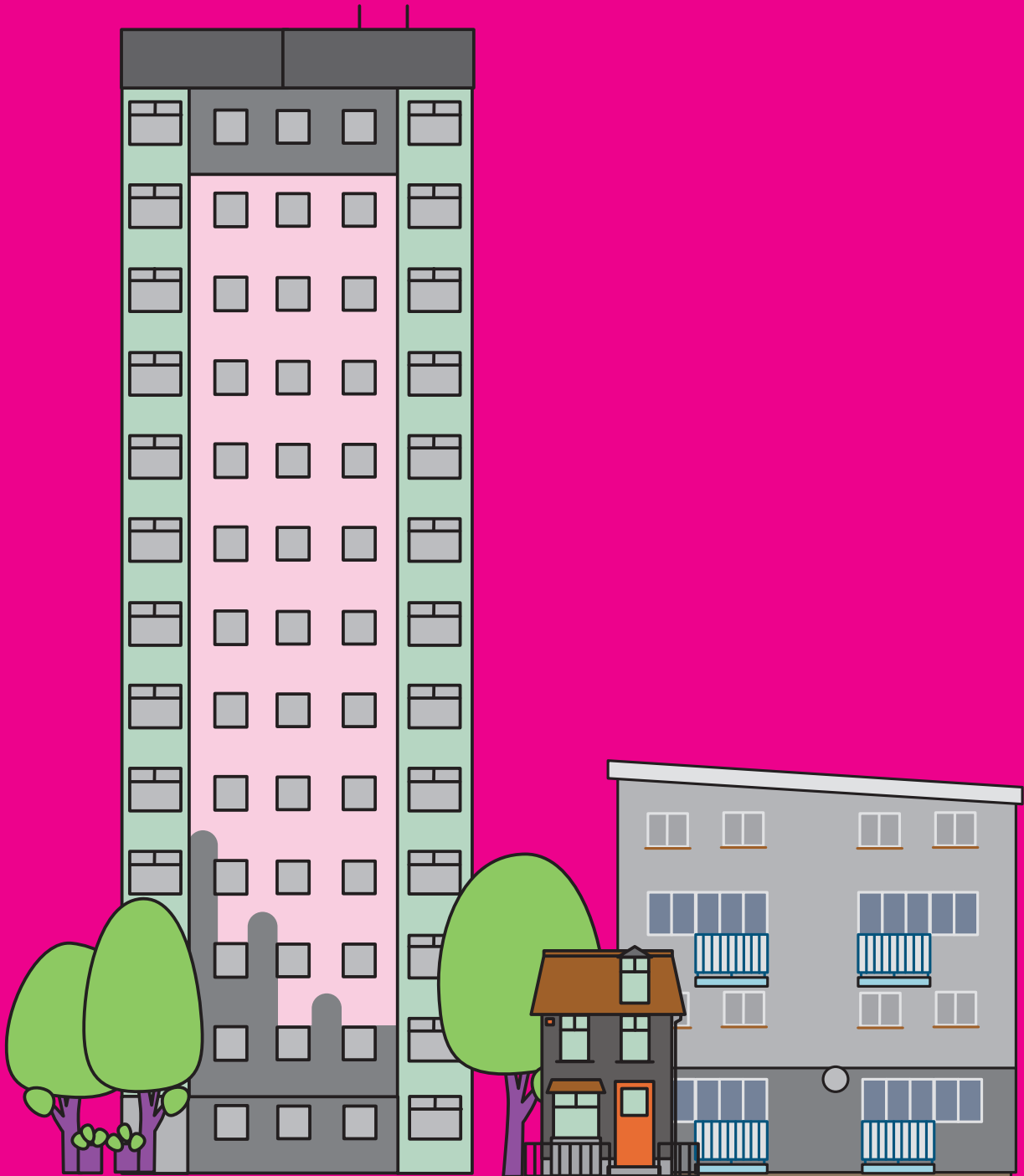


Scheme of Assistance

CUSTOMER APPROVED



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Falkirk Council's Scheme of Assistance outlines when assistance is available and the types of assistance offered to help homeowners, landlords and private tenants:

- **Adapt their home (to meet the needs of a person with a disability)**
- **Maintain or repair their home**

1. Purpose of the Scheme of Assistance

1.1 Section 72 of the Housing (Scotland) Act 2006 requires all Local Authorities to produce a statement of assistance for Homeowners and Private Tenants. This scheme of Assistance meets that requirement setting out the circumstances in which Falkirk Council will provide information, advice, practical support and in some circumstances financial assistance to repair, maintain or adapt their home.

2. Background

2.1 The Scottish Government's Housing Improvement Task Force (HITF) was established in 2000 to review the national policy framework for housing improvement in private housing. The findings of the work from HITF are embodied in the Housing (Scotland) Act 2006. The aims of the Act are to improve the quality of private housing in Scotland.

2.2 The basic premise of the 2006 Act is that owners are primarily responsible for the repairs and maintenance of their own homes. The Private Sector represents 73% of properties within the Falkirk Area. Some of those houses are poorly maintained or prevent disabled people who live in them from maximising their independence.

2.3 In line with the legislation, assistance will be offered to all homeowners to help them to repair and maintain their homes.

3. Strategy

3.1 The Scheme of Assistance reflects national policy priorities such as the repair of sub-standard housing, promoting the responsibility of owners to maintain their property and enabling older people and people with disabilities to live independently. This scheme also helps deliver two of the six Local Housing Strategy priorities:

- Priority 4 - Providing housing and support to vulnerable groups
- Priority 6 - Improving housing conditions

4. Consultation

4.1 The Scheme of Assistance has been informed primarily by the Local Housing Strategy Consultation carried out in September 2016, where residents were asked what they wanted from an updated Scheme of Assistance. Further information on this consultation is available from the Private Sector Team. The contact details can be found in appendix 1.

4.2 61% of respondents asked us to review repairs assistance and increase homeowner and landlord enforcement. In response, our revised Scheme of Assistance maintains levels of information, general advice and practical support, addresses property conditions, enforcement and continues to support the provision of Adaptations.

4.3 A review of the scheme of assistance was carried out in 2018. A draft Scheme of Assistance was issued to stakeholders, including other council services and service users. This collaborative approach contributed to the way in which the scheme was written. This included the document being reviewed by tenant and resident members of the Housing Service Editorial Panel who have feed back that it was easy to read.

5. Equalities

5.1 The Council is committed to developing towards an inclusive Scotland: considering the needs of equality groups (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation and marriage and civil partnership) and eradicating discrimination. These principles have been incorporated within our Statement of Assistance which will be reviewed, monitored and updated as required.

6. Privacy Statement

6.1 The Council must comply with Data Protection Legislation as defined by the Data Protection Act 2018. If you supply personal information to us, it may have to be disclosed to the data subject, unless there are good reasons for withholding it. You can find out how we handle personal data at www.falkirk.gov.uk/privacy.

7. Service Delivery

7.1 The Scheme of Assistance is co-ordinated by the Private Sector Team within Corporate and Housing Services.

7.2 Assistance and enforcement powers are delivered from various internal partners. Full contact details can be found in Appendix 1.

8. Assistance Available

8.1 Funding to implement this Statement of Assistance is a limited resource. Information and advice will always be provided in the first instance to enable owners to carry out the necessary repairs, maintenance and improvements themselves. Practical assistance may be provided where this cannot be achieved. With the exception of mandatory grants to meet the needs of people with disabilities, financial assistance is dependant on resources and available funding.

9. Adaptations for People with Disabilities

9.1 Falkirk Council has a statutory duty to provide mandatory grants for certain types of work to meet the assessed needs of residents with disabilities living in private housing. The assessment of need is carried out by Social Work Services, Children Services or in some instances, an Occupational Therapist from a Health Team.

10. The Assessment

10.1 The assessment will identify whether you need any support, equipment or an adaptation to your home. Social Work Services or an Occupational Therapist will carry out your assessment and determine how urgently you need help.

10.2 Parents of a child with a disability should contact Falkirk Council's Children with Disabilities Team to request an assessment of need. If you are an adult you should contact your Social Work locality for an assessment. The contact details can be found in appendix 1.

10.3 If you are unhappy with the outcome of your assessment you can ask for your circumstances to be reviewed.

11. Mandatory Adaptation Grants for people with disabilities - Financial Assistance Criteria

11.1 If your home is suitable for an adaptation and the assessment determines that an adaptation is the best way to meet your need, Social Work Services, Children Services or your Health Occupational Therapist will tell you where you can access financial assistance.

11.2 Mandatory Adaptation Grants for people with disabilities can only be accessed to help pay for essential work which is suitable for your long term needs. If you are an adult your needs must be classified as either a Critical or Substantial priority. The needs of children must be classified as Essential. The Scheme of Assistance can only cover certain types of work as detailed within section 11.3.

11.3 As set out in the Housing (Scotland) Act 2006, all local authorities must provide a minimum grant of 80% for the provision of a structural adaptation to meet the needs of a disabled person. A Grant is not available to extend the original structure to create additional living accommodation but if assessed can be extended to provide a standard amenity. A standard amenity is:

- A fixed bath or shower and hand wash basin, each with satisfactory supply of both hot and cold running water suitably located within the house
- A sink with a satisfactory supply of hot and cold water within the house
- A water closet available for the exclusive use of the occupants of the house and suitably located within the house

11.4 Examples of work that may qualify for a mandatory 80% grant include:

- Provision of standard amenities such as toilet, wash hand basin, level/wet floor access shower
- Fixed Ramps
- Curved stair lifts
- Through floor lifts
- Widening doors to allow wheelchair access
- Lower kitchen unit to allow access for wheelchair users
- An extension to provide a level/wet access shower

11.5 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

11.6 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.

11.7 The Council will make a judgement as to the reasonable cost for the work associated with a Mandatory Adaptation Grant and will use that cost as the basis of their calculation of grant. In deciding what is reasonable the Council will generally benchmark costs for comparison but will assess each application individually. Further details on The Grant process can be found in section 16.

11.8 If you wish to make additional improvements or upgrade the specification and this work is not included in the grant, these costs will be the responsibility of the applicant.

12. Conditions of Grant placed on your title deeds

- 12.1 Certain conditions are attached to the Title Deeds of your property when a grant is paid (Notice of Payment of Grant). This means that:
- You have to use all or part of the house as a home
 - If you or your family live in the house, you must live in it as your only or main residence
 - You must take all reasonable steps to keep it in a good state of repair
 - If asked by the council, you must show that these conditions continue to be met for 10 years after the work is completed
- 12.2 Please note that if you sell the property within the 10 years and are asked by the buyer to discharge the grant conditions, you will have to repay the grant to us.

13. The Grant Application Form

- 13.1 Contact the Private Sector Team who will arrange a visit to help you complete the application form for Care and Repair clients.

14. Finding a contractor

- 14.1 Estimates submitted along with your grant application form can only be accepted from VAT registered contractors or contractors on the Buy with Confidence Scheme.
- 14.2 Further information is available at: www.falkirk.gov.uk/buywithconfidence or by contacting Trading Standards. Contact details can be found in Appendix 1.

15. Supporting you through the process

- 15.1 The Care and Repair Service can support you through the adaptation and grant application process. Section 20 gives you information on our Care & Repair Service.



16. The Grants process

- 16.1 The Private Sector Team will review your application, estimated costs and confirm in writing the grant decision. If you are awarded a grant, we will confirm the approved grant amount and any costs you may need to pay. Any costs for additional work should be paid directly to the contractor in addition to any costs you need to pay for the adaptation.
- 16.2 When work is complete the Private Sector Team will visit your home to check that the work is completed to an acceptable standard. The grant will be released on receipt of the invoice. Where Professional Fees are required for the adaptation you need to pay these upfront. Where grant work does not go ahead, an application can be made to refund part or all of the professional fees. No refund is available for work which is put on hold or delayed. The ongoing servicing and maintenance of adaptations is your responsibility.
- 16.3 If you are unhappy with the grant decision, please contact the Private Sector Team for a review of your assessment.

17. Adaptations for Private Tenants

- 17.1 Under the Housing (Scotland) Act 2006 a landlord cannot unreasonably refuse a structural adaptation request from a tenant to meet essential needs. The landlord does not have to pay towards the adaptation, depending on the household circumstances the person living in the property will be entitled to receive a 80% or 100% Mandatory Adaptation Grant if the work is supported by a Housing Needs Assessment. The landlord will need to provide authorisation for the adaptation to be carried out.

18. Discretionary Adaptation Reinstatement Grants

- 18.1 Reinstatement Grants will only be considered where Falkirk Council has agreed to do so prior to the grant application being approved.

19. Approximate Timescales

- 19.1 It is not possible to set a timescale to complete an adaptation. This is driven by the owner or tenant of the property and will depend on varying factors such as the complexity of the adaptation, the time taken by you to submit information and gain planning or building consents as well as the time taken by private contractors to complete the work.

20. Non Financial Assistance: Housing Options

20.1 If your home cannot be physically adapted to meet your assessed needs or if the cost of work identified is not covered by Mandatory Grant, Social Work Services, Children Services or your Health Occupational Therapist will refer you to Housing Services for a Housing Options Assessment - this may involve a further referral to Housing Options Scotland, an organisation providing specialist housing advice for people with disabilities.

Care and Repair:

20.2 You do not need to be eligible for Mandatory Grant funding to be able to access help from the Care and Repair Services. You can choose to fund works privately, however, we recommended that an assessment is still carried out to ensure that the appropriate adaptation is being installed.

20.3 You decide how much support you want from our Care and Repair Service. Officers within the Private Sector Team do not hold a technical qualification therefore they can only provide general advice. If the work is a complex adaptation you may need to employ an Architect to draw plans and manage the project.

21. Property Condition

21.1 The majority of homeowners are responsible for maintaining the condition of their properties. Advice and assistance for repairs and maintenance is available from the Private Sector Team - this includes:

- A range of information is available on our Private Sector Housing webpages at www.falkirk.gov.uk/privatesector
- General advice and signposting to other services and organisations if necessary
- Practical support, this can include face to face meetings. Where resources permit, priority will be given to vulnerable clients and works falling within the Property Condition Priorities 1 to 4
- Financial Assistance may be accessed, where resources permit, for a limited range of work falling within the Property Condition Priorities 1 to 4

21.2 Types of Assistance:

Priority	Category	Non Financial Assistance	Financial Assistance
Priority 1	Below Tolerable Standard	✓	✓
Priority 2	Sub-standard properties	✓	✓
Priority 3	Lead Pipe Replacement	✓	✓
Priority 4	Tenemental Common Repairs - shared with Falkirk Council (>£10,000)	✓	✓

22. Discretionary - Financial Assistance:

22.1 Where resources permit, financial assistance may be offered to help address repairs in relation to Property Condition Priorities 1 to 4.

Priority 1: Below Tolerable Standard (BTS) properties

22.2 The Tolerable Standard is a minimum standard that all homes in Scotland are expected to meet, by law. Housing that falls below this level is not considered fit for human habitation.

The Environmental Protection Unit will decide if a property is BTS and will advise what needs to be done to bring the property up to an acceptable standard. You may be entitled to 50% of the total cost of the works, up to a maximum repair grant of £500. Please contact the Private Sector Team to confirm if resources are available and to request a Repair Grant Application.

Priority 2: Sub-Standard Properties

22.3 A property will be considered substandard where it does not meet the tolerable standard or is in a state of serious disrepair or is in need of repair and if nothing is done, could deteriorate into a state of serious disrepair or damage other properties .

The Environmental Protection Unit will decide if a property is sub-standard and will advise what needs to be done to bring the property up to an acceptable standard. You may be entitled to 50% of the total cost of the works, up to a maximum repair grant of £500. Please contact the Private Sector Team to confirm if resources are available and to request a Repair Grant Application.

Priority 3:

Work to remove Lead Pipes

- 22.4 The Environmental Protection Unit can arrange to test the drinking water in your home. Where a water test confirms that there is over 10 micrograms of lead per litre present, you may be entitled to 50% of the total cost of the works, up to a maximum repair grant of £500. Please contact the Private Sector Team to confirm if resources are available and to request a Repair Grant Application.
- 22.5 Where property conditions are not improved within a reasonable time, enforcement action will be considered.
- 22.6 If you are unhappy with the grant decision, please contact the Private Sector Team for a review of your assessment.

Priority 4:

Tenemental Common Repairs - shared with Falkirk Council

- 22.7 Assistance is available under this priority where the council proposes work under the terms of the Tenement (Scotland) Act 2004 and the proposed repair/ maintenance work is to the common areas of a tenement.
- 22.8 Where the council proposes this type of work, the council will oversee the work and communicate to the other owners their share of the cost. If you have concerns about the proposed work or how you will meet your share of the cost you can contact your Council Housing Team who can arrange a visit to discuss this on a one to one basis.
- 22.9 Where the cost of the work to a homeowner is over £10,000 and you have concerns about either the work or how you will repay your share of the cost we can arrange a home visit to discuss this further. We cannot help you meet the cost of the proposed work but we can discuss available repayment options. You can contact your Local Housing Office who will arrange a visit. No interest will be applied to your share of costs.

Other Property Repairs

- 22.10 If you require to carry out repair or maintenance work in a common area of your property you will be directed to Under One Roof which provides free and independent advice on your rights and responsibilities.

23. Other Sources of Financial Assistance:

- 23.1 **Private Water Supply Grant Scheme** is available to provide or improve private water supplies. You may be eligible for a non means tested grant of up to £800 to improve water supplies. If you have concerns over a Private Water supply you can seek advice and apply for a Private Water Supplies Grant by contacting the Environmental Protection Unit. Contact details can be found in Appendix 1.

24. Property Condition - Non Financial Assistance

- 24.1 **Home Energy Scotland** is funded by the Scottish Government and provides free, impartial information on energy advice, changing fuel supplier, maximising income or information on grant and loans that will help to improve the energy efficiency of your home. The contact details can be found in Appendix 1.
- 24.2 **Care and Repair** is a free service available to homeowners and private tenants who are older (over 60 years of age) or who have a disability (of any age), providing help and support to carry out property repairs and improvements. Contact details can be found in Appendix 1.
- 24.3 **The Small Repair & Handyperson Service**, is a part of our Care and Repair Service and can be accessed by people who are aged 65 and over, with no able-bodied person living with them or who have a disability, with no abled-bodied person living with them and are unable to do small jobs.
- 24.4 It is made up of two elements:
- The Small Repair element is available to home owners and covers small repairs (joinery, plumbing and electrical works) which take no more than two hours to complete
 - The Handyperson element is available to home owners, council tenants and housing association tenants, covering health and safety related jobs which take no more than one hour to complete
- 24.5 The service can be accessed up to eight times a year, an hourly rate is charged along with the cost of the materials. Information is available online at <http://www.falkirk.gov.uk/srhs> or you can call us to discuss and book an appointment. Contact details can be found in Appendix 1.
- 24.6 Our **Empty Homes Service** is available to any owner to help find the best way to bring properties, which have been empty for six months or more, back into use. The service provides advice and practical support and aims to increase the number of available houses across the Council area. Contact details can be found in Appendix 1.
- 24.7 As detailed within 22.10, common parts of a building are those areas jointly owned. Under One Roof is a website which provides free and impartial information about common repairs and maintenance: helping private flat owners understand their rights and responsibilities to manage their building.
- 24.8 Our **Maintenance Plan leaflet** provides general advice on how to develop a Voluntary Maintenance Plan for your house. The plan reminds you to check different parts of your building at different times of the year. Looking at your house in this way, can help you spot and fix minor repairs; reducing the chances of them going unnoticed and deteriorating, which may cost you more money to put right.

25. Property Condition - Enforcement Powers

25.1 The Council has powers to deal with sub-standard housing but it is not always required to use them. The Environmental Protection Unit will advise what needs to be done to bring the property up to an acceptable standard. If assistance does not resolve the situation, the Environmental Protection Unit may choose to issue a Work Notice or a Maintenance Order.

26. Work Notice

26.1 Section 30 of the Housing (Scotland) Act 2006 gives the council the power to serve a Work Notice on the owner of a house that is substandard. The notice will specify the work to be carried out, the standard the house must meet and the date the work must be completed by. The Work Notice will be registered within the Building Standards Register and available for the public to view until the work is completed and the notice is revoked.

26.2 Owners can receive support and assistance to comply with the notice from the Environmental Protection Unit. If the owners fail to comply with the Work Notice the council can decide whether to enforce the works and re-claim work costs, administrative costs and notice fees, with interest, from the owners.

27. Maintenance Order

27.1 Section 42 of the Housing (Scotland) Act 2006 gives the council the power to serve a Maintenance Order on the owner of a house where:

- A Work Notice has been served and no certificate has been issued confirming the works have been completed
- The benefit from work carried out under a Work Notice or Repairing Standard Enforcement Order has been reduced or lost due to lack of maintenance
- The house has not been or is unlikely to be maintained to a reasonable standard

27.2 Owners can receive support and assistance available to comply with the Order by the Environmental Protection Unit.

27.3 If the owner does not complete the work detailed in the Maintenance Plan the Environmental Protection Unit can arrange to enforce the work. The council can recover administrative expenses, interest and the expenses incurred for devising, varying and enforcing the Plan from the owner.

28. Housing Renewal Areas (HRA)

28.1 The Housing (Scotland) Act 2006 introduced Housing Renewal Area to enforce property conditions across an area. The council may choose to use this power should a situation arise. Section 10 of the Housing (Scotland) Act 2006 requires the council to produce a Housing Renewal Area Policy outlining how we will identify and designate an HRA. Our Housing Renewal Area Policy can be viewed online at: www.falkirk.gov.uk/lhs, alternatively you can contact the Private Sector Team.

29. Demolition Notice

29.1 Section 33 of the Housing (Scotland) Act 2006 allows the council to identify a house for demolition within an HRA where it is considered to be in a state of serious disrepair.

30. Repayment Charges

30.1 Part 7 of the Housing (Scotland) Act 2006, gives the council the power to register a Repayment Charge on the title deeds of the property to recover money owed to the council in the following circumstances:

- Enforcing Work under a Work Notice
- Enforcing work under a Demolition Notice
- Devising a Maintenance Plan (required under a Maintenance Order)
- Varying a Maintenance Plan (required under a Maintenance Order)
- Enforcing maintenance or anything else required by a Maintenance Plan (required under a Maintenance Order)
- Enforcing work advised by the First Tier Tribunal where the landlord is unable to comply with the Repairing Standard
- Enforcing work detailed within a Repairing Standard Enforcement Order
- Enforcing work under a Housing in Multiple Occupation: Amenity Notice

30.2 The repayable amount may include the cost of the works, an administration fee, interest and the cost of registering it in the appropriate land register.

31. Other Enforcement powers include:

31.1 **Demolition Order:** Part 6 of the Housing (Scotland) Act 1987 allows the council to issue a Demolition Order on a property in certain circumstances. The Environmental Protection Unit will decide when to issue this order.

31.2 **Dangerous Buildings Notice:** Section 30 of the Buildings (Scotland) Act 2003 allows the council to issue a Dangerous Buildings Notice in order to protect the public where a building poses a risk. Building Standards will decide when to issue this Notice.

Charging Orders:

31.3 Part 5, Building (Scotland) Act 2003, gives the council the power to register a Charging Order on the title deeds of the property to recover money owed to the council for enforcing work in the following circumstances:

- Enforcing a Building Regulations Compliance Notice
- Enforcing a Continuing Requirement Enforcement Notice
- Enforcing a Building Warrant Enforcement Notice
- Enforcing a Defective Building Notice
- Enforcing a Dangerous Building Notice
- Carrying out work under section 29(3) without notice
- Carrying out work under section 87, Civic Government Act 1982

31.4 The repayable amount can include the cost of the works, an administration fee, interest and the cost of registering it in the appropriate land register.

Notice of Potential Liability

31.5 Where a scheme decision, involving properties owned by Falkirk Council, proposes to carry out work under the Tenements (Scotland) Act 2004, Falkirk Council can register a Notice of Potential Liability on an owner's title deed for their share of costs and any new purchaser. A notice of potential liability may be registered in addition to other repayment plans or in isolation. Registration cost may be passed on to the owner to recover.

32. Complaints:

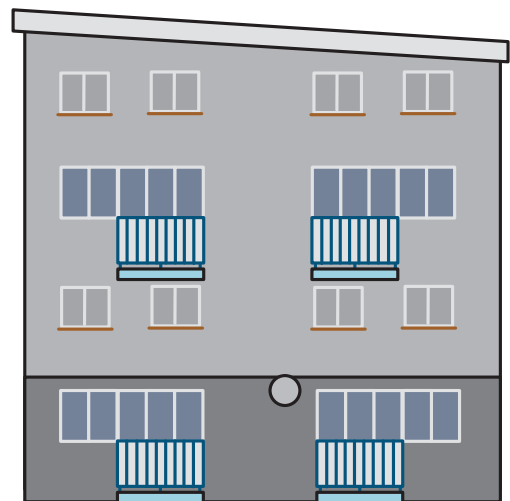
32.1 Complaints can be made in line with Falkirk Council Corporate Complaints procedure:

In person: at any council office (a list of our offices is available at: www.falkirk.gov.uk)

By phone: by contacting the officer you have been dealing with or by calling 01324 506070

By email: contactcentre@falkirk.gov.uk

Online: www.falkirk.gov.uk/complaints



Appendix 1

Contacts: Service Delivery Partners

Service Delivery Contacts	Delivery Partner	Contact Details
ADAPTATIONS (Adult) Health & Social Care Partnership East Locality West Locality Central Locality (Children) Rehabilitation: For people under 65 years old For people over 65 years old	Social Work Services Children's Services ReACH Team	01324 506070 (all localities) meadowbank.swk@falkirk.gov.uk camelon.swk@falkirk.gov.uk grahamston.swk@falkirk.gov.uk 01324 506070 cwdt@falkirk.gov.uk 01324 673737 01324 673888
Buy with Confidence Scheme	Trading Standards	01324 506070 tradingstandards@falkirk.gov.uk
Care and Repair	Private Sector Team	01324 590797 (option 2) privatesector.housing@falkirk.gov.uk
Empty Homes	Strategy Team	01324 590797 (option 2) eh@falkirk.gov.uk
Energy Advice	Home Energy Scotland	0808 808 2282 www.energysavingtrust.org.uk.
Housing Options Advice	Housing Options Scotland	0131 247 1400 www.housingoptionsscotland.org.uk
Housing Teams	Housing Services	01324 506070 www.falkirk.gov.uk/places/oss-ash/east-support-hub.aspx
Property Conditions	Private Sector Team	01324 590797 (option 2) privatesector.housing@falkirk.gov.uk
Property Condition (Enforcement) Statutory Notices e.g. Work Notices (Repairs and, BTS)	Environmental Protection Unit	01324 504950 envhealth@falkirk.gov.uk
Small Repair & Handyperson Service	Customer & Business Support	01324 590797 (option 1) smallrepairservice@falkirk.gov.uk

Appendix 2

Contacts: Help and Support

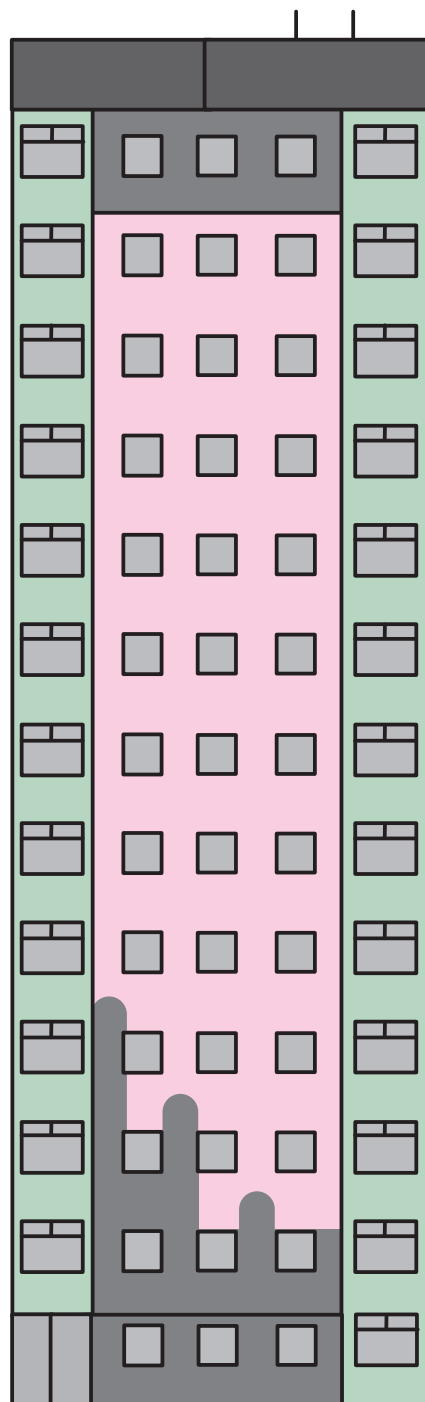
Organisation	Help and Support with...	Contact Details
Age Scotland	Provide information and advice on a range of issues including Money Matters, Care, Support, Housing & Energy	0800 12 44 222 helpline@agescotland.org.uk www.ageuk.org.uk/scotland/
Solicitors for Older People Scotland	Scottish Law firms providing legal services to older people in a caring and sensitive way	0800 152 2037 www.solicitorsforolderpeoplescotland.co.uk

Appendix 3 The Tolerable Standard

Under the Housing (Scotland) Act 1987 as amended by the Housing (Scotland) Act 2006, a house meets the tolerable standard if it:

- is structurally stable;
- is substantially free from rising or penetrating damp;
- has satisfactory provision for natural and artificial lighting, for ventilation and for heating;
- has satisfactory thermal insulation;
- has an adequate piped supply of wholesome water available within the house;
- has a sink provided with a satisfactory supply of both hot and cold water within the house;
- has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house;
- has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and suitably located within the house;
- has an effective system for the drainage and disposal of foul and surface water;
- in the case of a house having a supply of electricity, complies with the relevant requirements in relation to the electrical installations for the purposes of that supply;
 - o “the electrical installation” is the electrical wiring and associated components and fittings, but excludes equipment and appliances;
 - o “the relevant requirements” are that the electrical installation is adequate and safe to use
- has satisfactory facilities for the cooking of food within the house; and
- has satisfactory access to all external doors and outbuildings.

Source: The Scottish Government, 2009, 'Implementing the Housing (Scotland) Act 2006, Advisory & Statutory Guidance For Local Authorities: Volume 4 Tolerable Standard.





**The Private Sector Team
Falkirk Council
Corporate & Housing Service
The Forum
Callendar Business Park
Falkirk FK1 1XR
Tel: 01324 590797 (Option 2)
Email:
privatesector.housing@falkirk.gov.uk
Website: www.falkirk.gov.uk/privatsector**

The Council must comply with Data Protection Legislation as defined by the Data Protection Act 2018. If you supply personal information to us you can find out how we handle personal data at www.falkirk.gov.uk/privacy

If you would like this information in another language, Braille, large print or audio tape please contact Private Sector Team.



Falkirk Council

August 2019