while works are being completed. They contact Home Energy Scotland to find out what options are available.

6. Simple Procedure

Simple procedure is a court process designed to provide a speedy, inexpensive and informal way to resolve disputes. A claim is made in the sheriff court by a claimant. The party against whom the claim is made is known as a respondent. The final decision in a claim is made by a sheriff or a summary sheriff. You do not need to use a solicitor to use the simple procedure, but you can do if you wish. A simple procedure claim can be made:

- for payment of a sum of money where the value of the claim is £5000 or less;
- for delivery or for recovery of possession of moveable property, but only where there is an alternative claim for payment of a sum of money of £5000 or less; or
- for an order to make someone do something specific, but only where there is an alternative claim for payment of a sum of money of £5000 or less.

What do I need to do before making a claim?

Before completing the claim form, it is important that you have tried to settle the dispute. This could mean writing to the person or company you have the dispute with and trying to agree a settlement. Other things you might wish to consider before making a claim are:

- Is the person likely to be able to pay?
- If a company, has it ceased trading?
- Are you raising the claim against the correct person/company?
- Can you afford the time to prepare your case for the court hearing if the claim is defended?
- Can you afford to pay the cost of having any decision made in your favour enforced if it is not complied with as the court cannot do this for you?

How do I make a claim?

If you have exhausted all your options and wish to make a claim, you will need to complete a claim form. This should be completed and submitted electronically using the SCTS civil online portal. Please note that staff in the Scottish Courts and Tribunals Service cannot give you legal advice, although they can help you to understand court procedures. You may wish to consult with and be represented in court by a solicitor, lay representative or courtroom supporter. You will need to pay a fee to the court when submitting your claim form. A fee must be paid at the point of online submission.

Contacts

Scottish Courts and Tribunals Service
Tel 0131 444 3300
Email enquiries@scotcourts.gov.uk
<http://www.scotcourts.gov.uk>

Example

In a block of two flats, one owner has identified from the title deeds that they are both equally responsible for the repair of the guttering which has become broken due to blockage. The second owner refuses to pay, so the first owner pays for the repair to avoid further damage and uses Simple Procedure to recover the cost.

7. Listed Buildings and Conservation Areas

Many buildings in Perth and Kinross are of traditional construction and may also be Listed or be in a Conservation Area. They may require specific materials and specialist contractors which can often be costly. Work to these buildings may be covered by additional planning controls and may require Listed Building Consent or Conservation Area Consent. If you suspect that you live in a listed building or conservation area, it is important to contact one of the organisations below to ensure additional cost is not incurred by the commencement of improper repairs.

Perth and Kinross Council

Perth and Kinross Council is responsible for the process of development management in Perth & Kinross and the PKC website will guide you through what needs permission, how to submit an application, and what happens when you receive a decision notice.

Perth and Kinross Heritage Trust

Perth and Kinross Heritage Trust can offer guidance on appropriate repairs and may be able to offer grants to assist with the cost of conservation standard repairs to traditional buildings within Perth Centre and Kinnoull Conservation Areas through the Perth City Heritage Fund. This grant assistance has been key to getting owners together to carry out extensive common repairs to their tenements in prominent city street locations and may be used in conjunction with other funding solutions. Within the Perth Conservation Areas, PKHT can also offer early stage support to owners who wish to organise common repairs.

Historic Environment Scotland

Historic Environment Scotland is responsible for designating Listed buildings, and it is possible to check for a listed building on the HES website, either by keyword or map. HES also offer grants and funding schemes to support projects that promote and protect the historic environment and to train people in skills needed in this area. When making grant decisions, they consider the extent to which a project will:

- deliver benefits for communities
- promote public access
- promote quality
- develop knowledge and skills
- build capacity for local heritage management

If funding is not available from either of these sources, they will provide advice on the relevant procedures which must be followed if your building is of historical interest or importance.

Contacts

Perth and Kinross Heritage Trust

Tel: 01738 477080

Email: info@pkht.org.uk

<http://www.pkht.org.uk>

Historic Environment Scotland

Tel: 0131 688 8600

Email: grants@hes.scot

<http://www.historicenvironment.scot>

Example

When seeking repairs on the building, an owner is informed by the contractor that specific materials must be used because it is built of stone. This makes the project more costly, so they contact Perth and Kinross Heritage Trust for advice.

8. Enforcement

The Housing (Scotland) Act 2006 and the Building (Scotland) Act 2003 include statutory powers that the Council may use when an owner or owners fail to maintain or repair their properties.

Enforcement measures will only ever be issued where there are no other options. All reasonable efforts must be made to come to an agreement before these measures are implemented.

Works Notices

If a Local Authority considers that a house/building is sub-standard, it may issue a formal Works Notice telling you what you must do to bring your house into, and keep it in, a reasonable state of repair. Such Notices would specify a reasonable time, as determined by the Local Authority, for the works to be carried out. You can appeal to the Sherriff against this Notice within 21 days of service.

A house would be considered sub-standard if it:

- is not structurally stable;
- has substantial rising or penetrating damp
- does not have satisfactory thermal insulation
- does not have an adequate water supply and drainage
- does not have a safe supply of electricity

If owners fail to make reasonable efforts to comply with a Work or Defective Building Notice, the Council may use its discretionary powers to undertake the works and recover the full cost from the owner(s). These costs will include administrative costs and professional fees. The recovery of such costs may, in the case of a Works Notice, involve the use of Repayment Charges or a Charging Order.

A Works Notice would be served on all homeowners whether willing to undertake the work or not, and all parties with an interest in the property would also be informed. This would include, for example, mortgage lenders and may have an impact on insurance policies. The service of this Notice is also recorded on the Building Standards Register which means that it would be noted on any property certificate and flag the matter during any potential sale. The Building Standards Register is published on our website and information relating to notices would be available to the general public.

The aim of such Notices is to ensure the repair works are done by all responsible parties. If the works are not complete within a reasonable time scale and an appeal has not been brought, the Local Authority still has the discretion to take no further action, or if resource and budgets allow, to do the works in default.

In undertaking the works in default, the Local Authority would assess the works required, and may even identify further works. There would be no liaison with the homeowners regarding quotes, surveyors, contractors etc as the responsibility for the works has been passed to the Council. The costs would be recharged to the responsible and could potentially exceed those that might be arranged independently by the homeowners.

Where a party was unwilling or unable to pay for these works a charging order would be applied to the title of the property. This would mean that this outstanding charge would be identifiable to any purchasing solicitor and recouped by the local authority from the cost of any future sale of that property.

Contacts

PKC Planning Enforcement

Perth & Kinross <https://www.pkc.gov.uk/article/15038/Enforcement-Notices>

Email PlanningEnforcement@pkc.gov.uk

Tel 01738 475300

Example

Two mid terraced properties share a chimney stack which has started to crumble and is causing further damage. One owner does not think the repair is necessary, but falling pieces are dangerous to passers-by. The willing owner requests a Works Notice to be applied to the buildings to enforce the necessary works.

9. Perth and Kinross Credit Union

Perth and Kinross Credit Union opened in April 2014 as a savings and loans cooperative owned and controlled by members - people who live, work, or study in the Perth and Kinross area. Individual member's savings are pooled and form a fund from which low-cost loans can be offered to all members when, and if, needed. Members are encouraged to not over commit themselves, and as such they only offer loans that borrowers can afford to repay. Perth and Kinross Credit Union is an ethical financial cooperative, offering a genuine alternative to High Street banks and high interest lenders. All savings and borrowing products come with free life insurance cover for all members.

PKCU will only offer you a loan if they believe that you will be able to afford the repayments. To access their loans, you must be a member of the Credit Union and, in most cases, have been saving with them for at least 3 months. However, they also offer a Freedom Loan which you can apply for as soon as you join the Credit Union.

Freedom Loans

You must be a member of Perth and Kinross Credit Union; save alongside your loan; have at least one state benefit or tax credit paid into your Credit Union account; and have a minimum weekly income.

You can initially borrow up to a set amount which must be repaid within 26 weeks. Once you have successfully repaid half of your loan, you may be eligible for a top-up loan.

Standard Savers Loan

If you have been already saving with them and are committed to saving alongside your loan you will qualify for this loan.

For your first loan, up to 2 times your savings balance to a maximum, to be repaid over a maximum of 2 years.

Secured Savers Loan

You must be a saver with the Credit Union, be prepared to keep your savings intact and be committed to saving alongside your loan.

You can borrow up to the value of your savings balance.

Contacts

Perth and Kinross Credit Union

Tel: 01738 624872

E-mail: info@pkcu.org.uk

<http://www.pkcu.org.uk/>

Example

A street of home owners have decided to improve the look of their properties by all having matching fences installed in their front gardens. All owners have agreed but a few are struggling to source funding for the project. They approach Perth and Kinross Credit Union to discuss a loan and savings for future projects.

10. Financial Advice

As with any major financial decision, suitable and professional financial advice should be sought before entering into any long-term financial commitment. Financial advisors will have the knowledge and expertise to provide information on the most suitable course of action for your individual circumstances.

Guidance

Some individuals and organisations – often advice charities - offer financial guidance. This is different to financial advice. Guidance provides you with information about the various options available to you but should not recommend any particular option over another. Financial advice, however, informs you which specific product would best suit your needs.

Guidance services are not regulated by the Financial Conduct Authority (FCA). This means if things go wrong with your financial choice, you may not be able to complain to the Financial Ombudsman Service or Financial Services Compensation Scheme.

If you are looking for financial guidance, instead of advice, you could contact a free, impartial organisation that specialises in financial guidance, such as the Money Advice Service.

Advice

Financial advisers look at your personal circumstances and your financial plans and recommend products to help you meet your needs.

There are two types of financial advisers:

- independent financial advisers (IFAs) give unbiased advice about the whole range of financial products from all the different companies available
- restricted advisers give advice on a limited range of products. They may specialise in one area, for example pensions, or they may only offer advice on products offered by a limited number of companies.

It's usually best to get independent financial advice so that you can look at the widest range of advice and products available. Financial Advisors usually charge for their services, and are regulated by the FCA.

Contacts

Money Advice Service
Email: info@moneyadvicescotland.org.uk
<http://www.moneyadvicescotland.org.uk>

Financial Services Authority (FSA)
E-mail: consumer.queries@fca.org.uk
<http://www.fsa.gov.uk/consumerinformation>

11. Care and Repair Service

The Care & Repair service is funded by the Council and provides information, advice and practical assistance to home owners and private tenants who are elderly and/or have a disability to enable them to repair, adapt or improve their homes. The service is currently provided by Caledonia Care and Repair and managed by Caledonia Housing Association. Care & Repair do not provide funding or carry out any work but they provide the following services;

- Assist with deciding what repairs or improvements are required.
- Obtain quotations for the cost of works and advise on different funding options.
- Assist with the identification of a suitable contractor to undertake the work.
- Assist with applications to the Council for Adaptation Grants.
- Provide assistance to complete loan applications.
- Provide information on other agencies and services.

Small Repairs Scheme

Care & Repair administer a Small Repairs Scheme which is available to older, disabled or vulnerable home owners or tenants for repairs that are not the responsibility of their landlord. The Small Repairs Scheme is designed to provide practical assistance to help people within client groups to continue to live safely and independently in their own homes.

The Small Repairs Scheme is restricted to those on a limited income who are in receipt of certain income assistance schemes.

The Small Repairs Scheme is limited to one qualifying repair per financial year with the maximum available assistance of £1,500. In cases where a modular ramp is provided through the Small Repairs Scheme the income limits above do not apply.

Care and Repair do not provide funding for common repairs, but may provide assistance to relevant individual repairs. This could be a contributing factor to common repair issues, or an relieve financial strain on an owner with individual and common repairs to finance.

Contacts

Calenonia Housing Association
 Email: enquiries@caledoniaha.co.uk
http://www.caledoniaha.co.uk/242_CareRepair.html

Care and Repair Scotland
<http://www.careandrepairsotland.co.uk>

Example

An elderly couple on very low income, have discovered that their floor had gone “soft” due to water ingress through cracks in the floor covering. Care and Repair arranged for a small repair award to replace the rotten floor and renew the non-slip flooring. This made their home safe again, allowing them to remain in their own home.

12. Empty Homes Initiative

The Scottish Government actively promotes and encourages initiatives to bring empty properties back into use, as a means of increasing housing supply. Discretionary grants known as Empty Homes Initiative Grants may be available for the repair and renovation of long-term empty properties. These grants are subject to several requirements and to the availability of funding.

The undernoted requirements are specific to Empty Homes Initiative Grants and are in addition to the statutory Grant conditions;

- The property must currently be empty.
- The property must be in a priority area and be a priority type. Priority areas and types will be established by the Council and may change from time to time in line with the demand for housing.
- The level of grant available is based on the size of the property and, depending on the nature of the project, may be limited to a maximum of £7,500 per bedroom towards eligible works.

The Council will determine which works are eligible for grant funding. This will normally be works that will contribute towards the property meeting the Repairing Standard or in the case of Houses in Multiple Occupation (HMO's), works required to meet the relevant Regulations or Licensing Conditions.

Properties that are improved using Empty Homes Initiative grants must be made available for rent through the Council's Rent Bond Guarantee Scheme for a period of five years with the rent being set within the parameters of the relevant Local Housing Allowance rates. If an owner fails to adhere to any of the Council's requirements for an Empty Homes Initiative Grant, the owner may be required to repay all or a proportion of the grant depending on the time that has elapsed since the grant was paid.

Contacts

PKC Empty Homes Initiative
 Tel: 01738 474540
 Email: emptyhomesinitiative@pkc.gov.uk
 Perth & Kinross <https://www.pkc.gov.uk/ehi>

Example

A landlord of an empty flat in too poor condition to let could not afford to contribute to roof repairs because of the cost of the flat renovation. The property was determined to be suitable for an EHI award which released his available finances for common repairs. On completion of the improvement works the property was let to a family for a minimum of 5 years through the Council's Rent Bond Guarantee Scheme.

13. Useful Links and Contacts

Perth and Kinross Council

<http://www.pkc.gov.uk/home>

Customer Service Centre Tel: 01738 475000

E-mail: enquiries@pkc.gov.uk

Text: 07824 498145

Main Housing Page

<http://www.pkc.gov.uk/housing>

Advice on Adaptations

<https://www.pkc.gov.uk/article/17268/Adapting-homes>

PKC Missing Shares

Email: MissingShares@pkc.gov.uk

Occupational Therapy Community Care Access Team,
Perth & Kinross Council,

Pullar House,

35 Kinnoull Street,

Perth,

PH1 5GD

Tel: 0345 30 111 20

E-mail: accessteam@pkc.gov.uk

<https://www.pkc.gov.uk/article/14274/Occupational-therapy>

Caledonia Housing Association Caledonia Care and Repair

5 South St Johns Place,

Perth,

PH1 5SU

Tel: 01738 474810

Email: enquiries@caledoniaha.co.uk

http://www.caledoniaha.co.uk/242_CareRepair.html

Care and Repair Scotland

135 Buchanan Street,

Suite 2.5,

Glasgow,

G1 2JA

Tel: 0141 221 9879

<http://www.careandrepairsotland.co.uk>

Better Business Partnership
Trading Standards PKC
Pullar House,
35 Kinnoull Street,
Perth,
PH1 5GD
Tel: 01738 476476
E-mail: TradingStandards@pkc.gov.uk
<http://www.pkc.gov.uk/bbp>

Home Energy Scotland
<http://www.homeenergyscotland.org>
Tel: 0808 808 2282

Perth and Kinross Heritage Trust
Lower City Mills
West Mill Street
Perth
PH1 5QP
Tel: 01738 477080
Email: info@pkht.org.uk
<http://www.pkht.org.uk>

Historic Environment Scotland
Longmore House
Salisbury Place
Edinburgh
EH9 1SH
Tel: 0131 688 8600
Email: grants@hes.scot
<http://www.historicenvironment.scot>

Perth and Kinross Credit Union
282 High Street,
Perth,
PH1 5QS
Tel: 01738 624872
E-mail: info@pkcu.org.uk
<http://www.pkcu.org.uk/>

Financial Services Authority (FSA)
25 The North Colonnade,
Canary Wharf,
London
E14 5HS.
Tel: 0207 066 1000
E-mail: consumer.queries@fca.org.uk
<http://www.fsa.gov.uk/consumerinformation/>

Money Advice Service
Suite 410,
Pentagon Centre,
36 Washington Street,
Glasgow,
G3 8AZ
Email: info@moneyadvicescotland.org.uk
<http://www.moneyadvicescotland.org.uk>

Citizens Advice Bureau
7 Atholl Crescent,
Perth,
PH1 5NG
Tel: 01738 450580 (Helpline) & 01738 450 581 (Appointment Line)
<http://www.perthcab.org.uk/>

Scottish Government (Housing)
<http://www.scotland.gov.uk/topics/built-environment/housing/quality/16193>

Housing (Scotland) Act 2006
<https://www.legislation.gov.uk/asp/2006/1/contents>

The Tenement (Scotland) Act 2004
<https://www.legislation.gov.uk/asp/2004/11/contents>

Landlord Accreditation Scotland Ltd
Hopetoun Gate,
8B McDonald Road,
Edinburgh,
EH7 4LZ
Tel: 0131 553 2211
E-mail: info@landlordaccreditationscotland.com
<http://www.landlordaccreditationscotland.com/>

SCARF (Save Cash and Reduce Fuel)
1 Cotton Street,
Aberdeen,
AB11 5EE
Tel: 01224 213005
E-mail: info@scarf.org.uk
<http://www.scarf.org.uk/>

Energy Saving Trust Scotland
Second Floor,
Ocean Point 1,
94 Ocean Drive,
Edinburgh,
EH6 6JH
Tel: 0131 555 7900
<http://www.energysavingtrust.org.uk>

Scottish Public Services Ombudsman
Bridgeside House,
99 McDonald Road,
Edinburgh,
EH7 4NS
Tel: Freephone 0800 377 7330
<http://www.spsso.org.uk/>

Under One Roof
Impartial, internet-based advice on repairs and maintenance for flat owners in Scotland
E-mail: info@underoneroof.scot
<http://www.underoneroof.scot>

Scottish Courts and Tribunals Service
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD
Tel 0131 444 3300
Email enquiries@scotcourts.gov.uk
<http://www.scotcourts.gov.uk>

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لملخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡 Customer Service Centre 01738 475000 來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P ežete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Nam bu mhath leat fhèin no neach eile as aithne dhut lethbhreac den phàipear seo ann an cànan no ann an cruth eile (uaireannan cha bhi ach geàrr-iomradh den phàipear ri fhaotainn ann an eadar-theangachadh), gabhaidh seo a dhèanamh le fios a chur gu Ionad Sheirbheis Theachdaichean air 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.