



SCHEME OF ASSISTANCE 2022

Homeowners and private tenants
Repairs, maintenance and improvements



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1.0 Introduction

The purpose of the Fife Housing Partnership's Scheme of Assistance is to inform homeowners of information and advice available from Fife Council and partners to encourage repairs and maintenance or improvements to homes. The forms of assistance offered under the Scheme of Assistance include:

- Information and Advice
- Practical Assistance
- Financial Assistance

The Housing (Scotland) Act 2006 (Part 2) requires local authorities produce a statement setting out how they will provide assistance in relation to repairs, maintenance, improvements, and adaptations in privately owned or rented properties. This statement is called the Scheme of Assistance and may also be referred to as a section 72 statement.

2.0 Vision and Strategy

The Scheme of Assistance is an integral part of the Fife Housing Partnership's Local Housing Strategy, developed on behalf of Fife Council, with a framework of partners working together for everyone in Fife to have a home that is warm, affordable, accessible, and meets their needs.

Partners in Fife will work with homeowners to:

- Encourage repairs and improvements of private housing
- Promote a culture of responsibility for private sector property maintenance
- Reduce sub-standard housing and make better use of existing housing
- Provide assistance to enable older and disabled people to live independently
- Improve energy efficiency and reduce fuel poverty

The Scheme of Assistance is based on the principle that the primary responsibility for maintaining and improving private sector housing lies with the owner of the property.

Fife Council Local Housing Strategy Weblink: [Local Housing Strategy](#)

3.0 Priorities for Assistance

The resources available to implement the activities outlined in this Scheme of Assistance are limited. It is therefore necessary to target resources to those most in need whilst ensuring that national and local strategic objectives are met. The priorities for assistance include:

- Essential adaptations for older and disabled people
- Substandard properties or those in serious disrepair
- Energy Efficiency measures to reduce fuel poverty and carbon emissions
- Bringing empty homes back into use

4.0 Access to Assistance

Information, advice and assistance is provided by means of digital access in the first instance with information through Fife Council website and partner websites. Other access to assistance offered depends on needs and may include email correspondence, telephone, and home visits and referral to organisations where appropriate. A wide range of websites, telephone numbers, email addresses are included within the Scheme of Assistance for homeowners and private landlords to make direct contact with organisations.

5.0 Summary of Assistance Available

The Housing (Scotland) Act 2006 stresses that the responsibility for the repair, maintenance and improvement of properties lies with the owner.

1. Local partners will provide information and advice to enable owner(s) to arrange work to their property.
2. In priority areas of work, partners will provide practical assistance where information and advice is not enough.
3. Financial assistance in the form of grants is limited to areas of work where the Council has a statutory duty to provide assistance, or when it is directly linked to the achievement of strategic objectives.

5.1 Information & Advice

Information covering the main issues associated with repair, maintenance and improvements will be available primarily via the Council's and partner websites and in paper format upon request.

Weblinks are provided to local and national sources of information to support homeowners.

5.2 Practical Assistance

Practical assistance involves local partners becoming involved in the repair or maintenance process on behalf of homeowner. This may include identifying the nature of the problem, perhaps by undertaking a survey, and by recommending solutions, designing a programme of works and in some cases, appointing and managing a suitable contractor to carry out the works. For people with a disability or for older people (over 60), this assistance will be provided through the Fife Care & Repair Service and the Small Repairs service. For owners who do not fall into these categories, the Council or a partner organisation will only provide these services with the enforcement and implementation of a Statutory Notice/ Order or Maintenance Order.

5.3 Financial Assistance

Financial assistance will be targeted towards owners most in need where national and local strategic objectives are being delivered. Financial assistance will only be considered where funding is available.

Priorities for assistance:

Adaptations	As set out in the Housing (Scotland) Act 2006, local authorities must provide a minimum grant of 80% for the provision of a structural adaptation to meet the needs of a disabled person. In some circumstances depending on benefits 100% grant funding may be allocated for adaptations. Grant funding for adaptations is based on an assessment of needs by Health and Social Care and on a priority basis.
Energy Efficiency and Fuel Poverty	Depending on the type of funding available, funding may include EES:ABS, advice and guidance on fuel poverty and available grants such as Warm Homes.
Empty Homes	To bring the property back into use. Assistance is likely to be in the form of finding a buyer for the property or offering practical advice. Loan funding may be available in some cases.

6.0 Private Sector Letting and Standards

6.1 Repairing Standards

Private Landlords must meet the [Repairing Standard](#) before letting a property. This applies to almost all private tenancies in Scotland. Private landlords must regard the guidance issued by Scottish Ministers, for ease we have provided links below to access more information:

- [satisfactory provision for detecting and warning of fires](#)
- [electrical installations and appliances in private rented property](#)
- [the provision of carbon monoxide alarms in the private rented sector](#)

Failure to meet the Repairing Standard

If a property does not meet the repairing standards or a landlord is not taking action to meet the standard, then tenants have the right to refer the matter to the [Housing and Property Chamber First Tier Tribunal for Scotland](#).

The tribunal has power to require a landlord to carry out work necessary to meet the standard.

6.2 Private Landlord Registration and Houses Multiple Occupation (HMO)

Private Landlords must be registered with the local authority to let their property. If a property is let to three or more unrelated people who share a bathroom or kitchen then a licence is required through Houses in Multiple Occupation.

More detailed information and advice can be found on the following links:

- [Landlord Registration](#)
- [Houses in Multiple Occupation](#)

Fife Council Landlord Registration

Email: landlords.registration@fife.gov.uk

Telephone: 01592 583397

Address: Landlord Registration Team, Housing Services, Fife House (3rd Floor),
Glenrothes, KY7 5LT

Fife Council Houses in Multiple Occupation

Email: HMO.Licensing@fife.gov.uk

Telephone: 01592 583162

Address: Houses in Multiple Occupation Team, Housing Services, Fife House
(3rd Floor), Glenrothes, KY7 5LT

6.3 Short-Term Let Licensing

As a result of the Civic Government Scotland Act 1982 (Licensing of Short Term Lets) Order 2022 passed by the Scottish Parliament, local authorities in Scotland must introduce a licensing scheme for properties operating as short term lets. The licensing scheme will start on 1st October 2022 and will cover all short term lets by July 2024.

Licensing guidance published on 18 March 2022:

- [Part 1: Guidance for Hosts and Operators](#)
- [Part 2: Supplementary Guidance for Licensing Authorities, Letting Agencies and Platforms](#)

6.4 Reporting a Landlord

If you think a property is being rented without being registered. You can report this to Fife Council, first please check the landlord register:

[Search Scottish landlord register](#)

Click on a link to report a landlord:

[Report an unregistered rented property](#)

[Reporting an unauthorised HMO landlord](#)

6.5 Private Residential Tenancy

Scottish Government provide a website to assist landlords develop a Private Residential Tenancy Agreement. This ensures new tenancies created are compliant with the guidance relating to private rented tenancies. Mandatory clauses cover matters such as tenancy deposits, repairing standard compliance and how to end a tenancy; with discretionary clauses ranging from utilities to common parts.

Scottish Government Guides:

- [model tenancy](#)
- [online tool](#)
- [easy read notes](#) if a landlord chooses to use this tenancy, they must provide tenants with easy read notes

Alternatively, landlords can develop their own tenancy but must ensure all of the [standard clauses](#) are included. Landlords must provide their tenant with a [guide to the standard clauses](#).

Scottish Government Guides for Tenants and Landlords:

- [Private Residential Tenancies: Tenant Guide](#)
- [Private Residential Tenancies: Landlord Guide](#)

6.6 Letting Agents

Letting Agents in Scotland are required by law to comply with a Letting Agent Code of Practice and to join a Register of Letting Agents.

Letting Agents must:

- Comply with a [Letting Agent Code of Practice](#)
- Be entered on the [Scottish Letting Agent Register](#)
- Meet minimum [training requirements](#)

6.7 Landlord Accreditation

Landlord Accreditation Scotland is the national accreditation scheme for Scottish landlords & letting agents, promoting best practice in the private rented sector by offering training and education across the country. Further information is available on the website.

Landlord Accreditation Website:

- [Landlord Accreditation Scotland](#)

Fife Council offers a free Landlord Accreditation Scheme to promote and recognise landlords who take a responsible approach to letting properties. There is no obligation to apply, it is not a requirement of the current Landlord Registration Scheme.

Fife Council Related Publications:

- [Landlord Accreditation Application](#)
- [Landlord Accreditation Guide](#)

6.8 Training for Landlords/Agents

Fife Council works in partnership with Landlord Accreditation Scotland to deliver training programmes for private landlords. This contributes to the improvement of private rented housing through developing good practice around repair and improvement work as well as in the management of properties.

6.9 Empty Homes

Fife Council have a dedicated Empty Homes Officer providing owners with practical assistance to help bring the properties back into use. There is Scottish Government Empty Homes loan funding available for the financial years 2022 – 24, this is to assist owners in bringing homes back into use. Owners should contact the Empty Home Officer to discuss eligibility.

Fife Council Empty Homes Officer

Telephone: 03451 555 555 ext 442893

Email: emptyhomes@fife.gov.uk

Scottish Empty Homes Partnership

The Scottish Empty Homes Partnership is funded by the Scottish Government and hosted by Shelter Scotland. They exist to encourage Scotland's approximately 43,000 privately-owned long-term empty homes back into use.

Scottish Empty Homes Advice Service

Web page: [Every Home Matters | Scottish Empty Homes Partnership](#)

Telephone: 0344 515 1941

Email: emptyhomes@shelter.org.uk

7.0 Housing Quality Standards

7.1 Housing Repairs, Improvements & Maintenance

Fife Council promotes a culture of owner responsibility in relation to private housing property maintenance. The Council recognises, however, that where a property is already in disrepair, owners may face a number of barriers in terms of progressing required work. This section provides homeowners with information on external links on housing quality standards and regulations and Council assistance available.

7.2 Tolerable Standard

The Tolerable Standard is a basic level of repair a property must meet to make it fit for a person to live in. Every homeowner is responsible for ensuring that their property meets the minimum requirements of the Tolerable Standard. The Council has statutory powers to use on housing that fails to meet the Tolerable Standard.

Further information on the Tolerable Standard - Scottish Government website:
[Scottish Government's advisory and statutory guidance](#)

7.3 Fire and Smoke Alarms

An amendment to The Housing (Scotland) Act 1987 extended the definition of a house meeting the Tolerable Standard. The new requirements come into force from the 1st February 2022. To meet the new definition of Tolerable Standard, every home must have:

- A smoke alarm in
 - the living room, or the room used the most, and
 - in every hall or landing (each floor)
- A heat alarm in the kitchen
- The alarms must be mains wired or sealed units with long life lithium batteries lasting up to 10 years
- The alarms must be interlinked (if one alarm detects a fire, all alarms will sound)
- Any room with a carbon fuelled appliance (boiler, fire or flue) must have a carbon monoxide detector. This does not need to be linked to the fire and heat alarms.

Further information on the Tolerable Standard - Scottish Government website:
<https://www.gov.scot/publications/fire-and-smoke-alarms-in-scottish-homes/>

A free home fire safety visits from the Scottish Fire and Rescue Service can be requested by calling 0800 0731999, text 'FIRE' to 80800 or visit the [Home Fire Safety Visit](#) web page.

Scottish Government weblinks:

- [Legislation: The Housing \(Scotland\) Act 1987 \(Tolerable Standard\) \(Extension of Criteria\) Order 2019](#)
- [Scottish Government fact sheet: Fire and smoke alarms: changes to the law](#)
- [Scottish Government video: New Fire Alarms Standards: Explainer Video - YouTube](#)

7.4 Planning Permission

Scottish Building Standards are rules that cover things like making sure building work is safe and complies with building regulations.

Further Information on Minor Work [Scottish Building Standards](#)

If you're doing any type of minor work in your home, like installing a bathroom, it must meet Scottish Building Standards. You usually don't need permission to carry out minor work but should check to make sure.

Further Information on Major Work - Building Warrant

If you're doing any type of building work that will change things like the floor space of your house, its structure or its roof, you may need to apply for a Building Warrant.

7.5 Fife Council Building Standards and Public Safety

Fife Council's Building Standards and Public Safety Team provides an impartial service with common aims and procedures. This aims to protect the public interest by ensuring that all new buildings and those being altered, extended, or converted comply with the building regulations and technical standards.

The team approves plans for building warrants and agrees on a site inspection process before construction work starts. They inspect work on-site and seek to ensure that buildings meet reasonable standards to enable the acceptance of completion certificates.

In addition, provide an enforcement role in cases where construction work fails to meet the building regulations and ensure dangerous and defective buildings are made safe by working in partnership with the emergency services.

Fife Council Building Standards and Public Safety

Email is the easiest way to contact:

General enquiries:

bss.info@fife.gov.uk

Building warrant application enquiries:

buildingwarrants@fife.gov.uk

Building warrant inspection requests*:

bss.compliance@fife.gov.uk

**Please include reference number*

Telephone:

03451 55 11 22

Useful Weblinks:

- [Local Authority Building Standards Scotland](#)
- [Scottish Government - Building Standards](#)

7.6 Enforcement Powers

The Council's intention is to support and encourage owners to improve the condition of their house, but enforcement may be applied where supportive approaches fail through the powers within the Housing (Scotland) Act 2006. The main types of enforcement actions may include:

- Works Notice
- Maintenance Order
- Housing Renewal Area
- Demolition Notices
- Closing Orders
- Demolition Orders

7.7 Private Water Supplies

Environmental Services undertakes sampling and risk assessments in respect of private water supplies and administer the Private Water Supply Grant Scheme to facilitate the improvement of unwholesome private water supplies. The grant covers works to upgrade and protect the existing supply and the provision of disinfection equipment.

Contact Fife Council for Advice and Assistance:

Email: privatehousing@fife.gov.uk.

Emergency Out of Hours: 03451 550099 (5pm-8am Mon-Fri and weekends)

Fife Council Information can be found here:

[Advice for Private Water Supply Owners/Users](#)

Further information from mygov.scot website:

[Private Water Supplies](#)

7.8 Trusted Traders

Help to find a trusted trader: Fife Trusted Trader is the only official Trading Standards vetted trader scheme in Fife. The scheme is backed by Fife Council and supported by Police Scotland. Fife Trusted Trader is designed to:

- Increase consumer confidence
- Protecting citizens from doorstep crime
- Promote and support good business practice

Trusted Trader Weblink: [Fife Trusted Trader Scheme | Fife Trading Standards](#)

7.9 Common/Mutual Repairs

Where owners own a building containing flats, owners have rights and responsibilities, along with co-owners, to maintain and manage the building and common parts. The rules about who pays for what, how decisions should be made can be found in the property Title Deeds or Land Certificate. The Tenements Act adds some additional rules that apply to all flats - common insurance obligation and the duty to maintain among them.

Title Deeds

Property Title Deeds confirm the property owner and the parts of the building that are jointly owned with others. These are the shared, common parts. A copy of Title Deeds can be obtained from Registers of Scotland by visiting www.ros.gov.uk.

If the Title Deeds are not clear on the liability for repairs, owners can refer to:

- [The Tenements \(Scotland\) Act 2004](#)

Organising Common Repairs / Owner Association

There are the steps to follow for common repairs and to make sure all owners pay for their liability. An option for owners within a tenement block can be to set up an Owner Association and arrange a formal arrangement between the co-owners of the building to agree on the management and maintenance of the common areas.

Common Repairs: Sources of Information:

[Under one roof](#)

[Shelter - paying for common repairs](#)

7.10 Property Factor

Owners may have a property factor to manage the repairs and maintenance of common areas of property or land owned by more than one individual. Property factors must provide Scottish Ministers with a list of properties or land for which they act as property factor.

Finding a Property Factor

The Property Managers Association Scotland Limited website has a list of property factors. You can also use the Yellow Pages or personal recommendation to help find a factor.

Sources of Information:

[Property Factors \(Scotland\) Act 2011](#)

[Code Of Conduct](#)

[The Property Factors Register](#)

[Under one roof](#)

[Home - PMAS - Property Managers Association Scotland Limited](#)

7.11 Fife Council Factoring Service

Fife Council is a registered property factor delivering a Factoring Service where there is a mix of Fife Council and privately owned properties within a development or block. Services may include grounds maintenance, stair cleaning and lighting maintenance, in addition the property factor would arrange common repairs and maintenance to the building such as rainwater goods and roofs.

Fife Council information:

[Fife Council Factoring Service - Quick guide to property factoring](#)

[Fife Council Factoring Service - Written Statement of Services](#)

Fife Council Factoring Contact Details:

Email: Factoring@fife.gov.uk

Telephone: 03451 555 555, extension 444504

7.12 Fife Council Common Repairs Service

Fife Council has a dedicated team working with homeowners on shared repairs where Fife Council own a property with liability to the common areas. This service actively maintains shared, common parts of properties involving mutual owners.

Email: mutual.owners@fife.gov.uk

7.13 Housing and Property Chamber

The First-tier Tribunal for Scotland (Housing and Property Chamber) was formed to deal with determinations of rent or repair issues in private sector housing. Further information can be found on the following link:

Weblink: [Housing and Property Chamber - First Tier Tribunal for Scotland](#)

Housing and Property Chamber Contact Information:

Telephone: 0141 302 5900

Address: Housing and Property Chamber, First-tier Tribunal for Scotland,
Glasgow Tribunals Centre, 20 York Street, Glasgow, G2 8GT

7.14 Missing Shares

Where the majority of owners agree to undertake common repair/maintenance works, the Council has power under Section 50 of the Housing (Scotland) Act 2006 to pay a missing share if an owner is not traced or unable to pay a share of the repair. The council has the power to apply a repayment charge to the property to secure the recovery for the costs. Fife Council do not currently offer this service but are exploring funding options to possibly provide this service in future.

7.15 Repayment Charges

In certain circumstances, the Council has the power to use Repayment Charges to secure the recovery of costs associated with carrying out work. If an owner fails to pay the amount due, the Repayment Charge is registered against the property with the Land Registry and remains in place until it is paid off. An administration fee to cover expenses incurred and interest charges would be applied (as per section 172 of the Housing (Scotland) Act 2006).

7.16 Property Acquisition (Buy Backs)

Fife Council's Property Acquisition Policy was approved in July 2017. This means the Council can purchase properties on the open market, or in response to enquiries from owners wishing to sell their property. A property may be considered where it meets certain criteria:

For further enquires email: Property.Acquisitions@fife.gov.uk

8.0 Energy Efficiency

Fife Council works with partners to source funding for energy efficiency measure in private homes and work closely with partners to support owners and tenants with impartial advice from national and local energy efficiency measures.

8.1 Energy Saving Trust

Energy Saving Trust is an independent organisation – working to address the climate emergency. A respected and trusted voice on energy efficiency and clean energy solutions, they continue to work towards a smart, decarbonised, decentralised energy system.

- Empower householders to make better energy choices
- Deliver transformative energy programmes working with governments
- Support businesses with energy efficiency strategies, research, assurance and communications, enabling them to play their part in building a sustainable future

Energy Saving Trust Weblink: <https://energysavingtrust.org.uk/about-us/>

8.2 Home Energy Scotland

Home Energy Scotland offers free and impartial advice on energy saving, keeping warm at home, renewable energy, greener travel, cutting water waste and more. Funded by the Scottish Government and managed by Energy Saving Trust, and our mission is to help people in Scotland create warmer homes, reduce their bills and help tackle climate change.

Home Energy Scotland Weblink: [Home Energy Scotland](#)

8.3 Cosy Kingdom – part funded by Fife Council

Cosy Kingdom is a Fife based organisation offering free and impartial energy and debt advice service available to all tenants and homeowners. It is a partnership between Greener Kirkcaldy, St Andrews Environmental Network and Citizens Advice & Rights Fife. Advisors offer advice on:

- Practical and affordable ways to save energy
- Understand your gas and electricity bills and tariffs
- Switch energy supplier
- Advise on gas and electricity utility debt
- Help to apply for the Warm Home Discount
- Advice on energy measures
- Tips on keeping warm

Contact Cosy Kingdom:

Tel: 01592 807930,
Text COSY and your name to 88440
Or visit: www.cosykingdom.org.uk

Households should be able to afford the heating and electricity needed for a decent quality of life. Once a household has paid for its housing, it is in fuel poverty if it needs more than 10% of the remaining income to pay for its energy needs

8.4 Fife Council Energy Funding

The Council agreed to provide funding of £1m to help Fife Council tenants, private residents and homeless households meet escalating energy costs. This will provide financial and other supports to tenants struggling with energy payments or unable to afford to heat their property. The funding is available in the financial year 2022 – 2023. Get in touch with your local office if you need help to stay warm.

9.0 Independent Living

As the population is growing and people are living longer in the community, it is envisaged that more support services are required to help people access suitable housing and live as independently as possible in their own homes. Fife Council and partners can provide advice, practical assistance, and financial support in some circumstances to help live independently.

People, including those with disabilities or long-term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.

9.1 One Stop Shop

The Adaptations One Stop Shop Project is helping health & social care partners deliver advice and information to service users. Room Pods have been developed and placed around Fife to demonstrate layouts for both adapted and un-adapted settings. This allows Occupational Therapists to assess service users in both environments to offer a more holistic approach. A permanent One Stop Shop base is also in operation at Rosewell Clinic, Lochore with a range of partners involved. The aim is to increase information across the community to enable service users to make better choices in relation to Housing Options and independent living.

9.2 Smart Life in Fife

If you find it difficult to access your property or get around inside your home, please use the Smart Life in Fife website. You will find information on assistive equipment and to support you in your home. The site will take you through a short assessment, and if required, you will be directed to Fife's Health and Social Care Partnership Occupational Therapy Service for further assessment and assistance.

Website for information: [Home - Smart Life in Fife](#)

9.3 Disabled Persons Housing Service (DPHS) Fife

Disabled Persons Housing Service provide housing information, advice and support for disabled people in Fife, to find the right housing solution to meet their needs.

- Supporting people interested in employing a Personal Assistant to help social care
- Advice to adapt current homes regardless of tenure type
- Landlords can use the service to find tenants for adapted or accessible properties
- Explore housing options to meet independent living requirements

DPHS Facebook page:

<https://www.facebook.com/dphsfife>

Disabled Persons Housing Service Tel:

01592 803280

Email:

enquiries@dphsfife.org.uk

9.4 Care & Repair Service

Care and Repair is operated to provide financial or practical assistance with small repairs, improvements, and household maintenance. Care & Repair is available to older people and those with disabilities who are homeowners or private tenants to enable independent living at home. The service is managed by Kingdom Group and funded through Fife Council:

- [Disability Support Services](#) offers assistance to clients referred by Fife Council to carry out major permanent adaptations to their homes. Clients cannot self-refer to Care & Repair for grant assistance. Homeowners who may need an adaptation should request an assessment from an Occupational Therapist via the Fife Social Care Contact Centre who will arrange for an assessment of your needs to be carried out.
- [Small Repairs Service](#) Care and Repair provides a Small Repairs Service which tackles those little jobs that require to be done at home to help maintain it. Homeowners over the age of 60 and any homeowner over the age of 50 who is registered disabled and is in receipt of certain benefits can use the services.

For more information on Care & Repair, please select [contact us](#)

9.5 Disability Adaptations

If you are a homeowner or a private tenant with a disability, you may be entitled to grant assistance to fund a major permanent adaptation to your home. As set out in the Housing (Scotland) Act 2006, local authorities must provide a minimum grant of 80% for the provision of a structural adaptation to meet the needs of a disabled person. In some circumstances depending on benefits 100% grant funding may be allocated for adaptations.

Housing and Community Occupational Therapy Service will work together to meet individual needs and to agree best use of resources (including housing stock). This means that recommendations may be to support rehousing rather than extensive adaptation to one property and that major permanent adaptations are not supported where rehousing is being actively pursued.

- Fife Council and partner services will provide advice to all private homeowners, landlords and tenants on disability adaptations when requested or required
- Advice may include alternative housing options within the private or public sector to optimise the value of available grant funding as well as the best results for users
- Health & Social Care Community Occupational Therapy Service and Social Work Services will assess and recommend adaptations to suit the needs of disabled people with disabilities before any funding is provided
- Where a house requires to be reinstated by removing a disability adaptation then this will be the responsibility of the owner subject to advice from the Council
- Grant funding has conditions which will be attached to the Title Deeds of your property once a grant has been paid. There is a cost to amend Title Deeds, to be paid by service users. Conditions include:
 - You must use all or part of the house as your home
 - The house must be your only main residence
 - You must take all reasonable steps to keep your house in a good state of repair

An adaptation may involve a structural alteration to your home. For example:

- The creation of a wet floor shower within your existing bathroom
- The widening of doors to enable wheelchair use
- A permanent structure to ensure safe access in and out of your home

An adaptation is defined in housing legislation as an alteration or addition to the home to support the accommodation, welfare or employment of a disabled or older person, and their independent living.

9.6 Disability Adaptations Grant Information

Depending on your financial circumstances, a mandatory grant of either 80% or 100% may be available towards the cost of adaptations. If a relevant person is in receipt of one or more of the following benefits, grant will automatically be 100%:

- Income support
- Income-based jobseeker's allowance
- Pension credit (guarantee element)
- Income-related employment and support allowance
- Universal credit

A relevant person can be:

- The applicant
- The applicants' spouse or civil partner
- Anyone who is ordinarily resident with the applicant
- Any person who the applicant is dependant on, or who is dependant on the applicant

What is NOT covered with Grant Funding?

The Housing (Scotland) Act 2006 excludes extensions to create additional living space from work covered by mandatory grant. e.g. an extra bedroom. This means that, where possible, adaptations will be provided within your existing home.

Grant Funding Conditions

When a grant is awarded, conditions are attached to the Title Deeds of the property. These include:

- You must use all or part of the house as your home
- The house must be your only main residence
- You must take all reasonable steps to keep your house in a good state of repair

Further information on the Tolerable Standard - Scottish Government website:

[Scottish Government's advisory and statutory guidance](#)

Breach of conditions may mean that the grant (plus any interest) has to be repaid to Fife Council. These conditions stay in place for 10 years.

9.7 Disability Adaptations Grant Assessment

Grant funding for adaptations can only be awarded following an assessment of needs by Health and Social Care and on a priority basis.

You will find more about eligibility on the leaflet below:

[SW eligibility Guide 2015.indd \(fife.gov.uk\)](#)

Grant Assessment

Request an assessment by contacting Social Work Contact Centre:

Telephone: 03451 551503

Contact: [Social Work - Contact Us | Fife Council](#)

Other Useful Contacts:

Housing Adaptations Team, Housing Services, Fife Council, Glenrothes

Telephone: 01592 583396

Disabled Persons Housing Service

Telephone: 01592 803280

9.8 Fife Housing Register

If you need to move homes to accommodate independent living Fife Council offer a Common Housing Register for residents to find a home, named the Fife Housing Register (FHR). Fife Council and other Fife based Housing Associations use one application for a single Common Assessment of Need, this means everyone is assessed the same way. The FHR Partnership have a website where you can access further information:

Website: www.fifehousingregister.org.uk

Telephone: 03451 55 00 33

Email: FHR.Team@Fife.gov.uk

10.0 Scheme of Assistance Monitoring

This Scheme of Assistance will be subject to regular monitoring to support the development and delivery of the Local Housing Strategy. The Scheme of Assistance will be subject to an annual performance submission with information available for homeowners through the Scottish Government.

Scottish Government Housing Statistics:

[Housing statistics - gov.scot \(www.gov.scot\)](http://www.gov.scot)

Annual data collection will include:

- Disabled Adaptations includes grants and loans paid
- Work and Statutory Notices
- Other Assistance
- Non-Financial Assistance
- Below Tolerable Standard (BTS)
 - Reason for BTS failure
 - BTS Funding

11.0 Review Process

The Scheme of Assistance presented here will operate from May 2022 from the point that it is approved by Fife Council. Subsequent review will be undertaken as circumstances require through Fife Housing Partnership.

12.0 Equal Opportunities

It is important that all customers and service users can access and understand our information. If you need help to arrange the appropriate support.

Contact us in the first instance on:

General Enquiries:	03451 55 00 00 - (Mon - Fri 8am - 6pm)
Interpreter call:	03451 55 55 00
Deaf Customers Text Phone:	18001 01383 44 11 77 or SMS 07985 761908

We can provide support/information via:

- Telephone based interpretation service using interpreters who speak your native language - (includes during emergencies)
- Deaf customers who want to contact us using the Text Phone service on: 18001 01383 44 11 77(8am – 8pm Monday to Friday). You must register for the service by SMS (Deaf people only) 07985 761908
- Documents and information can be translated into a community language or transcribed into an alternative format such as Braille, large print, etc
- A British Sign Language service, lip-speakers, electronic note takers and deaf/blind guide communicators, are also available by using our Deaf Communication Service
- Face to face interpreters can be arranged, but please note you may have to wait for a meeting to be arranged

Further information Weblinks:

- [Deaf Communication Service](#) (Fife Council)
- [Language Identification Card](#)

Contact Information - Fife Council

Fife Council Building Standards and Public Safety

Email general enquiries: bss.info@fife.gov.uk
Email Building warrant application: buildingwarrants@fife.gov.uk
Email Building warrant inspections: bss.compliance@fife.gov.uk
Telephone: 03451 55 11 22
Website: [Building standards and public safety | Fife Council](#)

Fife Council Empty Homes

Telephone: 03451 555 555 ext 442893
Email: emptyhomes@fife.gov.uk
Address: Empty Homes, Housing Services, Fife House (3rd Floor), Glenrothes, KY7 5LT

Fife Council Factoring Service

Telephone: 03451 555 555, extension 444504
Email: Factoring@fife.gov.uk
Address: Factoring Services, Housing Services, Fife House (3rd Floor),
Glenrothes, KY7 5LT
Website: [Factoring services | Fife Council](#)

Fife Council Fuel Poverty

Telephone:
Email: fuel.poverty@fife.gov.uk
Address: Fuel Poverty, Housing Services, Fife House (3rd Floor), Glenrothes, KY7 5LT
Website: [Heating advice | Fife Council](#)

Fife Council Housing Adaptations

Telephone: 01592 583396
Address: Housing Adaptations, Housing Services, Fife House (3rd Floor),
Glenrothes, KY7 5LT

Fife Council Houses in Multiple Occupation

Email: HMO.Licensing@fife.gov.uk
Telephone: 01592 583162
Address: Houses in Multiple Occupation, Housing Services, Fife House (3rd Floor),
Glenrothes, KY7 5LT
Website: [Private Rented Sector | Fife Council](#)

Fife Council Private Landlord Registration

Telephone: 01592 583397
Email: landlords.registration@fife.gov.uk
Address: Private Landlord Registration, Housing Services, Fife House (3rd Floor),
Glenrothes, KY7 5LT
Website: [Private Rented Sector | Fife Council](#)

Fife Council Social Work Contact Centre – Adaptations Assessment

Telephone: 03451 551503
Website: [Alterations and adaptations to your property | Fife Council](#)

Contact Information - Other Organisations

Care and Repair

Telephone: 01592 631661
Email: kingdom@kingdomhousing.org.uk
Address: Saltire Centre, Pentland Court, Glenrothes, Fife, KY6 2DA
Website: www.kingdomhousing.org.uk

Cosy Kingdom

Telephone: 01592 807930,
Text: COSY and your name to 88440
Website: www.cosykingdom.org.uk

Disabled Persons' Housing Service Fife (DPHS)

Telephone: 01592 223905
Email: enquiries@dphsfife.org.uk
Address: DPHS (Fife), The Roundhouse, Priory Campus, Victoria Road, Kirkcaldy, KY1 2QT
Website: www.dphsfife.org.uk

Energy Saving Trust

Telephone: 0800 512 012
Website: www.energysavingtrust.org.uk/

Fife Housing Register

Telephone: 03451 55 00 33
Email: FHR.Team@Fife.gov.uk
Website: www.fifehousingregister.org.uk

Frontline Fife

Telephone: 01592 800430
Email: info@frontlinefife.co.uk
Address: 57 - 59 Viewforth Street, Kirkcaldy, KY1 3DJ
Website: www.frontlinefife.co.uk

Home Energy Scotland

Telephone: 0808 808 2282
Website: Home Energy Scotland

Housing Ombudsman

Telephone: 0300 111 3000
Hours: 9.15am-5.15pm: Monday to Friday
Address: Housing Ombudsman Service, PO Box 152, Liverpool, L33 7WQ
Website: [Home - Housing Ombudsman \(housing-ombudsman.org.uk\)](http://Home - Housing Ombudsman (housing-ombudsman.org.uk))

Housing and Property Chamber

Telephone: 0141 302 5900
Address: Housing and Property Chamber, First-tier Tribunal for Scotland,
Glasgow Tribunals Centre, 20 York Street, Glasgow, G2 8GT
Website: [Home | Housing and Property Chamber](#)

Landlord Accreditation Scotland

Telephone: +44 (0) 131 553 2211
Email: info@landlordaccreditationscotland.com
Address: Hopetoun Gate, 8B McDonald Road, Edinburgh, EH7 4LZ
Website: [Landlord Accreditation Scotland – Meet the highest letting standards](#)

Scottish Empty Homes Advice Service

Telephone: 0344 515 1941
Email: emptyhomes@shelter.org.uk
Website: [Every Home Matters | Scottish Empty Homes Partnership](#)

Scottish Letting Agency Register

Telephone: 03002446439
Email: LettingAgentRegulation@gov.scot
Website: [Home - Scottish Letting Agent Register \(lettingagentregistration.gov.scot\)](#)

Shelter Scotland

Telephone: 0808 800 4444
Address: 6 South Charlotte Street, Edinburgh, EH2 4AW
Website: www.scotland.shelter.org.uk