COLONSAY COMMUNITY DEVELOPMENT COMPANY

CCDC Board Meeting
15th January 2026

Document Pack

Public

Please note that not all items on the agenda have supporting papers

Confidential items (e.g. relating to staffing) are not published in public

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board Meeting

Thursday 15 January 2026 at 7pm – in person and by Zoom

Please note that times are approximate. * means associated paper

Agenda

Public

1.	19:00	Attendance and apologies	
2.	19:02	Minutes of last meeting and matters arising	
3.	19:05	Declarations of interest	
4.	19:06	Scrap vehicles at An faire Mor	Helen
5.	19:10	Monthly bulletin*	Dannie
6.	19:15	Manse report*	Lizzie
7.	19:30	Carbon Neutral Islands report	Maggie
8.	19:35	Filling station update	Callum
9.	19:40	Finance update	Liz/ Callum

DONM 19 February 2026

Private

10.	19:45	Minutes of last meeting and matters arising	
11.	19:47	Declarations of interest	
12.	19:48	CCDC Restructure*	Dannie
13.	20:10	Colonsay post Office	Dannie
14.	20:25	Staff pay	Dannie
15.	20:17	Business unit application	Dannie

Confidential

16.	19:45	Croft water	Andrew

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Board Meeting 13 November 2025

DRAFT Public Minute

Attendance: Dannie Onn (DO), William Joll (WJ), Callum Hay (CH), Liz Griffiths (EG), Andrew Abrahams (AA), Steve Fay (SF), Helen Mann (HM)

Apologies: Linsay Chalmers (LC)

Minutes of Last meeting.

The minutes from the meeting of 13 November 2025 were approved by all.

The draft minutes of the AGM held 6 December 2025 were shared with directors, who agreed that the minute was accurate.

Matters Arising:

None from either minutes.

Declarations of Interest

None.

Election of office bearers

DO was appointed chair; EG was appointed treasurer. It would be advantageous to appoint a vice-chair to stand in for the chair as necessary, but no-one came forward.

Co-opting directors

With their agreement, Callum Hay and Linsay Chalmers were co-opted to the board.

Private matters

Note that items relating to the ecology loan and a confidential staffing matter were discussed in private and will be reported in separate private and confidential minutes.

AOCB

There was no other business discussed.

DONM Thursday 15 January 2026 at 7pm

DRAFT

COLONSAY COMMUNITY DEVELOPMENT COMPANY

Community Bulletin - January 2026

AGM

The AGM was held 6 December with 14 of our 85 members in attendance. The Chair and Treasurer presented their reports. The accounts were approved and we noted the auditors conclusion that we are a going concern.

Callum Hay retired as a director but has agreed to continue as a co-opted director. Linsay Chalmers has agreed to be co-opted for another year. Dannie Onn, Liz Griffiths and Steve Fay were elected to the board.

Your board is now:

- Dannie Onn – Chair
- Liz Griffiths – Treasurer
- Andrew Abrahams
- Helen Mann
- William Joll
- Steve Fay
- Callum Hay – co-opted
- Linsay Chalmers – co-opted

Retiring co-opted director Lesley MacInnes was thanked for her work for our community. We also thank Darragh Keenaghan and Will Young who resigned during last year.

A presentation was made to Callum and Clare with thanks for the huge amount they have done for Colonsay and in recognition of the incredible contributions Callum has made to CCDC.

Ongoing projects update

Scalasaig developments - No.11 An Faire Mor is now sold and the new owners have moved in. One year on from completion of the development contractors, TSL have inspected the defects list prepared by our agents and will be organising the making good.

Fuel Project – The proposed installation is largely complete. We are all getting used to the system, but the pump seems to be working well.

The Old Manse – The property is now vacant again and we will be assessing how to manage essential works to enable us to re-let as quickly as possible.

Electric bikes - These are now on order and we hope to be lending these to islanders in the coming months to try them out. The ambition is that more people will see the benefits and get their own bikes. That could reduce the use of fossil fuels, improve individual fitness and reduce costs.

Greening and Growing – Plans for a community garden, a polycrub, a green community space and landscaping at An Faire Mor are being developed by the residents and our Carbon Neutral Island Officer, Maggie Faye.

CCDC Restructure

We are preparing a restructure of the organisation to better reflect the change from a project -driven operation, to one where management of our assets will demand more of our time. You may not see much difference day-to-day, but the changes are intended to make us a stronger organisation, ready to take on further projects and plans in the coming years. We will be working with the Development Trusts Association Scotland (DTAS) and others. A key part of the re-organisation will be the need to keep our staff and build our capacity as soon as possible.

Post Office

Working with our Community Council, we are urgently looking at solutions to re-locate the Post Office. Potential solutions include the use of the Service Point or the provision of a temporary building. We will keep you up to date as best we can.

If you would like any further information on any of our work, please talk to one of our directors; get in touch at the Service Point (drop in or call 200244); or email to contactccdc1@gmail.com

Dannie Onn

PROJECT REPORT – Old Baptist Manse

Project report
Baptist Manse

Project	**Baptist Manse**			
Report Compiled by	**Lizzie Keenaghan**			
Reporting Period	**January 2026**			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY

- **Purchase**
  Old Manse bought January 2021 with Scottish Land Fund and Community Fund support, with the following conditions:
  - Baptist Union specified in sale terms that CCDC was to use and manage the property for the benefit of the community, in accordance with its charitable purposes and objectives. In that respect, CCDC is to give consideration to the following potential uses: 1). The use of the existing dwellinghouse or any replacement and/or additional dwellinghouse for the residential accommodation at an affordable rent of a person or persons living permanently and working in the community, together with their immediate family/household; and/or 2). The use of the remaining land as a garden or for the purposes of a community enterprise or other community-based economic activity, which might create employment/income. *(text shortened)*
  - Scottish Land Fund accepted the proposal for the primary purchase of creating accommodation, but also with the idea of creating up to 6 campervan pitches, the grounds to be operated as a business by the house occupants. This specific idea has been shelved, but still with the idea of business base/workshop shed/studio/garden being possible on the surrounding land.

  The sale & funding specifics don't specify that it can't be sold on by CCDC, but it's thought that a sale would take a good while to achieve given the work needed to bring the house to a modern standard, and CCDC would need a clear plan of how to use the generated finance for the same main aim of housing provision.

PROJECT REPORT – Old Baptist Manse

- **Occupation**
  Since its purchase it's been used by TSL contractors in support of Scalasaig development, and rented to a family on two occasions - a summer months short let 2021, and a longer more recent let. The rent asked has been low compared to the norm for a 2 bed home, to reflect the energy efficiency shortcomings. It's now unoccupied, and insured as such, which is a significant expense.

- **Feedback**
  Feedback was received from both contractors and family. TSL opted not to use the Manse after a few months, indicating that the condition fell short of what they needed.
  The Manse would ordinarily be a two bed home, but a partition was put in to divide the larger bedroom in two, with access through the first portion, and it's still like this. Without an extension, it's hard to see how it could comfortably become a 3 bed home, so CCDC would need to plan for a rental income that reflects it only having 2 bedrooms.

  Feedback from the previous occupants included these main points:
  - The house is dark, and lack of light impacts on the experience of living here, and also internal temperature. Only the Kilchattan-facing bedroom benefits from solar gain.
  - Windows are draughty.
  - The bathroom needs a complete re-fit, the sill behind the shower appears to let in water.
  - Walls still seem to hold damp through summer months, a dehumidifier needed in a particular spot.
  - The large door between dining room & kitchen blocks the sink, not ideal for being with kids, and because of the layout the dining room becomes just a passing through room.
  - Upstairs windows would benefit from keys for child safety, and a second route down from upstairs considering as a fire exit.

  And these suggestions:
  - It would be ideal to be able to look out west from living room, for light and solar gain. This would require a window/lintel putting into the gable wall.
  - It would be ideal to connect from kitchen to living room. This would require an opening putting into a wall, where there has been a fridge.

- **Current condition – main points:**
  There are two open fires (chimney sweeping needed), with two other unused chimneys. There are small electric panel heaters, expensive to use. A dehumidifier has been needed almost continuously at a particularly damp/cold spot in the dining room.

On the advice of previous joiner/plumber, the bath hasn't been in use for ~2 years, given the condition of joists and rubble identified in the ceiling/floor cavity.
The ceiling crack in the living room below is noticeable.

From a close inspection of the exterior render, it seems likely that there's ingress, and this could explain the damp, which in places seems more than what could be expected from condensation alone.

- **Access track & parking upgrade**
  This was completed by McLarens contractors late summer 2025. It was done while there was contractor availability, in advance of works that will need contractor vans to be able to access the property. McLarens were supplied with a survey map of CCDC's site in advance, and it wasn't anticipated that the old fence line to the east would be disturbed, however the landscaping was more substantial than expected, and now this boundary line needs to be re-established for fencing, with septic tank access checked.

- **Home Energy Scotland**
  May 2024, we had a thorough internal & external inspection from a Home Energy Specialist, including a look into the loft – please see notes/documents.

- **Community consultation**
  January 2022 CCDC conducted an island-based questionnaire consultation, and March 2022 an open doors session. CCDC received 27 written responses and 11 people attended in person to see the house and grounds. The community was asked what they most wanted to see from the asset coming into community ownership. A clear majority said it would be best used as a rental home for a couple or family, for those relocating, or key workers. People saw that improvements would be needed to make it viable – making the house lighter and brighter was noted, as well as the benefit of a porch or conservatory. For the site, the majority of responses suggested that a good use would be for additional accommodation, for example small units such as pods, for flexible use.
  (For site plans, it's necessary to be aware of the overhead power line, and the septic tank's Deed of Servitude with Colonsy Estate, which specifies use only for the existing house.)

PROJECT REPORT – Old Baptist Manse

- **Funding**

  The following list are sources that have been applied to, or gotten a little way into, over the past few years:

  - **ABC's EES ABS interior insulation scheme** (pulled out on account of ingress concern)
  - **Crown Estate's Communities Fund** (we didn't get past the EOI stage)
  - **Screwfix grant** for bathroom refit (unsuccessful)
  - **MOWI's Community Fund** (application didn't progress)
  - **RIHF** (this was very promising a few months ago, until concerns around CCDC's financial position meant that we were unexpectedly refused)
  - next one to try..... **DTAS new Recovery & Resilience Fund**, tying capital spend into bid for resource funding

- ***Pro-bono* input**

  Native Architects have provided drawings for two extension options, and recently an outline for a work brief that could be adapted – generous *pro-bono* input at the request of a Director. If funding is successfully attracted for substantial renovation, all need to be aware that following a procurement process would likely be a requirement for appointing professionals and contractors.

- <u>Finances relating to unoccupied status</u>

  Rent

  The rent asked has been £373/month, amounting to £4478 annually – income for CCDC no longer being brought in.

  This rent is significantly lower than for 2 bed Scalasaig new-builds with an EPC rating of A or high B category; these bring in a monthly £495. The Manse has the lowest EPC rating there is, G – and for this reason the rent asked has been lower.

  Council tax

  Council tax is usually covered by the occupant, and becomes CCDC's responsibility again now unoccupied. We are applying for the 6 months of exemption given unfurnished/unoccupied, but can expect this to resume from June 2026, at a cost of £2070 annually, which includes a 10% discount if long-term empty.

  Insurance

  Building insurance with NFU Mutual with unoccupied status is a significant expense, at £1030/year above what CCDC was already paying to insure the building. The only thing likely that the building is now insured for is fire.

2. KEY ISSUES

- Before the Manse can be rented again, works are needed. Attempts made to attract funding for this have so far not been successful, while no rent is brought in, and the additional costs of insurance and council tax – see above.

- There are new rules coming in for UK landlords: new tenancies from 2028 and existing tenancies from 2030 must meet EPC C standard, with insulation, heating & windows being of a good standard. CCDC would not be able to continue renting the Manse as it is, currently rated at EPC G, the lowest (with a D rating being average in Scotland) – based on its 2019 assessment.

- There's the challenge of finding of finance for works, but also finding contractors can be a challenge.

- **Works – all that may be necessary or desirable**
  A list of all, in no particular order, compiled from all feedback and suggestions:

  - Repair of external pointing to address potential ingress
  - Replacement silicon around window edges - or - new windows
  - Porch adding an entrance & utility space onto the kitchen, or two potentially, both front and back.
  - Chimney sweeping
  - Work up high on roof, looking at flashing, mortar and gutters, putting ventilated caps onto un-used chimney flues, vented also as per recommendations
  - Checking roof water drains at ground level, and drainage covers
  - A covered outdoor clothes drying area – as per suggestion
  - New insulation throughout: internal walls (either on top of existing plasterboard, or a complete strip back) under floor, loft/ceiling (checking ventilation not obstructed)
  - New heating: retro-fit of heat pump to water tank/underfloor or radiators
  - Fitting west facing window in dark living room for solar gain and improved natural light, requiring structural engineer report for new lintel in gable
  - Also with structural engineer input - opening up between living room and kitchen
  - New kitchen fitting with layout that factors in porch and opened access to living room
  - New bathroom fitting with joist/ceiling repairs beneath
  - Bedroom partition removal
  - Refresh of paint throughout, inc. wallpaper stripping

- Land clearance of bramble/gorse & landscaping to create garden potential & sites for pods establishing
- PP application for pods (with drainage plan), to be run by occupants as a live/work unit
- Woodburner fitting for living room, and dining room chimney closing with the necessary ventilation.
- Engaging an architect, structural engineer, quantity surveyor and contractors for the renovations, while aiming to keep as much of the work as possible within permitted development scope, therefore not needing a planning application.
- Re-fencing the east line, addressing soft spots in the track and rectifying septic tank access.
- Removing dark wooden doors internally
- Taking up old carpet/flooring throughout
- Litter pick of site, removal of broken shed, all left items, inc. remaining furniture/appliances.
- Keys – needed for back door

3. DECISIONS/APPROVAL REQUIRED

1) The Board needs to review the information noted here, and decide how much CCDC can afford to spend on upgrade works this spring, with the aim of having it occupied again as soon as is possible, or whether to opt for more ambitious plans and a longer time before it can be lived in.
   Without quotes yet this will require some guesswork, and then quotes can be sought for the work that is most likely going to be progressed. DTAS's Recovery & Resilience Fund is the only funding option currently being considered, and I'd hope by March to have a better idea of whether something could come of it for Manse renovation funding.

   It would be helpful initially to go down the list of all potential works that have been listed above, and indicate any to get on with arranging straightaway and those to get quotes for.

2) There has been a recent request from an individual to rent it, and this needs to be considered alongside the essential works needed (as decided from condition

assessment), and the aspirations/viability of plans for renovation. A response then needs to go to the individual who has enquired.

4. UPCOMING ACTIVITIES

- Directors with housing experience/background are going to assess the house condition in January regarding standards relevant to renting, including a look behind plasterboard in places, and under the bath. *(Liz, Helen & Dannie)*

- Progress with DTAS towards an application that could include the capital cost of Manse works – with strategic aim of improving CCDC's income from the rent that would then be possible. This could include architect/engineer input as well as the works themselves. *(Dannie, Lizzie & Carrie to progress)*

- Continuing communications with RIHF to see if application refusal can be reversed – (*Callum)*

- Paperwork with ABC to establish Council tax exemption while it's both unoccupied and unfurnished. *(Lizzie – in progress)*

- Meeting NFU Mutual's requirements while unoccupied – regular checks etc. *(Lizzie – in progress)*

- Arranging immediate house repair tasks *(Lizzie)*

5. APPENDICES

- Summary points from Feargal – Home Energy Scotland
- Factsheet supplied by Home Energy Scotland including information on Private Rented Sector Landlord Loans. These can cover heat pumps, thermostats and insulation. It's possible to borrow up to £100,000 from Energy Saving Trust, with 3.5% APR for owners with a portfolio of 6 or more properties. A current tenant is needed for eligibility.
- Energy Improvements Report – extracted pages, showing based on estimates, how an EPC rating of C could be achieved.
- Repairing standards statutory guidance – Annex A & B relevant to consult, in relation to penetrating damp (B14) and satisfactory thermal insulation, draughts etc.
- Survey map of site

6. OUTCOME FROM BOARD MEETING

1) Which works to begin arranging straightaway:

Which works to gather quotes for:

Any other feedback on list of potential works & aspirations:

2) Plan for house assessment & intended works, to order to respond to rental enquiry:

ENERGY IMPROVEMENTS REPORT: RENTAL PROPERTY

THE NEXT STEPS TOWARDS MAKING YOUR PROPERTY MORE EFFICIENT

Lizzie Keenaghan

Colonsay Community Development Company

Baptist Manse

Isle of Colonsay, PA61 7YR

Argyll and Bute

Date of visit: 22 April 2024

Visit number: HR - 40905

Report number: 202403-19557

HOMEENERGYSCOTLAND.ORG
0808 808 2282
FUNDED BY THE SCOTTISH GOVERNMENT

This report is based on an assessment of your property and the information you provided. It shows:

- the current energy performance of your property;
- how to improve your property's energy efficiency and the associated savings;
- financial support schemes that may be available; and
- the steps you can take to install these improvements.

The factsheets provided contain more information on specific types of improvements and the support schemes you may be eligible for.

This report is based on the Energy Performance Certificate (EPC) for the property as well as the aditional information that you have provided by email.

I am here to help so please don't hesitate to get in touch with any questions you may have.

Best regards,

Feargal de Buiteléir

Specialist Advisor, Home Energy Scotland

Reception: 0808 808 2282 | Direct: | Email: feargal.debuiteleir@hi.homeenergyscotland.org

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Note: The information in this report is based on a number of assumptions. These are explained in the appendix.

Home Energy Scotland is funded by the Scottish Government and managed by the Energy Saving Trust to give clear and impartial advice on making your property cheaper to heat and power.

Options for your property

I have outlined in this section what you could do to improve the performance of your home and the savings that you could make.

There are 2 scenarios based on the following criteria as discussed with you:

- Air source heat pump only
- Air source heat pump and insulation measures

The individual improvements shown in the table are put together in the form of a 'package'. The fuel bill savings and the reductions in CO2 emissions from each improvement are based upon the assumption that all the recommended improvements listed for the relevant package have been implemented. This avoids overestimating the potential savings you could make, but it also means that the savings from individual improvements cannot be taken in isolation.

Make sure that your property is as well insulated as possible before upgrading or changing your heating system. If you need less heat to warm your property, any new heating system can be smaller, making it cheaper to purchase and operate.

Please see the accompanying factsheets for more information on the recommended improvements and support schemes available.

Please see the appendix for more information on how the recommendations, savings have been calculated, what assumptions have been made and disclaimers about the information in this report.

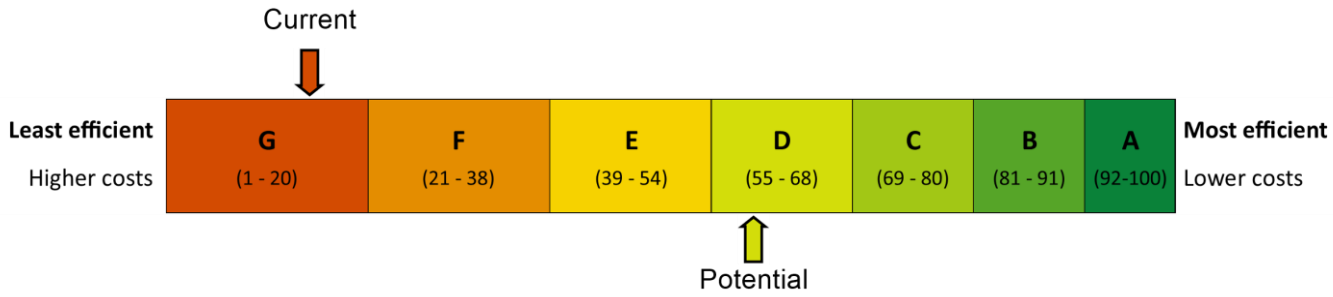
Scenario 1

Air source heat pump only

This scenario looks at the potential impact of installing an air source heat pump (with radiators) to provide space heating and domestic hot water. It would be preferable to install insulation measures to reduce the heat demand of the property (see scenario 2) but if that is not possible there would still be a substantial financial benefit and reduction to carbon emissions from installing an air source heat pump to the property as it is.

Potential improvement of your property's energy efficiency

If you were to install all of the improvement measures outlined in this scenario it is estimated that your property would achieve a SAP score of 59 which would fall into band D.



Estimated cost and savings with this package of improvements

£3,478	16,213 kWh	4,339 $kgCO_2e$
Fuel bill savings	Energy savings	Carbon dioxide savings

Recommended improvement	Indicative cost	Annual savings		
	£	kWh	$kgCO_2e$	£
Air source heat pump, Remove existing secondary heating system, Oversize radiators, New hot water cylinder, Programmer, room thermostat & thermostatic radiator valves for oversized radiators	£23,600	16,171	4,330	£3,469
New insulated uPVC external doors	£1,500	42	9	£9

Fuel and electricity tariffs used in this scenario

The fuel and electricity tariffs used in this scenario are given in the table below.

	Description	Unit type	Fixed annual charge (£)	Unit cost (£)
Electricity	Standard Tariff	kWh	£219 (UK average)	£0.245 (UK average)

Scenario 2

Air source heat pump and insulation measures

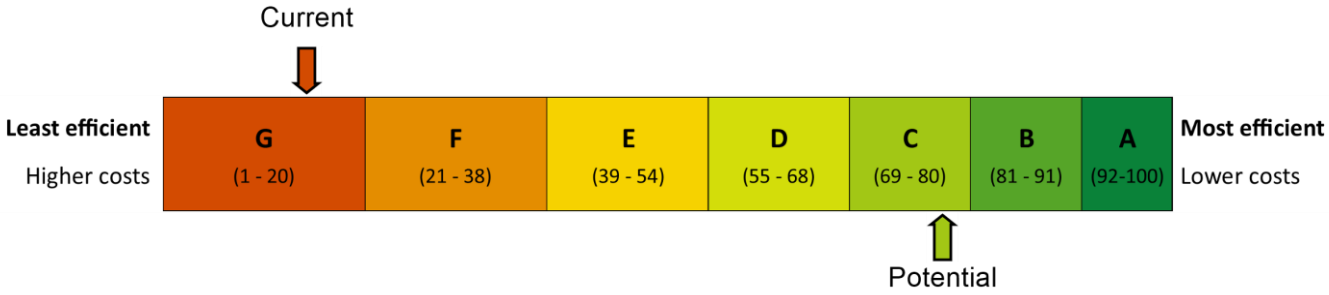
This scenario looks at pairing an air source heat pump with all possible energy efficiency (insulation) measures. Insulation measures would significantly reduce heat loss and allow an air source heat pump to work most efficiently.

It might not be possible to carry out all of the measures listed. For example, if the space under the floor is restricted it might not be practicable to insulate the suspend floor at this point but the scenario illustrates the relative benefits of each measure.

I will include some guidance documents on insulation measures and am happy to discuss any questions that yo might have by phone or email.

Potential improvement of your property's energy efficiency

If you were to install all of the improvement measures outlined in this scenario it is estimated that your property would achieve a SAP score of 78 which would fall into band C.



Estimated cost and savings with this package of improvements

£3,721	18,244 kWh	5,083 $kgCO_2e$
Fuel bill savings	Energy savings	Carbon dioxide savings

Recommended improvement	Indicative cost	Annual savings		
	£	kWh	$kgCO_2e$	£
Room in roof ceiling - Room in roof, flat ceiling and/or residual loft space insulation (300 mm)	£2,500	2,525	650	£404
Room in roof wall - Room in roof walls and sloping parts, 100mm insulation	£5,400	3,923	1,011	£628
Main Dwelling wall - Internal wall insulation	£8,100	2,656	684	£425

Recommended improvement	Indicative cost	Annual savings		
	£	kWh	$kgCO_2e$	£
Main Dwelling floor - Standard insulation (e.g. mineral wool) between floor joists (150mm)	£1,300	1,611	415	£292
Air source heat pump, Secondary heating log stove, Oversize radiators, New hot water cylinder, Programmer, room thermostat & thermostatic radiator valves for oversized radiators	£31,200	7,457	2,312	£1,963
New insulated uPVC external doors	£1,500	72	11	£10

Additional information

Historic Environment Scotland has established significant resources based on their research and experience advising owners of traditional properties. You can find details of the support they provide online at https://www.engineshed.org/building-advice/ . They also have a range of publications, including energy efficiency topics, in their publications at https://www.engineshed.org/publications/ .

Particular concerns with traditional buildings are to ensure that any retrofitted measures, such as insulation do not create new problems. An important focus is increased risk of condensation in spaces behind internal wall insulation and in loft spaces after insulation is installed. If undertaking these works you need to pay particular attention to ventilation and allowing the fabric of the building to breathe.

Historic Environment Scotland have evaluated a range of materials for insulating older properties, including the wood fibre board insulation that we discussed.

Fuel and electricity tariffs used in this scenario

The fuel and electricity tariffs used in this scenario are given in the table below.

	Description	Unit type	Fixed annual charge (£)	Unit cost (£)
Electricity	Standard Tariff	kWh	£219 (UK average)	£0.245 (UK average)
Solid	Wood logs	kWh	£0 (UK average)	£0.0817 (UK average)

Financial support you could be eligible for

Measure	Private Rented Sector Landlord Loan
New insulated uPVC external doors	
Air source heat pump	✓
Oversize radiators	
Programmer, room thermostat & thermostatic radiator valves for oversized radiators	✓
Remove existing secondary heating system	
New hot water cylinder	
Room in roof, flat ceiling and/or residual loft space insulation (300 mm)	✓
Internal wall insulation	✓
Room in roof walls and sloping parts, 100mm insulation	✓
Standard insulation (e.g. mineral wool) between floor joists (150mm)	✓
Secondary heating log stove	

Each financial support scheme has specific terms and conditions and this means that you may or may not be eligible to receive support for a particular scheme. Read and understand the terms and conditions for the schemes that you are particularly interested in to make sure you know exactly what is on offer, what you need to do and when you will be able to claim support.

See the factsheets provided or call me or Home Energy Scotland to find out more.

Factsheet 28: Private landlords

Why is energy efficiency important for landlords?

As a landlord you will be aware that the energy performance of housing has become increasingly important with rising fuel prices and government targets to reduce carbon emissions. Prospective tenants may be increasingly concerned about rising fuel bills and therefore look to the energy performance of a rental property when considering their next move.

Making your rented properties more efficient could add value, make them more attractive to new tenants, lead to lower turnover of tenancies and reduce potential problems like damp.

Plus, your tenants could benefit from lower energy bills, making them warmer at home and reducing the risk of fuel poverty.

In addition, if you are considering investing in a renewable energy system it makes sense to make the property as energy efficient as possible prior to installing, so that the amount of energy required to heat the property is reduced, therefore maximising cost savings.

We know that improving the energy efficiency of your properties could be a daunting task. By contacting Home Energy Scotland, you have already taken the most important step to obtaining free and impartial advice.

Next, we would suggest you read through this factsheet which should help you:

- Find and understand your Energy Performance Certificate (EPC)
- Understand the minimum energy efficiency standards and what action you must take
- Determine what financial support is available to help you with upfront costs.

Energy Performance Certificates (EPCs)

An EPC shows the energy efficiency rating of a property. It also provides:

- an indication of the costs of meeting the energy demand of the property i.e. fuel bills;
- what the property's carbon dioxide emissions are likely to be; and

- a useful section which outlines ways you can improve the efficiency of the property to reduce its energy demand and associated costs.

The performance of a property is summarised and expressed on a scale of A (very efficient) to G (inefficient) with a corresponding numerical score. This number is referred to as the 'SAP score' and the letter is referred to the 'SAP band'. The term 'SAP' stands for Standard Assessment Procedure, which is the UK Government's methodology for assessing and comparing the energy and environmental performance of dwellings. SAP works by assessing how much energy a dwelling will consume and is based on standardised assumptions for occupancy and behaviour. This enables a like-for-like comparison of dwelling performance.

All privately rented properties in the UK must have a valid Energy Performance Certificate (EPC) which has been produced in the past 10 years. To check whether your property has a valid EPC you can visit the Scottish EPC register and search using your property details. If no valid EPC exists, then you can also use this website to search for an accredited Domestic Energy Assessor (DEA) who will be able to produce one.

The process for producing an EPC requires a visual assessment of your property. The DEA will need to visit and measure different elements of the property, making assumptions where required. As the process is a non-destructive means of testing, the assessor can only consider information where there is evidence that can be photographed or documented. It is therefore important that you keep sufficient evidence (e.g. photographs, receipts, invoices) of any improvements that have been made to the property so that this information can be included in the assessment. Otherwise, the EPC will likely achieve a poorer rating since the improvement has been disregarded.

Therefore, if you undertake any insulation work, make sure you ask the installer to write down what work has been done on the invoice, keep receipts and take photos before and after the installation.

EPCs are commonly required to pre-qualify for certain government financial support schemes for renewables systems and energy efficiency measures. They will also be used as evidence to prove that a property meets minimum energy efficiency standards.

Energy efficiency standards for private rented housing

The Scottish Government is committed to improving the energy efficiency of homes in the private rented sector and on 2 May 2018 announced that they intended to introduce minimum energy efficiency standards for private rented homes.

The standards form part of the Energy Efficient Scotland programme which aims to make sure homes and buildings are warmer, greener and more efficient. You can read more about the programme in the Energy Efficient Scotland routemap.

For up-to-date information on the minimum standards, you can refer to the Energy Saving Trust's webpage on Private Landlords in Scotland. A link to this page can be found at the end of this factsheet.

Minimum energy efficiency regulations

On 28th November 2023, the Scottish Government published the Heat in Buildings Bill: consultation which outlines the proposed steps we will take to reduce greenhouse gas emissions from Scotland's buildings and to remove poor energy performance as a driver of fuel poverty.

The consultation proposes the introduction of minimum standards for energy efficiency of properties in the private rented sector The Scottish Government had previously committed to the introduction of regulations to ensure properties in the private rented sector reached an EPC D by 2025. However, Scottish Government recognised that the private rented sector has been significantly affected by the ongoing COVID-19 pandemic. The next proposal, in the Heat in Buildings Strategy published in 2021, proposed introducing new regulations in 2025, requiring all private rented sector properties to reach a minimum standard equivalent to EPC C from 2025 where technically feasible and cost-effective, at change of tenancy, with a backstop of 2028 for all remaining existing properties. Both options will not be taken forward.

What do the minimum energy efficiency regulations mean for my rental properties?

By the end of 2028, it is proposed that private landlords will need to meet new minimum energy efficiency standards for their rented properties. The new standards suggest that a straightforward list of improvements will be required to be installed. The aim of the improvements is that they offer the most impact to properties in terms of energy efficiency and have the lowest amount of cost and disruption. The current list may be subject to change once the consultation has concluded. The proposed list of improvements include:

- 270 mm loft insulation;
- cavity wall insulation;
- draught-proofing;
- heating controls;
- 80 mm hot water cylinder insulation;
- suspended floor insulation.

Lastly, it is proposed that all building owners will need to end their use of polluting heating. This includes heating systems like gas, oil and LPG boilers which burn fossil fuels. These will need to be replaced with clean heating systems, those that don't produce any greenhouse gas emissions at the point of use. Examples may include, heat pumps, modern electric storage heaters and district heating, though this is not an exhaustive list.

It is important to note that if private rented properties do not meet the minimum standard by 2028, they will not be allowed to lease their property to a new tenant (should the existing tenant leave).

Scottish Government intend to pass the Bill by the end of this parliamentary term (May 2026). However, no specific dates have been provided yet as it is for the Scottish Parliament to decide when it will consider the Bill and if it will pass.

Proposed exemptions

The latest Heat in Buildings Bill: consultation does not outline specific exemptions. However, for fairness, the consultation proposes that those who cannot or should not have to meet the Heat in Buildings Standard will be exempt ahead of 2045. Furthermore, it states it will provide extra time for those who need it to meet the Standard or require that people comply with a modified version of the Standard which considers their building's characteristics or unique circumstances. Lastly, it states that it will make it easy for people to appeal where they feel the requirements are incorrect or unfair.

Financial support for private landlords

If you are looking to spread the cost of energy efficiency improvements, Home Energy Scotland can help you work out what funding option is right for you.

The location of your property and your tenant's personal circumstances could qualify your property for additional financial support which is not outlined in this factsheet. We advise that you and your tenants contact Home Energy Scotland to determine eligibility for additional support before making a decision.

Private Rented Sector Landlord Loan

The Private Rented Sector Landlord Loan scheme has been designed to help private landlords cover the upfront costs of making improvements to their rental properties.

Who can apply?

Registered private landlords, acting either as an individual or a business that owns privately rented properties, can apply. Funding is only available for businesses owned:

- by an individual in their capacity as a sole trader
- by some or all the members of an incorporated association in trust for the association

- by either: a limited company; a limited liability partnership; a trust; a partnership; a registered society under the Co–operative and Community Benefit Societies Act 2014; or a Scottish Charitable Incorporated Organisation, or
- in any other capacity which Energy Saving Trust or the Scottish Government considers to be a business.

Applications will only be accepted from individuals or official representatives of the business that will own the equipment, materials and property at the time the loan is paid.

Applications will not be accepted from installers, property developers, letting agents or self-builders.

Given the Scottish Government's climate change targets, a key objective of their grant funded energy efficiency programmes is to reduce carbon emissions from Scottish homes and buildings. As such, loan funding for oil or LPG heating boilers is not available.

Eligible properties

We will only offer funding to landlords for improvements to domestic dwellings in Scotland which are listed on the Scottish Landlord Register and are not used as a holiday home or second home.

The property must be registered with the Scottish Assessors Association (SAA) as paying domestic council tax rates.

The property must already be built – it cannot be under construction.

Properties must be currently occupied by at least one tenant or will have at least one tenant in place within 30 days of the loan being paid.

What you need to do

Contact Home Energy Scotland to get free and impartial advice about your property or properties, which will help you decide the best options for your properties.

You must only apply using the form provided to you by Home Energy Scotland.

How much can you borrow

The amount you can borrow depends on how many domestic properties you have in your portfolio:

- Landlords with five properties or fewer in their portfolio can borrow up to £100,000.
- Landlords with six or more properties in their portfolio can borrow up to £250,000.

The amount you can borrow also depends on what improvements you want to make.

Fees and interest

Loans are administered by Energy Saving Trust. Successful loans are subject to an administrative fee of 1.5% of the total loan value, up to a maximum of £250. The fee will automatically be added to the loan value and included in the amount that you will need to repay. Applicants with five properties or fewer in their portfolio will not be subject to interest. Applicants with six or more properties in their portfolio will be subject to interest at a rate of 3.5% APR.

For more information on the scheme or to request a copy of application forms please contact Home Energy Scotland on 0808 808 2282.

Additional financial support for private landlords

Aside from the financial support schemes outlined above, there is an additional scheme which you may be eligible for if you meet certain qualifying criteria.

Home Energy Efficiency Programmes for Scotland (HEEPS): Area Based Scheme Loan

The Scottish Government fund local authorities to develop and deliver energy efficiency programmes (mainly solid wall insulation) in areas with high levels of fuel poverty.

The area-based schemes are designed and delivered by local authorities with local delivery partners. They target fuel-poor areas to provide energy efficiency measures to many Scottish homes while delivering emission savings and helping reduce fuel poverty.

As a private landlord you may own a property which is located within an area-based scheme and is part of a larger building e.g., 4 in a block. In such circumstances the local authority may send you a letter requesting that you pay a contribution towards the installation of external wall insulation.

The HEEPS Area Based Scheme Loan offers financial support to owners and private landlords that are required by their local authority to pay a contribution towards the installation of improvements as part of an area-based scheme.

If you receive a letter from your local authority requesting a contribution and you would like to know more about the funding available, then contact Home Energy Scotland on 0808 808 2282.

Useful links

- The Scottish EPC Register - http://www.scottishepcregister.org.uk
- The Scottish Government Heat in Buildings Strategy - achieving net zero emissions in Scotland's buildings - gov.scot (www.gov.scot)
- The Scottish Government routemap for Energy Efficient Scotland - https://www.gov.scot/publications/energy-efficient-scotland-route-map

- The Scottish Government Heat in Buildings Bill: consultation - https://www.gov.scot/publications/delivering-net-zero-scotlands-buildings-consultation-proposals-heat-buildings-bill/

- The Energy Efficiency (Private Rented Property) (Scotland) regulations 2020: consultation analysis - https://www.gov.scot/publications/energy-efficiency-private-rented-property-scotland-regulations-2020-analysis-responses-public-consultation-exercise/
- Energy Saving Trust's webpage on Private Landlords in Scotland - http://www.energysavingtrust.org.uk/scotland/businesses-organisations/landlords
- Private Rented Sector Landlord Loan - https://www.homeenergyscotland.org/find-funding-grants-and-loans/private-landlord-loans/

RE: Energy Report

Inbox

F

Feargal De Buiteleir <feargal.debuiteleir@hi.homeenergyscotland.org> Tue, 21 May 2024, 11:16

to me

Hi Lizzie,

The key points that I would make following my visit are as follows:

1. I would recommend that any areas of potential water ingress in the house are addressed before internal wall insulation was installed.
2. There appear to be four open chimney pots on the property. If two of these are connected to flues that are no longer in use, these should be fitted with a ventilated cap to stop rain from entering unused flues. Blocked up fireplaces should ideally have a small vent inserted to allow for ventilated of disused flues and reduce the likelihood of condensation occurring.
3. If possible, the mortar flaunching around the chimney pots should be inspected for any cracking that could be allowing rain water in.
4. Flashing where the chimney stack meets the roof should be inspected. There appears to be some dampness around the chimney stack when viewed from the loft.
5. There are some signs of condensation within the loft space. This could be because the loft is insufficiently ventilated or because existing ventilation has been blocked by insulation the has been pushed right into the eaves.
6. I saw some plants growing in the gutter at the back of the house. This would suggest that there is an accumulation of debris (leaves etc.) that should be cleared to allow the gutters to flow correctly.
7. There is a downpipe at the front of the property that appears to discharge onto the ground rather than into a drain. This could lead to problems with waterlogging of this area which, in turn, could possible contribute to damp issues in the house. The rainwater discharged from the roof should be directed to a suitable drain or soakaway.
8. It appears that the silicone seal around some of the windows has failed and could be allowing wind-driven rain to enter the wall. Any cracked or failed silicone seals should be replaced.
9. We discussed a number of holes and cracks it the pointing. These should be addressed either by localised repairs or be re-pointing larger areas of stonework. We discussed the potential benefits of using a less dense/hard mortar mix when re-pointing as a weaker mix could be less brittle and better withstand the natural movement that you can expect to happen in a wall of this type. I can't give you a specification so would recommend that this is discussed with a contractor when planning repair works.
10. We discussed a crack in the render (roughcast) on one of the gables. This appears to have been repaired in the past. This crack could be allowing wind-driven rain to get into the masonry and should be repaired.
11. We discussed the issue around the bath. I can't comment on structural issues other than to suggest that any damage to floor joists under the bathroom should be carefully inspected and, where necessary, structural repairs should be carried out by a competent contractor.

12. Inside the house, it appeared that all of the trickle vents on the windows were closed. Trickle vents should be left open to allow for sufficient air changes to reduce humidity, condensation etc and allow for a healthier indoor environment. Where heating is expensive, it is common for people to close off vents in order to try and reduce heat loss and drafts. If the house was fitted with an air source heat pump (which would be cheaper to run) it might be easier for occupants to keep trickle vents open.
13. One significant contributor to high levels if humidity and condensation in a home is the drying of clothes inside. I didn't see this during my visit but it is reasonable to think that drying clothes inside might happen in winter. One option that would be good to consider would be the creation of a covered outdoor drying. This could be a relatively simple, open structure with a corrugated or perspex roof that would allow clothes to be dried on a washing line outside even when the was the risk of showers of rain during the day. I have seen some houses where the drying area doubles up as an outdoor play area for children or a sitooterie.

Regards,

Feargal de Buiteléir

Home Energy Specialist (Argyll And Bute)

Taobh na Mara, Kilberry, Tarbert, Argyll PA29 6YD

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I work part time. My normal working days are Monday, Tuesday and Wednesday.

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The Repairing Standard Statutory Guidance

Housing Standards and Quality
Directorate for Local Government and Housing
Scottish Government

January 2024

Scottish Government
Riaghaltas na h-Alba

Summary

This guidance incorporates all the elements of the Repairing Standard which private landlords are required to comply with from 1 March 2024. The aim of the guidance is to equip private landlords with full detail of what they should do to ensure compliance with all the Repairing Standard.

Short Term Lets hosts/operators are also required to meet the Repairing Standard and this guidance is for use in determining whether they meet the required standards (see paragraph 2.5). The terms landlord, let and tenant when used in this guidance will be understood to apply accordingly to short term lets.

For some types of tenancies on agricultural holdings, the Repairing Standard will be enforceable from 28 March 2027 (see section 8).

New measures in place from 1 March 2024:

1. Safe Kitchens. The repairing standard will be amended to include a requirement to have safely accessible food storage and food preparation space in a private rented house.

2. Fixed Heating System. The existing duty to ensure that installations for the supply of heating are in a reasonable state of repair and in proper working order will be amended to specify that there must be a fixed heating system in a private rented house.

3. Safe Access to Common Parts. The existing duty to ensure that the structure and exterior of the house is in a reasonable state of repair and in proper working order will be amended to specify that where a private rented house is a flat in a tenement, the tenant must be able to safely access and use any common parts of the tenement, such as common closes.

4. Consent to Work on Common Parts. Section 16 of the Housing (Scotland) Act 2006, which deals with exceptions to the landlord's repairing duty, is amended to make it clear that a private rented house which is a flat in a tenement does not fail the repairing standard if work otherwise needed to comply with the standard cannot be carried out because a majority of owners in the tenement have refused consent to carry out the work.

5. Safe and Secure Common Doors. The existing duty to ensure fire safety in private rented houses will be amended to specify that common doors must be secure and fitted with satisfactory locks. This will be supported by Scottish Government guidance which will specify that locks must allow users to open them from the inside without a key so that they do not inhibit exit in the event of a fire.

6. Residual Current Devices. The existing duty to ensure that installations for the supply of electricity in a private rented house are in a reasonable state of repair and in proper working order will be amended to specify that these must include a residual current device (a device to reduce the risk of electrocution and fire by breaking the circuit in the event of a fault).

7. Lead Pipes. There is an existing duty to ensure that installations for the supply of water are in a reasonable state of repair and in proper working order. This guidance now specifies that the house should be free of lead pipes from the boundary stopcock to the kitchen tap, and that if this cannot be confirmed, a water quality test must be carried out.

8. Other Fuels. The existing duty to ensure that installations for the supply of gas and electricity in a private rented house are in a reasonable state of repair and in proper working order will be extended to any other type of fuel.

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1. Introduction

1.1 This guidance is intended to assist private landlords in their duty to comply with the Repairing Standard at the start of a tenancy and at all times during a tenancy. This guidance applies from 1 March 2024.

1.2 The guidance will also be of use to tenants as a point of reference and to others who are actively involved in the renting of privately owned living accommodation in Scotland including local authorities, letting agents, and the First-tier Tribunal for Scotland (Housing and Property Chamber) (FTT) who each have a distinctive role in the private renting process.

1.3 Local authorities have a duty to prepare and maintain a register of private landlords operating in their council area. Only those landlords that have been assessed by the local authority as being fit and proper should be entered on the register. Local authorities should consider how landlord registration can be used alongside other legislation to drive improvements in landlord practice or tackle illegitimate landlord businesses.

1.4 Section 85 of the Anti-Social Behaviour Act 2004 is clear about the types of material that local authorities must have regard to when undertaking the fit and proper person test. In addition to evidence of specific offences, there is provision for authorities to take into account any contravention of the law relating to housing or landlord and tenant law. There is also provision for any other relevant material to be taken into account such as the landlord's duty to comply with the Repairing Standard at the start of a tenancy and at all times during a tenancy.

1.5 Landlord registration gives local authorities an effective means of dealing with the worst performing landlords who, by their behaviour and attitude, mismanage their properties, or fail to act in respect of anti-social tenants, and fail to meet the Repairing Standard which can be the cause of misery for their own tenants, other tenants, neighbours and communities. Such landlords tarnish the image of the great majority of landlords who operate lawfully and would wish to see the negative image of the private rented sector replaced by recognition of the vital role they play in a modern housing market. Registration along with the other measures mentioned above, help to improve the reputation, image and professionalism of the whole private rented sector.

1.6 Letting agents operate on behalf of a large number of private landlords in Scotland. Their main role is to manage properties for private landlords; responsibilities can range from sourcing tenants and collecting rent to fully managing the tenancies, including responsibility for repairs and maintenance.

1.7 The First-tier Tribunal for Scotland (Housing and Property Chamber) carries out a number of roles including making determinations in respect of rent and repair issues in private sector housing in Scotland.

1.8 A landlord in the private rented sector has a duty to ensure that the house they rent out meets the Repairing Standard. If a tenant or third party (for the time being a local authority) believes that a rented house does not meet that standard, an application can be made to the First-tier Tribunal for Scotland (Housing and Property Chamber) for a decision by a tribunal on whether or not the landlord has complied with that duty. The tribunal can then order the landlord to carry out the necessary repairs. Various enforcement powers apply if the landlord then does not do so.

2. Repairing Standard Overview

2.1 The Repairing Standard is one of a number of housing standards in Scotland including the Tolerable Standard, the Scottish Housing Quality Standard (SHQS) and energy efficiency and decarbonisation standards in housing.

2.2 Chapter 4 of the Housing (Scotland) Act 2006 sets out the duties placed on private landlords by the Repairing Standard. It outlines the legal and contractual obligations private landlords are required to meet to ensure that a privately let property meets a minimum physical standard.

2.3 The Repairing Standard:

- Is the minimum level of repair a house must achieve to be used as privately rented accommodation in Scotland.
- Focuses on the building condition but also includes all installations, fittings and furnishings that are provided as part of a tenancy.
- Also requires private landlords to meet elements relating to safety, heating and access to common parts of a tenement.

2.4 The Repairing Standard "applies to any tenancy of a house let for human habitation", except specified tenancies. There are three elements to this:

- it does not apply to an occupancy arrangement, for example when a landlord shares their home with someone,
- it does not apply to dwellings that are not houses, which means that mobile homes and other dwellings which are not part of a building are excluded from these standards – however, the definition of a house does include gardens and garages, and
- it does not apply to tenancies that are specifically excluded by section 12 of the Housing (Scotland) Act 2006, which means that social housing is excluded from these standards.

2.5 Short term holiday lets were previously excluded from the requirements of the Repairing Standard. However, article 3 of the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 removed them from the list of specified excluded tenancies. Therefore, short term lets, as defined by the Licensing Order, are required to meet the Repairing Standard. Article 3 sets out the definition of a short-term let for the purposes of licensing in Scotland. Article 10 (2) of Schedule 3 of the Licensing Order states "Where the premises are subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006, the holder of the licence must ensure that the premises meet the repairing standard". This therefore makes it a mandatory condition of obtaining a short-term let licence that the accommodation meets the Repairing Standard. As set out in Chapter 4 of the Housing (Scotland) Act 2006, the terms landlord, let and tenant when used in this guidance will be understood to apply accordingly to short term lets.

2.6 Private landlords are responsible for ensuring that any property they rent to tenants meets the Repairing Standard at the start of, and at all times during a tenancy.

2.7 In order to comply with the Repairing Standard, private landlords must have regard to any related guidance issued by the Scottish Government.

2.8 Since it came into force on 3 September 2007, the Repairing Standard has been subject to change and different elements have been added. These changes have been implemented to help improve the standard of houses rented to tenants in the private rented sector.

2.9 Section 20(1) of the Housing (Scotland) Act 2006 states that, at the beginning of the tenancy or earlier, the landlord is required to provide the tenant with written information on the effect of the Repairing Standard provisions (including the means of enforcing the standard) in relation to the tenancy. This information is included within the Scottish Government's guidance notes that must be issued to the tenant when a tenancy is set up.

3. The Repairing Standard

3.1 The Repairing Standard has the following elements:

A. The house meets the Tolerable Standard.
Housing (Scotland) Act 2006 Section 13 (1)(h)

3.2 The Repairing Standard requires that a private rented house must meet the statutory Tolerable Standard which is a basic habitability standard that all properties in Scotland must meet to ensure they are suitable for people to live in.

3.3 When determining whether the privately rented house meets the standard of repair required by the Tolerable Standard, the landlord should have regard to any guidance issued by the Scottish Government relating to the Tolerable Standard.

3.4 **Annex A** provides more information.

B. The house is wind and water tight and in all other respects reasonably fit for human habitation.
Housing (Scotland) Act 2006 section 13(1)(a)

3.5 The Repairing Standard requires that the house is wind and water tight and in all other respects reasonably fit for human habitation. When determining whether the privately rented house meets this part of the Repairing Standard, the landlord should have regard to the extent to which the house, by reason of disrepair or sanitary defects, falls short of the provisions of any relevant building regulations.

3.6 The landlord should have regard to any guidance issued by the Scottish Government.

3.7 **Annex B** provides a useful guide of requirements.

C. The structure and exterior of the house (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order.
Housing (Scotland) Act section 13(1)(b)

3.8 The Repairing Standard requires that the structure and exterior of the house (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order. When determining whether the privately rented house meets the standard of repair required by this part of the Repairing Standard, the landlord should have regard to (a) the age, character and prospective life of the house and (b) the locality in which the house is situated.

3.9 The landlord should have regard to any guidance issued by the Scottish Government.

3.10 **Annex C** provides a useful guide of requirements.

D. The installations in the house for the supply of water, gas, electricity (including residual current devices) and any other type of fuel and for sanitation, space heating by a fixed heating system and heating water are in a reasonable state of repair and in proper working order.
Housing (Scotland) Act 2006 section 13(1)(c)

3.11 The Repairing Standard requires that the installations in the house for the supply of water, gas, electricity (including residual current devices) and any other type of fuel and for sanitation, space heating by a fixed heating system and heating water are in a reasonable state of repair and in proper working order.

3.12 When determining whether the privately rented house meets the standard of repair required by this part of the Repairing Standard, the landlord should include installations outwith the house, which, directly or indirectly, serve the house and which the owner is responsible for maintaining (solely or in common with others) by virtue of ownership, any real burden or otherwise.

3.13 The landlord should have regard to any guidance issued by the Scottish Government.

3.14 **Annex D** provides a useful guide of requirement, it includes specific advice for each sub-element as follows -

D1. Installation for the supply of water (including the condition of pipes)
D2. Installation for the supply of gas
D3. Installation for the supply of electricity (including residual current devices, electrical fixtures, fittings and appliances)
D4. Installation for the supply of other fuels
D5. Installations for sanitation
D6. Installations for space heating by a fixed heating system
D7. Installations for heating water

E. Any fixtures, fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order.
Housing (Scotland) Act 2006 section 13 (1)(d)

3.15 The Repairing Standard requires that any fixtures, fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order. Landlords are not required to provide appliances but when determining whether the privately rented house meets the standard of repair required by this part of the Repairing Standard, the landlord must ensure any appliances provided are in reasonable condition and working properly.

3.16 The landlord should have regard to any guidance issued by the Scottish Government.

3.17 **Annex E** provides a useful guide of requirements.

F. Any furnishings provided by the landlord under the tenancy are capable of being used safely for the purpose for which they are designed.
Housing (Scotland) Act 2006 section 13(1)(e)

3.18 The Repairing Standard requires that any furnishings provided by the landlord under the tenancy are capable of being used safely for the purpose for which they are designed. Landlords are not required to provide furnishings but when determining whether the privately rented house meets the standard of repair required by this part of the Repairing Standard, the landlord must ensure any furnishings they provide are safe to use for the intended purpose.

3.19 The landlord should have regard to any guidance issued by the Scottish Government.

3.20 **Annex F** provides a useful guide of requirements.

G. Satisfactory provision for, and safe access to a food storage area and a food preparation space.
Housing (Scotland) Act 2006 Section 13 (1)(j)

3.21 The Repairing Standard requires that the house has satisfactory provision for, and safe access to, a food storage area and a food preparation space. When determining if the house meets this element of the Repairing Standard, the landlord should ensure the tenant can safely access food storage and food preparation space.

3.22 The landlord should have regard to any guidance issued by the Scottish Government.

3.23 **Annex G** provides a useful guide of requirements.

H. Common parts pertaining to the house can be safely accessed and used.
Housing (Scotland) Act 2006 Section 13(1)(i)

3.24 The Repairing Standard requires that any common parts pertaining to the house can be safely accessed and used. When the privately rented house is a flat in a tenement and the tenancy agreement includes the use of common parts such as common closes and shared gardens, the tenant must be able to safely use and access these areas.

3.25 The landlord should have regard to any guidance issued by the Scottish Government.

3.26 **Annex H** provides a useful guide of requirements.

I. Where a house is in a tenement, common doors are secure and fitted with satisfactory emergency exit locks.
Housing (Scotland) Act 2006 Section 13 (1)(k)

3.27 The Repairing Standard requires that where a house is in a tenement, common doors are secure and fitted with satisfactory emergency exit locks. When determining if the house meets the standard of repair required by this part of the Repairing Standard, the landlord must ensure that the type of emergency exit locks fitted allows tenants to open them from the inside without a key so that they do not inhibit exit in the event of a fire.

3.28 The landlord should have regard to any guidance issued by the Scottish Government.

3.29 **Annex I** provides a useful guide of requirements.

4. Private landlords' duty to have regard to guidance

4.1 Section 13(7) of the Housing (Scotland) Act 2006 places a duty on private landlords to have regard to any guidance issued by the Scottish Ministers in relation to the individual elements which make up the Repairing Standard. The aim of such guidance is to help private landlords determine whether a house meets the standard of repair required.

4.2 This document and its annexes form the guidance to which landlords must have regard. The annexes set out clearly what is expected in relation to each part of the Repairing Standard.

4.3 To "have regard to" means that landlords should comply with what is set out in the guidance as the minimum necessary to demonstrate compliance with the Repairing Standard. If there is a situation where a landlord is unable to comply with the guidance, they must be able to offer a satisfactory explanation why this is the case.

4.4 If there is a dispute about whether a house meets the Repairing Standard, the First-tier Tribunal can use this guidance to assess whether a landlord has met their statutory duty.

5. Private landlords' duty to ensure their actions are "reasonable" and "satisfactory" in the context of this guidance

5.1 The legislation uses the words "reasonable" and "satisfactory". This section provides guidance on the meaning of those words.

5.2 The word reasonable is not defined in the legislation. Broadly, it reflects what a fair-minded third party would expect after taking all the circumstances into account. It is not enough for a landlord to think something is reasonable, the test is what an impartial spectator would think.

5.3 In the context of this guidance, actions will be considered reasonable if carried out using good judgement in line with requirements for each individual element. That good judgement should be based on what is best to ensure private tenants are provided with living accommodation which meets the minimal physical standards outlined in this guidance.

5.4 In the context of this guidance, actions will be considered to be satisfactory if the result of those actions is good enough to ensure private tenants are provided with living accommodation which complies with the requirements outlined in this guidance for each element of the Repairing Standard.

6. Repairing Standard – enforcement

6.1 Responsibility for enforcement of the Repairing Standard lies with the First-tier Tribunal for Scotland (FTT) (Housing and Property Chamber) administration is carried out by staff of the Scottish Courts and Tribunals Service.

6.2 Where a tenant believes the Repairing Standard is not being met in the house they rent from a private landlord, they can apply to the FTT (Housing and Property Chamber) for a determination. Where a tenant feels that they are vulnerable, they can contact their local authority who have powers to apply to the tribunal on their behalf.

6.3 The FTT will consider a case and, where deemed appropriate, will enforce repairs by issuing the private landlord with a Repairing Standard Enforcement Order (RSEO). It is a criminal offence to fail to carry out repairs required under an RSEO without reasonable excuse. If the tribunal decides there has been a failure to comply with the RSEO, the tribunal will send a copy of the failure to comply decision to the local authority, who can decide to carry out work and recover costs from the landlord. If there is a tribunal decision that the private landlord has failed to comply with the RSEO, the tribunal may also issue a Rent Relief Order restricting the rent payable until the RSEO has been complied with. A Rent Relief Order is not retrospective.

6.4 Private landlords are required to register with their local authority, under Part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004, to ensure that they are "fit and proper" to be letting property. Although legislation regarding landlord registration is set by the Scottish Government, it is the responsibility of the local authority to investigate and take any necessary action arising from complaints from tenants of private rented properties.

6.5 If a landlord needs to access a property to carry out repairs or check the condition of the property and access can’t be agreed with the tenant, the landlord should apply to the First-tier Tribunal for Scotland for help with access using the Right Of Entry procedure – see Right of Entry - Housing and Property Chamber.

7. Common parts of flats and tenements

7.1 Difficulties can arise in flats and tenements as (i) the extent of a private landlord's responsibility may not always be clear and (ii) other occupants of the building are unaware of their responsibilities or unwilling to take them seriously. Owners should refer to their title deeds to ascertain exactly where responsibility for repairs to common parts of the building lies and how the costs of any necessary repairs should be allocated between owners. If this is not clear, the Tenement Management Scheme sets out procedures for flat owners to follow when making decisions about maintaining and repairing common parts in a mixed tenure building.

7.2 There is information about the Tenement Management Scheme and the rights and responsibilities of owners in the guidance on Common Repair, Common Sense. Owners can also get impartial advice on common repairs from Under One Roof at Under One Roof.

7.3 In legislation, these buildings are referred to as tenements. This includes both traditional tenements, with a common stair, and other kinds of flats. The statutory definition is any building with two or more separate flats which are divided from each other horizontally.

7.4 Parts of a tenement that are the shared responsibility of all owners, are referred to as "common parts" or "scheme property". This includes:

- the ground on which the tenement is built,
- the foundations,
- the external walls,
- the roof, including the rafters and any structure supporting the roof,
- the part of a gable wall that is part of the tenement building, and
- any wall, beam or column that is load-bearing, and
- any part of the tenement that the title deeds say is the common property of two or more owners, or that must be maintained by two or more owners (provided that the deeds of the different flats are consistent).

7.5 Parts of a tenement that are the responsibility of individual owners include:

- parts such as doors and windows, skylights, vents or other openings that serve only one flat,
- any chimney stack or flue that serves only one flat, and
- any extension that serves only one flat.

7.6 The rules for making decisions on work to common parts is set out in title deeds or in the Tenement Management Scheme. The general rule is that work to repair or maintain a building requires a majority decision, but work to improve or alter a building requires a unanimous decision. There are some exceptions to this, for example, installing insulation can be done on a majority decision. Where a majority decision is allowed, the result is binding on all the owners, but there is a right to appeal to the Sheriff on the grounds that the decision is not in the best interests of all the owners or is unfairly prejudicial to one of them.

7.7 Under section 15 of the Housing (Scotland) Act 2006, the Repairing Standard includes common parts of a building if:

(a) the landlord is responsible as owner for maintaining it, and
(b) a part of the building which the tenant is entitled to use is adversely affected by the disrepair.

7.8 Under section 16 of the Housing (Scotland) Act 2006, a landlord is not required to carry out any work on common parts if they cannot get the rights or consent needed to do it. The legislation requires a landlord to take reasonable steps to get the rights or consent, but they are not at fault if this cannot be done.

7.9 A landlord is not required to carry out work if that work requires a majority decision of all owners and the majority is not in favour of the work being done. Landlords are expected to support reasonable proposals to carry out work that is needed to meet the Repairing Standard.

8. Repairing Standard extension to agricultural holdings from March 2027

8.1 The Repairing Standard does not apply to specific types of tenancy (see section 2.4 above). Until 27 March 2027 there are some types of tenancy on agricultural holdings that are excluded from the Repairing Standard.

8.2 This means that from 28 March 2027, tenancies under the following Acts will be subject to the duty to meet the Repairing Standard:

- the Crofters (Scotland) Act 1993
- the Small Landholders (Scotland) Acts 1886 to 1931, and
- the Agricultural Holdings (Scotland) Act 2003, including:
    - 1991 Act tenancies
    - short limited duration tenancies
    - limited duration tenancies
    - modern limited duration tenancies
    - repairing tenancies

8.3 Under section 16 of the Housing (Scotland) Act 2006, the Repairing Standard does not require any work to be carried out which the tenant is required to carry out by the terms of the tenancy agreement, but this only applies if the tenancy is for at least three years and neither the landlord nor the tenant can choose to end the tenancy within that period.

Annex A – Meeting the Tolerable Standard

A.1 Private rented houses (in common with all other houses in Scotland) are subject to the Tolerable Standard. Any privately let house failing to meet the Tolerable Standard can be raised in an application by a private tenant to the First-tier Tribunal.

A.2 Section 13(1)(h) of the Housing (Scotland) Act 2006 requires that private landlords must be satisfied that any house they rent to tenants is fit for the tenants to live in. They should be confident that the house meets the Tolerable Standard, the minimum quality standard which applies to all houses in Scotland.

A.3 The Tolerable Standard is set out in sections 85-87 of the Housing (Scotland) Act 1987. It is a condemnatory standard and any house which falls below the Tolerable Standard is considered to be unacceptable for people to live in. Local authorities have a statutory duty and specific powers to deal with houses that fall below the Tolerable Standard. Local authorities sometimes refer to this as “BTS housing” (Below Tolerable Standard).

Tolerable Standard criteria

A.4 The Tolerable Standard defines the elements of a house which are considered fundamental to its functioning as a home. It focuses mainly on the building itself, and does not extend to internal decoration, furniture and household appliances. A house meets the Tolerable Standard if it complies with all these criteria:

- It is structurally stable;
- It is substantially free from rising or penetrating damp;
- It has satisfactory provision for natural and artificial lighting, for ventilation and for heating;
- It has satisfactory thermal insulation;
- It has an adequate piped supply of wholesome water available within the house;
- It has a sink provided with a satisfactory supply of both hot and cold water within the house;
- It has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house;
- It 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;
- It 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, it complies with the relevant requirements in relation to the electrical installations for the purposes of that supply;
- It has satisfactory facilities for the cooking of food within the house;
- It has satisfactory access to all external doors and outbuildings; and
- It has an interlinked system of fire and smoke alarms and adequate carbon monoxide alarms.

A.5 The Scottish Government developed guidance for local authorities on the Tolerable Standard, which provides more detailed information.

A6. A requirement for fire alarms and carbon monoxide detectors was previously part of the Repairing Standard. This is now part of the Tolerable Standard and is therefore required in all tenures, including private rented housing. Section 86(1A) of the Housing Scotland Act 1987 sets out that regard must be had to this guidance in construing the element of the Tolerable Standard. Additional guidance was published in 2023 on alarms for deaf and deafblind people.

Annex B – To ensure the house is wind and water tight and in all other respects reasonably fit for human habitation

B.1 The Housing (Scotland) Act 2006 section 13(1)(a) requires that the house is wind and water tight and in all other respects reasonably fit for human habitation.

B.2 When determining whether the privately rented house meets the standard of repair required by section 13(1)(a), the landlord should have regard to the extent (if any) to which the house, by reason of disrepair or sanitary defects, falls short of the provisions of any relevant building regulations. Building standards require that the climatic conditions in Scotland including temperature, snow, wind, driving rain and flooding and the impact of climate change should be carefully considered in the structural design of buildings. For more information about Scottish building standards see Building Standards for Homeowners - mygov.scot.

B.3 The test has been defined as “wind and watertight against what may be called the ordinary attacks of the elements, not against exceptional encroachments of water due to other causes” (Wolfson v Forrester 1910 SC 675). This could be expressed as “weathertight”, that a house should be free from draughts and leaks under the current climatic conditions of the area where it was built. Windtight is not the same as airtight and needs to be compatible with the need for adequate ventilation.

B.4 Private landlords must be satisfied that any house they rent to tenants is fit for the tenants to live in. They should be confident that the essential fabric elements of the property (i.e. those parts of the physical structure which ensure the building’s stability and resistance to the ordinary encroachments of weather) are in good repair. If essential fabric elements are not in good repair, then it is likely that the inside of the property will, in time, be adversely affected. The most common problems arise with rising or penetrating dampness in the property. Private landlords must ensure that the properties they rent to tenants are substantially free from rising and penetrating damp, which is also required by the Tolerable Standard (see annex A).

B.5 A problem with penetrating damp indicates that the house may not be weathertight. A problem with rising damp indicates a fabric defect that can affect habitability. Problems with damp constitute sanitary defects for this element of the Repairing Standard under sections 13(2) and 70(1) of the 2006 Act.

B.6 This annex identifies the issues private landlords must consider when assessing if the essential fabric elements of a property are in good repair. It looks at -

- Assessing if a house is substantially free from damp
- Rising damp - indicators and causes
- Penetrating damp – indicators and causes
- Dampness and condensation

Assessing if a house is substantially free from damp

B.7 Private landlords should be aware that dampness has historically been a significant housing problem in Scotland. It is, however, unacceptable for people to be living in houses with levels of rising or penetrating dampness that materially affect their health and comfort or cause further physical damage to the property.

B.8 Each property will be different and private landlords must exercise judgement in assessing if the essential fabric elements are adequate to ensure the property is wind and watertight. Private landlords should be looking for visible persistent or recurring damp impact in one or more areas, which could be harmful to occupiers, damage furniture or belongings, or be a sign of damage to the building fabric.

B.9 Private landlords should look for signs of rising damp. Rising damp is the vertical movement of moisture from the ground into the fabric of a building which can affect any part of the building in contact with the ground, the most obvious being walls and floors. Rising damp is caused by defects in the damp proof course, or in older homes the lack of a damp proof course. It is unlikely (but possible) for rising damp to rise higher than around 1.2m above ground level.

B.10 As rising damp will only affect the ground floor of a building, it is only ground floor flats in tenement blocks that can be affected by rising damp. Private landlords should however be mindful that dampness at above ground floor level can occur but the cause will be from something other than rising damp and steps should be taken to identify its source. Where signs of rising damp are evident, private landlords must investigate the cause and take necessary action to ensure the property is free from rising damp.

B.11 Private landlords should also be looking for penetrating damp. Penetrating damp is moisture which enters a house from outside because of a defect in part of its structure. There may be defects in the roof, the exterior walls, rainwater gutters and down-pipes, or missing flashings. The source of persistent penetrating damp can be difficult to identify because there may be no consistent pattern to the signs (i.e. damp patches may appear in more than one room, and be located in different parts of the room). Where signs of penetrating damp are evident, private landlords must investigate the cause and take necessary action to ensure the property is free from penetrating damp.

Rising damp – indicators and causes

B.12 Common indicators of rising damp include:

- Discoloured or crumbling bricks or stonework, close to the ground;
- Moss growth near bottom of the exterior wall above the damp proof course;
- Flaking or bubbling on plaster, paintwork or wallpaper on lower internal wall;
- Skirtings affected by rot;
- A dank moist odour possibly coming from carpets;
- Fungus growth on lower walls, carpets etc.; or
- Rotten, discoloured, crumbling or deteriorating wooden floors.

B.13 Common causes of rising damp include:

- Absence of a damp proof course in older houses, in chimneys and hearth areas and basements;
- Ground level raised next to wall, presence of material/earth against the wall;
- Damaged or deteriorated damp proof course;
- Inappropriate repair to damp proof course; or
- Rising water table.

Penetrating damp – indicators and causes

B.14 Common indicators of penetrating damp include –

- Damp patches or moss growth on exterior walls;
- Damp or discoloured patches on interior walls and ceilings;
- Plant growth from gutters, or in cracks in structure;
- Loose or bubbling wallpaper, flaking paintwork, soft plaster;
- Water penetration in Internal roof-spaces, wood roof structures affected by rot;
- Musty odour inside home, possibly coming from carpets, bed covers or mattress; or
- Fungus growth on walls, carpets etc.

B.15 Common causes of penetrating damp include –

- Damaged, displaced or missing roof tiles or flashings;
- Defective or blocked guttering and down pipes;
- Crumbling, loose or missing pointing;
- Inappropriate repairs using concrete instead of mortar; or
- Cracking which lets water enter the internal fabric.

Dampness and Condensation

B.16 Condensation is a serious problem which is closely associated with, and sometimes confused with, rising and penetrating dampness. Condensation can be caused by inadequate heating, ventilation and thermal insulation, or by defects in the fabric (for example “cold bridges” caused by defective or badly fitted insulation). It is important to bear in mind that condensation can be due to defects in the house that need to be addressed and cannot be assumed to be due to tenant behaviour. Overcrowding can be a further factor. Where a private landlord identifies evidence of condensation in a property they let to a tenant, particular attention should be paid to how it is heated, ventilated and how it is insulated.

B.17 Condensation is caused by warm moist air coming into contact with a colder surface. The colder surface causes a reduction in the amount of moisture the air can hold and as a result the moisture “condenses” out onto the wall. The water that forms as a result of the process is pure water, and this allows the growth of mould.

B.18 If private landlords suspect mould or fungus in a property they let to tenants, they should seek relevant professional expertise to determine levels of mould or fungus and take action where necessary to ensure the tenants are living in a safe environment which is not going to adversely impact their health, see Can damp and mould affect my health - NHS.

B.19 Low levels of condensation can cause health problems for people and be harmful to buildings, even where this does not lead to obvious problems like damp patches and mould. Good ventilation reduces the build-up of moisture, and has other health benefits. The level of carbon dioxide (CO_2) in air is a good proxy for air quality. New homes now have CO_2 monitors fitted in bedrooms. Landlords are not required to fit them in existing private rented homes, but if there are concerns about possible condensation, they provide a relatively inexpensive way for people to monitor the situation and can be a useful diagnostic tool if there are building problems.

Action a private landlord must take if they find rising or penetrating damp in a property they rent to a tenant

B.20 If dampness is suspected or found to be present in a privately let property, private landlords must take action to address the problem. Where possible, immediate action should be taken to help improve the living conditions of the occupants but it is likely relevant professional expertise will be required, this should be sought as soon as possible to enable a plan of action to be put in place to deal with dampness in the home.

B.21 Immediate steps could include increasing the ventilation (including mechanical ventilation) in the home and ensuring it is adequately heated. The Energy Saving Trust offers useful advice about dealing with damp at home.

B.22 Private landlords should seek professional advice to assess the extent of dampness in the property and obtain advice on what needs to be done to remove the damp and prevent it from returning. This may require a survey to be carried out by a structural engineer and any necessary action should be taken without delay.

B.23 Where the root cause of dampness or condensation is found to be due to a lack of satisfactory heating, ventilation or thermal insulation or a combination of factors rather than rising or penetrating damp alone, landlords are required to meet the minimum standards for each of these elements. Detailed guidance on installations for heating are provided in Section 6, Annex D of this guidance and for ventilation and thermal insulation can be found at guidance for local authorities on the Tolerable Standard.

Annex C – To ensure the structure and exterior of the house (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order

C.1 The Housing (Scotland) Act 2006 section 13(1)(b) requires that the structure and exterior of the house (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order. Section 13(3) specifies that when determining whether the privately rented house meets the standard of repair required by section 13(1)(b), the landlord should have regard to (a) the age, character and prospective life of the house and (b) the locality in which the house is situated.

C.2 Private landlords must be satisfied that any house they rent to tenants is fit for the tenants to live in. They should be confident that the house is structurally stable as instability in the structure of a house is a threat to occupants' safety. Private landlords must also be satisfied that the house has an effective system for the drainage and disposal of foul and surface water so their tenant(s) are living in a safe, hygienic environment.

C.3 Where a house forms part of premises incorporating more than one house (i.e. a block of flats), the private landlord will have a shared responsibility for maintaining any part of the premises which their tenant is entitled to use, see section 7 of this guidance.

C.4 This annex will give guidance on –

- Structure of the House
- Foul and Surface Water Drainage and Disposal
- Taking Account of Age, Character and Locality

Structure of the house

C.5 Structural stability means that, under normal environmental conditions, the supporting fabric of the house will not move in relation to its foundations or other parts of the building, so that there is no risk of failure of any building element leading to partial or total collapse of the house.

C.6 Private landlords must have regard to all structural elements of a house. They must be confident that there are no signs of recent or fresh movement as evidence of this may indicate that the house may be at risk from either partial or total collapse. The main structural elements of a house are:

- Roof structures and other roof features;
- Chimneys;
- Load-bearing walls including external walls;
- Lintels, sills and mullions, and wall ties;
- Floors and stairs;
- Load-bearing beams and columns; and
- Foundations.

C.7 A house that is structurally unstable will normally show signs that it is moving, or that a structural element is likely to fail. Some of the most common indicators of instability are:

- Fresh cracking may show that a house has moved and may be continuing to move;
- Movement or displacement of structural elements, such as bulging walls, sloping floors and lintels, sagging or spreading roofs, leaning chimneys;
- Damage and deterioration to load-bearing elements; and
- Rot and timber infestations.

These can indicate potential instability but do not necessarily mean on their own that a structural element, or the house as a whole, is structurally unstable.

Foul and surface water drainage and disposal

C.8 Private landlords must ensure the system for the drainage and disposal of foul and surface water in the house is capable of managing and disposing of wastewater and rainwater.

C.9 An effective system for drainage and disposal means a fixed and permanent system that is capable of transferring surface and foul water from the point of collection to the point of disposal. To be effective, the system must be able to cope with the volume of water to be disposed of and transfer this to an appropriate point of disposal.

C.10 Surface water is rainwater that falls on the roof of the house, or on other surfaces around the house, such as driveways and paths. Foul water is the by-product of normal domestic activities, and includes all wastewater from toilets, sinks, baths, showers and wash-hand basins.

C.11 A typical drainage system for surface water will have gutters attached to the roof at the lowest ends of each slope. Each gutter will be fixed securely to the roof and feed into a fixed connecting down-pipe. The down-pipe will continue from the gutter to at least ground level, where it will transfer the water to an appropriate drain, soakaway, or free-draining soil.

C.12 The system should be able to effectively manage the rainwater falling on the roof and other surfaces of the house. It must be able to cope with the volume of water produced during normal rainfall conditions.

C.13 The surface water drainage system will normally transfer rainwater from rooftops and other surfaces to a nearby storm drain. Storm drains carry rainwater to local rivers and streams where it enters the watercourse untreated. Some houses have combined surface and foul water systems, and the surface water is disposed of in the same way as the foul water. Houses in some rural areas do not have access to storm drains, so other arrangements will be used instead, such as a soakaway, which is acceptable, provided there is no ponding and the water drains away effectively.

C.14 Foul water drainage means pipes connecting to toilets, sinks, wash-hand basins, baths and showers. The size and gradient of the pipe-work should be sufficient to cope with the normal use of the facilities connecting to them.

C.15 The system should be fit for purpose and no gutters or pipe-work should be broken, blocked or damaged.

Taking Account of Age, Character and Locality

C.16 The structure and exterior of a house may be affected (a) by the age of the building (b) the build characteristics and (c) the nature of the locality in which it is situated. There is likely to be some natural deterioration in older properties. Specific house characteristics such as type of external wall construction may affect building performance. Houses in exposed areas are more vulnerable to the elements. All these factors can impact on the condition of a property over the longer term and private landlords should be aware of potential issues around structural stability resulting from these three factors. Two specific factors are historic cracking and foul water drainage in older buildings.

(1) Historic Cracking

C.17 Historic cracking is cracking which has occurred in the past. It shows that the house has previously moved. But this is not always evidence of current structural instability. Historic cracking may be the result of a building settling after construction, thermal expansion and contraction of the building fabric due to temperature changes or vibration from passing traffic. This does not in itself indicate that the house is still moving.

C.18 Evidence such as old cobwebs or dirt in the cracks may suggest historic cracks and that the house has not moved for some considerable time. A house with only historic cracking will not normally mean the house is structurally unstable.

(2) Foul water drainage in older buildings

C.19 Most houses will dispose of foul water to a public sewerage system. For some houses this is not possible. Alternative methods for disposing of foul water include septic tanks and private outfalls. It is acceptable for foul water to be transferred to a septic tank, provided that all pipe-work and connections are sound and not damaged, and that the septic tank is properly maintained.

C.20 Private outfalls dispose of foul water to a nearby watercourse, such as a loch, river or stream, or into the sea. Disposal of sewage by private outfall is regulated by the Water Environment (Controlled Activities) (Scotland) Regulations 2005 and these are enforced by the Scottish Environment Protection Agency (SEPA).

C.21 Occasionally, a house may dispose of its foul water to a mass collection tank, sometimes referred to as a cesspit or cesspool, located in the garden or neighbouring land. Private landlords should be aware that houses that use this type of system are below Tolerable Standard and should not be let to private tenants. These systems differ from septic tanks in that the foul water lies untreated in the tank until it is emptied.

Annex D - Installations for the supply of water, gas, electricity etc.

D.1 The Housing (Scotland) Act 2006 section 13(1)(c) requires that the installations in the house for the supply of water, gas, electricity (including residual current devices) and any other type of fuel and for sanitation, space heating by a fixed heating system and heating water are in a reasonable state of repair and in proper working order.

D.2 When determining whether the privately rented house meets the standard of repair required by section 13(1)(c) of the Repairing Standard, the landlord should include installations outside the house which, directly or indirectly, serve the house and which the owner is responsible for maintaining (solely or in common with others) by virtue of ownership, any real burden or otherwise.

D.3 Each installation merits a dedicated sub-annex as follows:

D1 - Installations for the supply of water
D2 - Installations for the supply of gas
D3 - Installations for the supply of electricity
D4 - Installations for the supply of other fuels
D5 - Installations for sanitation
D6 - Installations for space heating by a fixed heating system
D7 - Installations for heating water

Annex D1 - Installations for the supply of water

D.4 Private landlords must be satisfied that any house they rent to tenants has an adequate piped supply of wholesome drinking water within the house. There must be a sink with a satisfactory supply of both hot and cold water, a water closet or waterless closet available for the exclusive use of the occupants of the house. It must have a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and the house must have an effective system for the drainage and disposal of foul and surface water. They must also ensure that any pipes supplying water for human consumption are in good condition and safe to use.

D.5 This annex identifies the issues private landlords must consider when assessing if the property has a satisfactory and adequate supply of both hot and wholesome cold drinking water. It looks at:

- Different types of water supply
- Unwholesome water
- Lead in drinking water
- Legionella
- Adequate supply

Different types of water supply

D.6 There are two types of water supply in Scotland, public and private. The vast majority of houses in Scotland are connected to the public supply, but approximately 4% of the population are serviced by a private water supply. The risk of water being unwholesome is significantly higher for private water supplies. They are much more likely than public supplies to have several other possible contaminants (such as chemicals and micro-organisms) that may affect the wholesomeness of the drinking water which can put at risk the health of those using the supply.

D.7 Local authority environmental health departments hold a register of all properties in their area served by a private water supply.

(1) Public water supplies

D.8 Scottish Water monitors the quality of public water supplies, and is responsible for ensuring that water is wholesome to the consumer's tap, usually taken to be the kitchen tap. Scottish Water is responsible for the condition of the communication pipe up to the boundary stopcock. Scottish Water will determine whether any failure of the standard is attributable to the general water supply and water mains network or a specific property issue. Private landlords are responsible for the water supply system from the boundary stopcock, and all pipework within the dwelling. This will include a duty to replace any lead piping in this part of the system.

(2) Private water supplies

D.9 Because of the risk that a private water supply is unwholesome it is necessary to test water to ensure that it complies with the Tolerable Standard. The assessment must be undertaken before a tenancy begins and on an annual basis thereafter. The local authority is responsible for this annual testing although they can pass the cost on to the landlord; see If you're a landlord, tenant or run a business or public activity - mygov.scot.

D.10 If at any time during the tenancy, a private landlord has doubts about the water quality or suspects that the water supply to the house is unwholesome, the tenants should be immediately informed and the supply should be tested without delay.

D.11 The Drinking Water Quality Regulator ensures that Scottish Water achieves the specified standards for water quality. For more information on the public water supply, Scottish Water and the Drinking Water Quality Regulator, see: Home - Scottish Water and Drinking Water Quality Regulator for Scotland.

Unwholesome water

D.12 Water supplied for domestic purposes must not contain any microorganism or any substance at a concentration or value which would constitute a potential danger to human health. The minimum levels of contamination are specified in Schedule 1 of the Water Supply (Water Quality) (Scotland) Regulations 2001.

D.13 An unusual colour or odour can be an indicator of a problem with water quality and could indicate that the water may not be wholesome, in which case further investigation will be required.

(1) Colour

Water can be naturally brownish in appearance depending on its source. Water may look white or cloudy, this is normally a result of dissolved air within the system and when left to stand will become clear. Neither of these necessarily indicates that the water is unwholesome.

(2) Odour

Water will occasionally smell of chlorine, this is a normal effect of the treatment process and not an indicator that the water is not wholesome.

D.14 Laboratory analysis is the only way to determine conclusively if a supply of water is wholesome at the kitchen tap. Laboratory analysis must be carried out in the following circumstances:

- if the water comes from a private water supply
- there are lead pipes which it is not possible to remove or replace.

Environmental health officials can provide advice on laboratory analysis of drinking water.

D.15 Some flats within tenement and multi-storey blocks receive their drinking water supply from a storage tank at the top of the building. The tank must be checked to ensure it is covered, vented and maintained, and if there are any grounds for concern a laboratory analysis of the water must be carried out.

D.16 If laboratory analysis concludes that the water is not wholesome, then the house does not meet the requirements of Tolerable Standard or the Repairing Standard.

D.17 Additional guidance on assessing water quality is available. For public water supply at Home - Scottish Water and for Private water Supplies at Private Water Supplies | DWQR and Private water supplies - mygov.scot.

Lead in drinking water

D.18 The main water quality issue in Scotland relates to lead and can arise if there are lead materials or plumbing present in the domestic distribution system. The main cause of lead in drinking water is lead pipes leading up to or within the house and is more common in houses built before 1970 that have not had their pipes, tanks or fittings replaced. More information on lead in drinking water can be found on the websites of the Drinking Water Quality Regulator for Scotland and Scottish Water.

D.19 All drinking water supplies in Scotland must meet minimum standards which are set out in regulations. These regulations include maximum permitted levels of lead. However, the World Health Organisation states that there is no safe level for lead in drinking water and ideally all potential sources in the water supply should be removed.

D.20 In order to comply with the Repairing Standard, lead pipes and lead lined storage tanks or fittings should not be present in the drinking water supply of any privately rented property from the boundary stopcock to the kitchen tap. This includes:

- Drinking water outlets;
- Pipework to drinking water outlets;
- Water storage tanks within the dwelling; and
- Water storage tanks in the loft space, including any common storage tanks located in tank rooms or in the roof space.

D.21 Occasionally, poor quality metal alloy pipe fittings and taps can cause high levels of lead in water. The use of accredited plumbers and approved fittings will minimise this risk. The Drinking Water Quality Regulator Scotland (DWQR) recommends that when you are looking for a plumbing business, you select one which is an eligible member of an Approved Contractors' Scheme, such as the WaterSafe scheme. WaterSafe | Local Approved Plumbers. More information on approved plumbers can be found at WaterSafe Scheme - Find An Approved Plumber (dwqr.scot).

D.22 Unless the landlord is unable to replace the pipes, due to lack of consent from other owners, lead pipes and tanks must be removed to comply with the Repairing Standard. More information on dealing with lead pipes in communal areas is provided by Scottish Water. Where pipes, tanks and fittings can't be removed immediately, tenants should be provided advice on how to minimise exposure. More information on minimising risks where lead pipes are present can be found on the Drinking Water Quality Regulator website Lead in Drinking Water (dwqr.scot).

D.23 Private landlords must check visible pipework within the house to assess whether the supply runs through lead pipes. An approved plumber will be able to help with this. The absence of visible lead pipes does not guarantee that the water is not contaminated with lead. Other sources of lead include pipes hidden from view, lead solder, lead water tanks, and underground lead supply pipes from the boundary stopcock. The underground supply pipe from the boundary stopcock can be checked by taking a water sample from the cold tap at the point of entry to the property. More advice on identifying lead pipes is available on the website of Scottish Water Lead and Your Water - Scottish Water.

D.24 If, following visual inspection or having obtained advice from an approved plumber, a landlord is still uncertain whether there are lead pipes, or is aware of a risk as a result of these checks, tenants must be informed, provided with information on minimising risk (as set out in D.22) and a water sample must be taken for laboratory analysis. As a minimum, water should be tested at cold water outlets between the boundary stopcock and the kitchen tap where water is frequently used for human consumption (drinking/cooking). For most homes, this will require testing of one outlet at the kitchen tap. However, consideration should also be given to other locations in the property where water is used for drinking or cooking as there may be a risk of lead pipes being present. Guidance on testing water for lead can be found at Factsheet 7 : Lead Explained (scottishwater.co.uk).

D.25 Where testing is required in a property connected to the public water supply, Scottish Water will sample the first tap directly supplied from the water main. More information on the testing Scottish Water provide is available at Factsheet 7 : Lead Explained (scottishwater.co.uk). For properties connected to a Private Water Supply, contact the Local Authority Environmental Health Team for advice on sampling and possible charges. Where additional testing is required and not provided by Scottish Water or the local authority, there are private laboratories that are UKAS accredited to BS17025 that can provide this service for a fee. Individual testing organisations have protocols on the process for collecting samples and this advice should be followed to ensure accurate results. Information on interpreting laboratory results may be provided by the testing organisation and can be obtained from Scottish Water. This advice should be followed to ensure appropriate follow up action.

D.26 Where work is undertaken to remove lead piping, the property should be resampled to confirm that all lead has been removed.

D.27 A small amount of lead piping may be Scottish Water's responsibility. This is the communication pipe, which connects the property's supply pipe from the property boundary to the water main. If a property owner replaces all their lead piping, they can request that Scottish Water replace the communication pipe if it is made of lead. Scottish Water have an obligation to do this.

Legionella

D.28 Private landlords have a duty to carry out a risk assessment of hot and cold water systems for legionnaire's disease to minimise the risk of tenants being exposed to legionella. This requirement stems from the Control of Substances Hazardous to Health Regulations 1989 and the Health and Safety at Work Act 1974, which makes provision for the legislation to apply to landlords of domestic premises.

D.29 All water systems must be assessed for legionella risk, and private landlords must ensure this is carried out before the property is first let. The risk assessment should then be regularly reviewed at intervals of no more than two years. If a review of the risk assessment indicates that there has been a change to the risk factors then a new risk assessment should be carried out. Depending on the system in the property, private landlords may be able to carry this assessment out themselves, or it might be necessary to employ a competent assessor to do it.

D.30 In most residential settings, a simple assessment may show that the risks are low and no further action may be necessary. An example of a typical lower risk situation may be found in a house where:

- daily water usage is inevitable and sufficient to turn over the entire system;
- cold water is directly from a wholesome mains supply (no stored water tanks);
- hot water is fed from instantaneous heaters or low volume water heaters (supplying outlets at 50 °C); and
- where the only outlets are toilets and wash hand basins.

D.31 If the assessment shows the risks are low and are being properly managed, the private landlord need take no further action but it is important that the assessment is reviewed regularly in case anything changes in the system.

D.32 To help control the risk of exposure to legionella landlords must:

- Flush out the system prior to letting the property, if this has not been done within the previous two years;
- Avoid debris getting into the system by ensuring the cold water tanks, where fitted, have a tight fitting lid;
- Set control parameters where water is stored in the hot water tank at least 60°C; and
- Make sure any redundant pipework and dead ends are identified and removed.

D.33 Private landlords must advise tenants of control measures put in place and of their responsibility to help ensure they are maintained. Tenants must be advised:

- Not to adjust the temperature setting of the hot water tank;
- To regularly clean and disinfect showerheads; and
- Inform the landlord if the hot water is not heating properly or if there are any other problems with the system.

D.34 In situations where a privately let property is vacant for an extended period, steps must be taken to ensure water is not allowed to stagnate within the water system, by a suitable flushing regime or other measures such as draining the system.

D.35 More detailed information on what the law does and does not require of private landlords in relation to Legionella control, can be found on the landlord's responsibilities page on the Health and Safety Executive website.

Adequate supply

D.36 In order to comply with the Repairing Standard the water supply in any property rented to a tenants must satisfy three conditions: availability, adequacy and continuity.

(1) Availability

D.37 Wholesome water should be available to the tenants from at least one tap inside the house. In private rented properties, this will normally be located at the kitchen sink. If in extraordinary circumstances it is located elsewhere, private landlords should ensure their tenants know where the source of wholesome water is located in the house.

(2) Adequacy

D.38 An adequate supply of water means that the tenant has access to a reasonable quantity of water within a reasonable time. A cold water supply must be sufficient to provide seven litres of cold water per minute at a reasonable pressure. The principle area in which the adequacy of supply is at issue is in relation to the supply of hot water for washing and cleaning. The water supply must be sufficient to allow a tenant to obtain:

- Where the house has a shower, a continuous supply of seven litres of hot water per minute for at least 10 minutes;
- Where the house has a bath, a continuous supply of seven litres of hot water per minute in a sufficient quantity to fill the bath; and
- Where the supply is from a hot water tank, capacity to re-heat the water in the tank to provide hot water for a shower or bath, within a period of one hour.

(3) Continuity

D.39 Breaks in supply are most often an issue for private water supplies. Dry periods in the summer can leave houses without water because the source has dried up. Where a private landlord is aware that the supply is regularly interrupted for significant periods the house will be non-compliant with the Repairing Standard. This does not apply if the interruption is due to maintenance or repair works which temporarily interrupt the public water supply.

Annex D2 - Installations for the supply of gas

D.40 The Gas Safety (Installation and Use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amendment) Regulations 2018, specifically deal with the installations, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. They place duties on landlords to ensure that gas appliances, fittings and flues provided for tenants' use are safe. Failure to maintain gas appliances may result in loss of life and can lead to a prosecution. Private landlords must ensure the properties in which their tenants live are gas safe.

D.41 Private landlords must be satisfied that any gas appliances, fittings and flues in any houses they rent to tenants are safe to use. They must ensure that tenants can rely on the safety of gas installations and use gas appliances without fear of carbon monoxide poisoning. Private landlords should refer to the Health and Safety Executive guide to landlords' duties: Gas Safety (Installation of Use) Regulations 1998 as amended Approved Code of Practice and guidance.

D.42 Gas fittings include gas pipework, valves, regulators and meters, and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used. Private landlords are responsible for maintaining internal pipes leading from the meter to gas appliances such as boilers, cookers and heaters and for making sure all gas appliances in the property are checked and serviced annually. Private landlord's responsibilities include portable appliances such as LPG cabinet heaters.

D.43 It is the private landlord's responsibility to:

- Ensure gas fittings and flues are maintained in a safe condition;
- Ensure an annual safety check is carried out on each gas appliance and flue;
- Keep the record of the gas safety check for at least two years. However, if you wish to take advantage of the flexibility introduced under the Gas Safety (Installation and Use) (Amendment) Regulations 2018 to have gas safety checks carried out up to 2 months before the date the check needs to be carried out but still retain the original deadline date (as if the check had been carried out exactly 12 months after the previous check) you will have to demonstrate that you have complied with the law and carried out the gas safety checks within the required timescales. The record will need to be kept until two further gas safety checks have been carried out.
- Issue a copy of the latest safety check record to existing tenants within 28 days of the check being completed, or to any new tenant before the tenancy starts.

D.44 Private landlords do not have responsibility for appliances owned by their tenant or flues/chimneys which are solely connected to an appliance owned by their tenant. However, landlords must ensure that tenants are aware of their responsibilities in this regard.

D.45 Private landlords do have responsibility for any appliances and flues serving houses they rent to tenants where they are not situated in the tenant's home, such as central heating boilers not installed in tenants' accommodation, but used to heat them.

D.46 Private landlords have a duty to take all reasonable steps to ensure gas safety checks are carried out and tenants are required to give their landlords reasonable access. A suitable time for accessing the property should be arranged with the tenant. The tenant should be given at least 48 hours' notice. If the tenant does not agree to give access at the suggested time then an alternative appointment should be agreed. If a suitable time cannot be agreed then the landlord should apply to the First-tier Tribunal for Scotland using the Right Of Entry procedure – see Right of Entry - Housing and Property Chamber.

D.47 Private landlords should ensure any gas engineer they appoint to carry out a gas safety check is registered on the Gas Safe Register. All gas engineers must be on the Gas Safe Register to carry out gas work legally.

D.48 Any gas safety defect identified must be rectified by a Gas Safe registered engineer before the equipment is next used. Private landlords should keep copies of work done to rectify defects identified by the gas safety check.

D.49 It is an offence for a gas appliance identified as being unsafe to be used. In no circumstances should an appliance which has either been isolated or disconnected for safety reasons be reconnected until the fault has been rectified.

D.50 Private landlords must ensure that carbon monoxide (CO) detectors are fitted in all rooms where there is a fixed combustion appliance such as a boiler, fire (including open fires), heater or stove designed and installed to operate on a carbon fuel (i.e. oil, solid fuel or gas) or a flue. Appliances used solely for cooking purposes are excluded. This is a requirement of the Tolerable Standard; see annexes A and J.

D.51 Tenants must be advised of the following action to be taken should there be a smell of gas, or suspicion of a gas escape, or a carbon monoxide leak:

- Open all doors and windows;
- Shut off the gas supply at the meter control valve;
- If gas continues to escape the National Gas Emergency Service should be called on 0800 111 999 – it operates 24 hours a day; and
- Any investigations or repairs must be carried out by a Gas Safe registered engineer.

Annex D3 - Installations for the supply of electricity

D.52 Private landlords in Scotland are required by sections 19A and 19B of the Housing (Scotland) Act 2006 to ensure that the installations in the house for the supply of electricity and electrical fixtures and fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order.

D.53 The term "installation" includes all of the provisions for the supply, distribution and use of electricity within a house from the supply intake position including the supply switch disconnector (if installed), the consumers meter tails, the consumer unit for distribution of electricity to the connected circuits, all wiring of circuits to their point of connection and all wiring accessories and fittings such as light fittings, light switches, socket-outlets.

D.54 A Residual Current Device (RCD) is a protective device that operates automatically, switching off the supply of electricity when a residual current is detected if there is a an earth fault. RCDs provide a high level of protection against the risk of electric shock and reduce the risk of fire arising from defects in electrical equipment. The presence of an RCD as part of an installation with wider shock protection aspects in good condition provides additional safety over and above that provided by fuses and circuit-breakers alone.

D.55 In order to comply with the Repairing Standard, there must be one or more Residual Current Device (RCD) with rated residual operating current not exceeding 30 mA in the main or principal consumer unit. Normally, as a minimum, this will cover the socket-outlet circuit. However, the protection requirements will vary depending on the installation in the let property. As set out in D.60 – D.73, in order to comply with the Repairing Standard, landlords should ensure that an EICR is completed every five years. The EICR assesses the installation against BS 7671. This British Standard includes the requirements for RCD protection. Therefore, landlords should refer to the EICR report for the appropriate RCD protection for their installation. The absence of an RCD means that the house does not comply with the Repairing Standard.

D.56 Landlords are required to ensure an electrical safety inspection comprising of periodic inspection and testing (PI & T) of the electrical installation and 'In-service inspection and testing of electrical equipment' (also known as PAT testing) is carried out by a skilled person(s) competent in such work before the property is let for the first time, and then at intervals of no more than five years. This does not have to be completed immediately before a new tenancy begins or every time a new tenancy starts, as long as it has been carried out in the period of 5 years before the tenancy starts. As set out in D.73, A landlord who has an Electrical Installation Certificate for a property can provide this for the purpose of PI & T to comply with this guidance.

D.57 The purpose of PI & T and In-Service Inspection and Testing of Electrical Equipment is to confirm, so far as reasonably practicable, that the electrical installation, fixtures, fittings, accessories and equipment are in a satisfactory condition for continued service, and identify any damage, deterioration, defects or dangerous conditions that may exist which could affect the ongoing safety of the electrical installation, fixtures, fittings, accessories or equipment. Appropriate remedial work may need to be carried out to ensure that they are maintained in a satisfactory condition for continued service, a reasonable state of repair, and in proper working order.

D.58 Tenants cannot be required to pay for or contribute towards the cost of an electrical safety inspection, unless ordered to do so by the First-tier Tribunal for Scotland.

D.59 If a landlord cannot carry out an inspection because they do not have right of access to all or part of the property, or lack any other necessary right, they are not in breach of their duties in relation to the Repairing Standard, provided that they have taken reasonable steps to acquire that right.

Electrical Installation Condition Report

D.60 An EICR, as given in the model forms provided within Appendix 6 of BS 7671, when completed accurately by a skilled person competent in such work, should meet the requirement for a record of PI & T which is part of the electrical safety inspection of an installation.

D.61 The EICR must be completed by a skilled person suitably competent in such work. This means a skilled person (electrically) which is defined in BS7671 as:

> Skilled person (electrically). Person who possesses, as appropriate to the nature of the electrical work to be undertaken, adequate education, training and practical skills, and who is able to perceive risks and avoid hazards which electricity can create.

The term (‘electrically)’ is assumed to be present where the term 'skilled person' is used throughout BS 7671.

Regulation 16 of the Electricity at Work Regulations 1989 requires persons to be competent to prevent danger and injury.

This means that a skilled person must be:

- Employed by a company that is a member of an accredited registration scheme operated by a recognised body,
- A sole trader or self-employed individual who is a member of an accredited registration scheme operated by a recognised body, or
- An individual who is able to satisfactorily complete the checklist provided on the following page of this guidance.

D.62 In this part of the guidance (annex D3), accredited registration scheme operated by a recognised body means those operated by the SELECT (Electrical Contractors' Association of Scotland), NICEIC, or NAPIT (the National Association of Professional Inspectors and Testers). Landlords can take membership of these organisations as evidence that the company or individual has been assessed to the same level as required in the statutory guidance checklist and has the necessary capability to carry out such work. Alternatively, a skilled person (other than a member of NICEIC, SELECT or NAPIT) should be able to confirm all of the points listed in the checklist form provided on the following page. SELECT, NICEIC and NAPIT registered electricians can be found by searching Find an Electrician: Registered Electricians | Electrical Safety First.

Scottish Government statutory guidance on electrical installations and appliances in private rented property

Evidence of competence to carry out PI & T and provide an Electrical Installation Condition Report for the purposes of assessing the safety of electrical installations, fittings and fixtures in private rented property.

Checklist for Electrician	Check*
I am a member of a professional body	
I have public liability insurance (£2 million minimum is recommended)	
I have employers' liability insurance (£2 million minimum is recommended), unless the business has no employees	
I have professional indemnity insurance (£0.25 million is recommended for contractors undertaking electrical installation condition reporting)	
I have completed appropriate assessed training on current version of BS7671 within the past 5 years, periodic inspection and testing and In-service inspection and testing of electrical equipment (PAT testing)	
I can provide: copies of wholesaler bills made out to entity trading, *or* a company registration number, *or* a Unique Tax Reference (UTR)	
I can provide copies of trade qualification or equivalent	
I can provide a copy of a written health and safety policy statement for the business	
I have completed Electrotechnical Certification Scheme (ECS) Health & Safety Assessment within the past 3 years	
I have been granted, or am eligible to be granted at least Approved Electrician grade.	
I have appropriately calibrated test equipment	

*The skilled person should tick each item in this list to confirm that it applies.

I certify that I can provide the above listed evidence of competence.

Name _____

Firm/Trading Name _____

Signed _____

Date _____

D.63 The EICR must cover –

- The electrical installations for the supply of electricity,
- Electrical fittings and accessories, including –
    - The consumer unit(s)
    - Light fittings
    - Light switches
    - Socket-outlets
    - Any visible wiring e.g. surface wiring installed in PVC mini trunking, and
    - Any electrical equipment which may have been installed in an accessible loft space with supplies to renewable energy sources,
- Visual inspection of fixed electrical equipment, including –
    - Fixed electrical heating equipment e.g. storage heaters or convector panel heaters,
    - Electric showers and over/under-sink water heaters,
    - Boilers and other heat producing equipment, and
    - Hard-wired smoke, heat and carbon monoxide detectors

D.64 The skilled person carrying out the inspection must complete the EICR accurately and legibly clearly setting out –

- The date of the inspection
- The full address of the house inspected
- The name and address of the landlord or their agent
- The name and address of the person carrying out the inspection
- Evidence that person completing the inspection report is a suitably skilled person competent in such work (see Annex A)
- A description of each installation, fixture and fitting inspected, and its location in the house, and
- Any defect(s) identified

D.65 Note that the EICR includes details of the location of the consumer unit and main switch, but not that of other switches or socket-outlets, light fittings etc which are likely to be present in every room, but this is sufficient detail to meet the requirement of the legislation.

D.66 Any electrical installation, fixtures, fittings or equipment which fails to pass electrical safety inspection must be replaced or repaired to comply with the Repairing Standard.

D.67 Any element of the electrical installations, fixtures, fittings or equipment recorded in Section K of the EICR as being an observation with Classification Code C1 (Danger present) or C2 (potentially dangerous) must be rectified to comply with the Repairing Standard.

D.68 Classification Code C1 means that anyone using the installation is at risk and remedial work should be carried out by an electrically skilled person immediately. If it is practical to do so, the competent person should make the installation safe on discovery of the dangerous condition. Where this is not practical the owner or user should be given written notification as a matter of urgency.

D.69 Where an item is given a Classification Code C2 this is a potentially dangerous situation and urgent remedial action is required.

D.70 Where an item is given a Classification Code C3, this is a recommended improvement. An observed inadequacy in this category is not considered to be a source of immediate or potential danger. Whilst remedial action is not necessarily required to meet with the Repairing Standard, such improvements would contribute to an enhancement of the safety of the electrical installation. Therefore, landlords should consider addressing these items where possible.

D.71 Any element of the electrical installation given a Classification Code FI (Further Investigation required without delay) in an EICR should be investigated as soon as practically possible as such investigation may reveal a dangerous or potentially dangerous condition. For more information about electrical installation testing and the classification codes, refer to the latest version of Electrical Safety First's Best Practice Guide No 4 'Electrical installation condition reporting: Classification Codes for domestic and similar electrical installations'.

D.72 An EICR will recommend any remedial action required in order to ensure that the electrical installation is in a satisfactory condition for continued service, but any work which is undertaken must be recorded separately. This can be done by recording the work completed on a Minor Electrical Installation Works Certificate and providing a copy of that to the person ordering the work. This is recommended for all actions to remedy a defect. If remedial work includes replacement of a consumer unit (known by some as a fuse box) an Electrical Installation Certificate (EIC) shall be provided.

D.73 In some cases a landlord may have an EIC rather than an EICR. For example, new build properties shall be provided with an EIC, and also be provided when a house is fully rewired. A landlord who has an EIC for a property can provide this as an alternative to an EICR to comply with this guidance, provided that the date of next inspection indicated on the EIC has not lapsed, and the EIC was issued no more than five years ago.

In-Service Inspection and Testing of Electrical Equipment (also known as PAT testing)

D.74 PI & T and an EICR is only applicable to the electrical installation but can also be used for inspection of fixed electrical equipment. For the purposes of in-service inspection and testing of electrical equipment (commonly referred to as PAT testing) records including an Equipment Register and an Equipment Formal Visual and Combined Inspection and Test Record should be used to record the items of equipment within the house and the outcome of the formal inspections and tests carried out.

D.75 Electrical equipment (Mobile equipment) includes:

- Electrical white goods (such as refrigerators and washing machines),
- Electrical brown goods (such as televisions and DVD players),
- Electric fires that are not fixed in place,
- Electrical equipment, such as toasters and kettles,
- Handheld electrical equipment, such as hairdryers, and
- Any other electrical equipment/appliances provided by the landlord that are not permanently connected to the electrical installation.

D.76 Mobile equipment generally has a flexible cable and is supplied by a BS 1363 plug. There is often uncertainty about whether certain items of electrical equipment should fall within the remit of inspection and testing of the fixed wiring or that of the In-Service Inspection and Testing of Electrical Equipment. For the avoidance of doubt, all equipment, including fixed equipment provided by the landlord, should be inspected and, if required, tested. If any fixtures are not specifically included in the remit of the EICR they should be inspected and tested separately in the In-Service Inspection and Testing of Electrical Equipment.

D.77 Any electrical equipment which fails to pass a In-Service Inspection and Testing of Electrical Equipment must be replaced or repaired immediately to comply with the Repairing Standard.

D.78 The in-service inspection and testing of electrical equipment must be completed by a suitably competent person. For the purpose of In-Service Inspection and Testing of Electrical Equipment this means either:

- A skilled person (electrically) as set out in paragraph D.61 above, or
- A person (including the landlord) who has completed appropriate training for In-Service Inspection and Testing of Electrical Equipment.

D.79 A landlord, or other person, is considered competent to carry out In-Service Inspection and Testing of Electrical Equipment if they have successfully completed an appropriate assessed training qualification. Organisations offering In-Service Inspection and Testing of Electrical Equipment courses include -

- The Scottish Association of Landlords provide training through their sister organisation, Landlord Accreditation Scotland. The course is run by Quick Test (PAT Testing Training - Courses run by Quick Test).
- SELECT (The Electrical Contractors' Association of Scotland) SELECT training
- NICEIC (NICEIC - Practical training courses to enhance your industry knowledge
- EAL (EAL Awards) offer the following course: EAL Level 3 Award in the In Service Inspection and Testing Of Electrical Equipment (PAT) (QCF).

D.80 The Institution of Engineering and Technology (IET) publishes a Code of Practice for In-service Inspection and Testing of Electrical Equipment. This publication provides useful guidance on all aspects of In-service Inspection and Testing of Electrical Equipment including the classification of equipment types; inspection and testing procedures; training requirements for those overseeing and/or carrying out the inspection and testing and record keeping. The Code also contains the following model forms for In-service Inspection and Testing in Appendix 4 of that publication:

- Table A4.1 - Equipment register – where all portable appliances in a property are listed
- Table A4.1 - Example equipment formal visual and combined inspection and test record
- Table A4.2 - Example test instrument accuracy record

Copies of the forms should be attached to the EICR.

Figure 12.1 provides example pass and fail equipment labels.

D.81 Electrical equipment that was purchased new less than one year before the date of the test does not require to be included in the In-Service Inspection and Testing of Electrical Equipment. Equipment that was purchased second hand should however be included. If there is any doubt about the condition or age of an appliance or the date of purchase it should be included in the test. If equipment is new it should be included in the equipment register and the date that its first test is due should be clearly recorded.

D.82 The duty to carry out electrical safety inspections does not apply to appliances that belong to tenants, only to appliances provided by the landlord.

D.83 The date for retesting appliances is usually set during the In-Service Inspection and Testing of Electrical Equipment and will usually be more frequent than five years. If the skilled person recommends more frequent checks then the landlord should take account of this and follow the advice provided on frequency of inspection and test. If the In-Service Inspection and Testing of Electrical Equipment is not carried out by the skilled person undertaking the EICR, the skilled person should confirm that the equipment report is complete and up to date. The skilled person does not have to re-perform the testing if the re-test date has not passed/expired, there is a record of the equipment having been inspected and tested and labelled to confirmed satisfactory for continued use. If there is any equipment that requires to be inspected and tested this can be done at the time of the PI & T. It is not necessary to retest appliances that have an up-to-date test.

D.84 The landlord must receive and keep a copy of the EICR for six years. A copy of the most recent EICR must be given to any person who is to become a tenant before a tenancy starts. If an inspection is carried out during a tenancy a copy relating to that inspection must be given to the tenant.

Electrical Safety: Periodic Tests and inspections

D.85 Landlords should ensure that electrical safety inspection are carried out:

- Before a tenancy starts, and
- During the tenancy, at intervals of no more than 5 years from the date of the previous inspection.

D.86 The minimum standard to comply with the legislation is that an inspection must be carried out at least every 5 years, but this does not preclude more frequent testing where appropriate.

D.87 If a tenancy lasts more than a year, it is good practice to carry out annual visual inspections to detect any obvious damage, deterioration, wear and tear, signs of overheating, loose fixings, or missing parts that may lead to danger. Landlords' visual checks should include checks on:

- Consumer units for signs of damage;
- Light switches and socket-outlets for any signs of damage or overloading;
- Any visible fixed wiring cabling to make sure that this is safe and not damaged; and
- Electrical equipment/appliances for signs of damage and deterioration and to confirm that plugs and flexible cables are secure.

D.88 Additionally, landlords should advise tenants to test that the following devices operate when their integral test button is pressed at time intervals as specified:

- Residual Current Devices (six monthly check)
- Smoke or heat detectors (weekly check)
- Carbon monoxide detectors (monthly check)

D.89 Electrical Safety First provides a Landlord's Interim Checklist which can be used to record a visual inspection. This is available free online at Landlords interim checklist - Electrical Safety First.

Annex D4 - installations for the supply of other fuels

D.90 Where the space or water heating in a home is supplied by some other fuel than gas or electricity, this part of the guidance applies. The installation for the supply of other fuels must be safe and in good working condition to comply with the Repairing Standard.

D.91 By other fuels, we mean any system for providing space or water heating in the house other than:

- Mains gas;
- Mains electricity; or
- Electricity generated from renewable sources such as solar panels, heat pumps or windmills, generated, stored or used on or for the premises.

D.92 The most common types of other fuels are –

- Oil
- Liquid petroleum gas
- Solid fuel, such as coal or wood, and
- Biomass

D.93 In order to be considered safe the installations must be free of such problems as:

- Wall mounted boilers in danger of detaching;
- Rusted boilers or tanks;
- Leaking tanks or pipes;
- Holes in flues;
- Unsafe or incorrectly positioned guards; or
- A smell of fuel around the boiler.

D.94 In order to be considered in good working condition, the heating system in the property must:

- Be able to heat rooms and water as intended;
- Allow the tenant to control the temperature in the property;
- Be reasonably reliable – the supply is regularly interrupted for significant periods the house will be non-compliant with the Repairing Standard; and
- Meet the minimum overall standard for energy efficiency required in Scottish regulations.

D.95 The fuels listed in paragraph D.90 are all carbon-based fuels, and therefore a carbon monoxide detector is required for any boiler or flue from a boiler which is inside the living accommodation of the property.

Annex D5 - Installations for sanitation

D.96 The Repairing Standard requires that installations for sanitation are in a reasonable state of repair and in proper working order.

D.97 Installations for sanitation mean:

- A sink provided with a satisfactory supply of both hot and cold water for food preparation and cleaning cooking and eating utensils;
- A toilet available for the exclusive use of the occupiers in a suitable room and with a convenient hand wash basin with a satisfactory supply of both hot and cold water;
- Either a fixed bath or a fixed shower with a satisfactory supply of hot water; and
- An appropriate space with a water supply and drainage for the installation of a washing machine.

D.98 Reasonable state of repair means in a usable condition, which includes:

- Connecting pipework can handle the normal intake and discharge of water without leaking;
- Facilities can be used without leaking;
- Facilities are safe to use;
- Baths, basins, sinks, and shower trays free of substantial cracks or surface damage; Cisterns fill within a reasonable time and do not overflow;
- Toilets flush, and sinks drain quickly; and
- Taps work properly to allow control of the flow of water.

D.99 Proper working order means that the facilities are able to be used for the purpose intended. That is, the tenant is able to carry out washing, bodily functions, cleaning, cooking or laundry as appropriate. Installations should have an adequate supply of water for these purposes, and satisfactory provision for disposal of foul water, see paragraphs C.14 and D.36 of this guidance. The location of sanitary facilities must have adequate ventilation to prevent persistent condensation and mould, see paragraphs B.16-B.19 of this guidance.

D.100 Landlords are not required to provide washing machines, or other appliances such as tumble driers and dishwashers. However, if any appliances are provided, they should be in good working order and repaired or replaced if faulty; see Annex E.

D.101 Landlords are not required to provide both a bath and a shower, the minimum standard is that at least one of these is available. Some tenants will require a bath or require a shower, in order to provide child care, or because of a disability. If a property lacks either a bath or a shower it must be suitable for the use of the tenants at the point that it is let. It is not the landlord's responsibility to ensure this, the tenant must ensure it meets their needs (or can be adapted to meet their needs through provisions in para D.102 below).

D.102 Under the Equalities Act 2010, landlords have a duty to permit reasonable adjustments to properties for disabled people.

Annex D6 - Installations for space heating by a fixed heating system

D.103 The Repairing Standard requires that space heating is provided by a fixed heating system.

D.104 A fixed heating system means a permanent installation in the property which is plumbed or hard wired and capable of maintaining a temperature of 21ºC in at least one room and 18ºC elsewhere, when the outside temperature is minus 1ºC. It should be safe to use, in good condition and reasonable working order. It is not acceptable to rely on plug-in or portable heaters except on a temporary basis while repairs are being carried out, and such periods must be kept to a minimum.

D.105 The majority of houses in Scotland have central heating systems which deliver heat to all parts of the house through electrical storage heaters or a central heat source such as a gas or oil powered boiler, a range cooker or a communal or district heating system. The standard will be satisfied if such a system covers all rooms in a house not used as a kitchen, store or a utility. A heater is not needed where the design and layout of the room is such that it is not required, for example where a hallway is small and cannot support a heater. It is acceptable for some rooms to have secondary heating systems, for example a standalone bathroom heater in a house otherwise served by a central heating system.

D.106 Alternative heating systems which involve a holistic design approach to the dwelling are also acceptable, as long as they are capable of providing sufficient heat to all rooms not used solely as a kitchen, store or utility. These may include active or passive designs or a combination of technologies.

D.107 The fixed heating system in place must comply with any energy efficiency or heat in buildings standard required for private rented housing, or housing generally, in force in Scotland.

Annex D7 - Installations for heating water

D.108 The Repairing Standard requires that a property has an installation for heating water. The installation for heating water must be in a reasonable state of repair and in proper working order.

D.109 The system for heating water will usually be the same system for heating rooms, but in some cases these may be separate systems.

D.110 The system must be capable of providing an adequate supply of hot water to meet normal use for washing and cleaning, the parameters for this are set out in paragraph D.38.

D.111 The system must comply with duty to minimise the risk of legionella, see paragraph D.32. The system must comply with the safety standards appropriate to the type of fuel used to heat the water, see Annexes D2, D3 and D4. The system must allow water to drain away properly after it has been used, see paragraph C.14.

D.112 Where water is stored at a temperature of not less than 60ºC, landlords should have regard to the guidance on hot water discharge from sanitary fittings in section 4.9.5 of the Scottish Building Standards Domestic Technical Handbook. To prevent scalding, the temperature of hot water, at point of delivery to a bath or bidet, should not exceed 48ºC which can be achieved by use of a thermostatic mixing valve (TMV). This does not require landlords to fit TMVs, or similar devices, to all existing bathrooms, but does apply when a dwelling is altered or extended and new sanitary facilities are provided.

Annex E - Fixtures, fittings and appliances provided by the landlord

E.1 The Housing (Scotland) Act 2006 section 13 (1)(d) requires that any fixtures, fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order.

E.2 The age of the various fittings in the bathroom and the kitchen and other areas is not the most important factor. It is condition of the fittings that matters: they need to be fit for use. The condition of the bathroom and kitchen are likely to deteriorate with age, and will need to be replaced when no longer fit for purpose.

E.3 Electric, gas and other types of fitting for providing heat and power to the house must be safe to use. See annexes D.2 to D.4.

E.4 The landlord is not required to provide appliances but when determining whether the privately rented house meets the standard of repair required by section 13(1d) the landlord must ensure any appliances provided are in reasonable condition and working properly.

E.5 Where appliances of any sort are provided by the landlord, tenants should always be told to read and follow the equipment manufacturer's instructions, if these are available.

E.6 If the landlord has provided any electrical equipment, they must organise regular In-service Inspection and Testing of Electrical Equipment (also known as PAT testing), see paragraphs D.74 to D.84 of this guidance.

E.7 Before providing portable electrical appliances to tenants, a landlord should check that each appliance has at least the CE Mark, which is the product manufacturer's claim that it meets all the requirements of European Union legislation. Appliances with additional safety marks, such as the British Standard Kitemark or the BEAB Approved Mark tend to provide greater assurance of electrical safety. The landlord must verify that any secondhand equipment is safe. This will require relevant inspection and testing to be carried out.

E.8 Care should also be taken to avoid counterfeit electrical products. Counterfeit electrical goods almost always contain incorrect or faulty parts that can overheat or break just days after purchase, increasing the risk of fire or electric shock. If electrical products are purchased online follow the advice given by Electrical Safety First at Don't Be Electricked - Electrical Safety First.

E.9 Landlords and tenants should also regularly check that any electrical appliances in the house are not subject to any current product recall notices or safety alerts. A significant number of recalls for electrical appliances occur because the items are at risk of catching fire or causing electrocution. It is good practice to register products at the address of the landlord or the letting agent to ensure that recall paperwork is actioned. Alternatively, landlords can check a free list of products that have recently been recalled by manufacturers which is provided by Electrical Safety First and is available free online at: Product Recalls & Safety Notices - Electrical Safety First

E.10 Landlords can register appliances to ensure that they receive notice of any recalls. This can be done through Home - Register My Appliance or Register your home appliances with EEESafe.

Annex F - Furnishings provided by the landlord

F.1 The Housing (Scotland) Act 2006 section 13(1)(e) requires that any furnishings provided by the landlord under the tenancy are capable of being used safely for the purpose for which they are designed.

F.2 Landlords are not required to provide furnishings but when determining whether the privately rented house meets the standard of repair required by section 13(1)(e) the landlord must ensure any furnishings they provide are safe to use for the intended purpose.

F.3 Upholstered furniture provided as part of the rented property, by the owner, must meet fire safety standards set out in the Furniture and Furnishings (Fire) (Safety) Regulations 1988. This requires:

- All furniture and equipment must be manufactured from fire resistant materials, or be treated with fire retardant coatings from the manufacturer;
- All items must have one permanent manufacturer's label, which cannot be removed, and which gives information on the materials used to make the item;
- Any upholstered items must have a filling which is fire resistant. All furnishings must pass the cigarette and match tests set out in schedules 4 and 5 of the Regulations; and
- Mattresses and bed bases must have a label that shows that they meet BS7177.

F.4 There is an exception under the Regulations for furniture or antiques which were made before 1950.

Annex G - Food storage and food preparation

G.1 Section 13(7)(k) of the Housing (Scotland) Act 2006 provides that guidance for landlords on the Repairing Standard includes that the house has satisfactory provision for, and safe access to, a food storage area and a food preparation space.

G.2 When determining if the house meets this element of the Repairing Standard, the landlord should ensure the tenant can safely access food storage and food preparation space.

Food storage

G.3 In order to meet the requirement for food storage, a house must have either:

- A cubic metre of storage space, with a door or drawers, suitable for keeping food products at room temperature, in or adjacent to the food preparation area, and separate from storage for cleaning products or close to drainage (therefore excluding the space under the kitchen sink); or
- If this is not practical due to the design, age or construction of the building, be as close to the standard in the previous paragraph as possible.

G.4 There must also be space, and an appropriate power source, for the installation of a fridge and freezer, or a fridge/freezer. Landlords are not required to provide these appliances, but where they are provided they must meet the standards set out in Annex E.

G.5 The Repairing Standard is met if the available space for food storage is converted for other purposes at the tenant's choice, such as for other kinds of storage or where a storage unit is replaced by other facilities, such as a dishwasher.

Food preparation

G.6 In order to meet the requirements of the Repairing Standard, a property must have an appropriate space for the preparation of food which includes:

- A worktop or table for the preparation of food, or which can be made available for that purpose;
- A conveniently located sink with an adequate supply of hot and cold water, for washing food products and washing or filling cooking utensils, and for the disposal of waste water from cooking;
- Convenient access to a fridge that meets the requirement of paragraph G.4;
- Convenient access to a cooker that meets the requirements of paragraph G.8; and
- Access to storage space that meets the requirements of paragraph G.3.

G.7 Convenient access means in the same room, or immediately outside of it if it is not possible in view of the design, age or construction of the building.

G.8 Landlords are not required to provide cookers, but where they are provided they must meet the standards set out in Annex E. The minimum requirement is the convenient location of a suitable space and power source for a cooker, which is either a 30 amp or 45 amp electrical outlet or a gas supply.

G.9 The food preparation space must be set out in a way that allows it to be used safely, in particular:

- Access to an electrical supply for appliances such as kettles and toasters on a worktop or kitchen table, set out so that cables do not go across the floor area;
- Appliances such as kettles and toasters can be placed where they are not beneath wall units;
- The cooker must be located so that it can be used safely without being knocked or jostled by people coming into or leaving the food preparation space;
- A person using the kitchen space must be able to move between the cooker and the sink without being knocked or jostled by people coming into or leaving the food preparation space;
- There must be at least 300mm of worktop space between the cooker and sink wet area, including the drainers; and
- Food preparation areas must be separated from sanitary facilities for personal hygiene and bodily functions.

Annex H – Access to common parts

H.1 Section 13(1)(i) of the Housing (Scotland) Act 2006 requires that any common parts pertaining to the house can be safely accessed and used.

H.2 When the privately rented house is a flat in a tenement, and the tenancy agreement includes the use of common parts such as common closes and shared gardens, the tenant must be able to safely use and access these areas.

This includes:

- Access to the property;
- Common closes;
- Common stairs;
- Common lifts;
- Bin stores; and
- Drying areas.

Unless the tenancy agreement excludes the use of the common parts.

H.3 In order to meet the requirement that common parts can be accessed safely, there must be:

- Adequate lighting, so that tenants are not at risk of falling or of criminal attack;
- Paths and ramps are safe underfoot;
- Common spaces are kept clear of obstructions, that would affect their use or impede evacuation in the event of fire;
- Common spaces are kept reasonably clean and tidy; and
- Any mechanical component required to make use of the space must be in good working order.

H.4 In relation to the obstructions and cleanliness of common areas, landlords are entitled to expect tenants to store possessions such as bicycles and pushchairs appropriately and dispose of rubbish properly, but if necessary items may have to be removed. Cleaning of common areas can be required by local authorities under provisions of the Civic Government (Scotland) Act 1982.

H.5 The responsibilities of landlords are limited by the need for the consent of other owners in a building, as set out in Chapter 7 of this guidance.

Annex I - Common doors

I.1 Section 13(1)(k) of the Housing (Scotland) Act 2006 requires that where a house is in a tenement and has common doors (or is designed to have common doors), that these doors are secure and fitted with satisfactory emergency exit locks.

I.2 The definition of tenement includes other kinds of flats; see paragraph 7.3 of this guidance.

I.3 In order to be secure all common doors must be lockable, and the common front door must have a secure entry system that:

- Informs the tenant when a visitor or delivery has arrived; and
- Allows the tenant to open the common front door remotely.

I.4 A secure entry system is not required for a block of three or fewer flats where all occupiers have easy sight of or close access to the common front door.

I.5 Common front doors must have:

- Mortice locks (any number of levers);
- Rim-type deadlocks;
- Yale locks;
- Key operated multi-point locks; or
- Electronic/magnetic locks.

I.6 Common rear doors must have:

- Locks of the same type as required for common front doors; or
- One or more substantial bolts secured from the inside.

I.7 To meet the requirement for emergency exit, the landlord must ensure that the type of emergency exit locks fitted allow tenants to open them from the inside without a key, so that they do not inhibit exit in the event of a fire.

I.8 The responsibilities of landlords are limited by the need for the consent of other owners in a building, as set out in Chapter 7 of this guidance.

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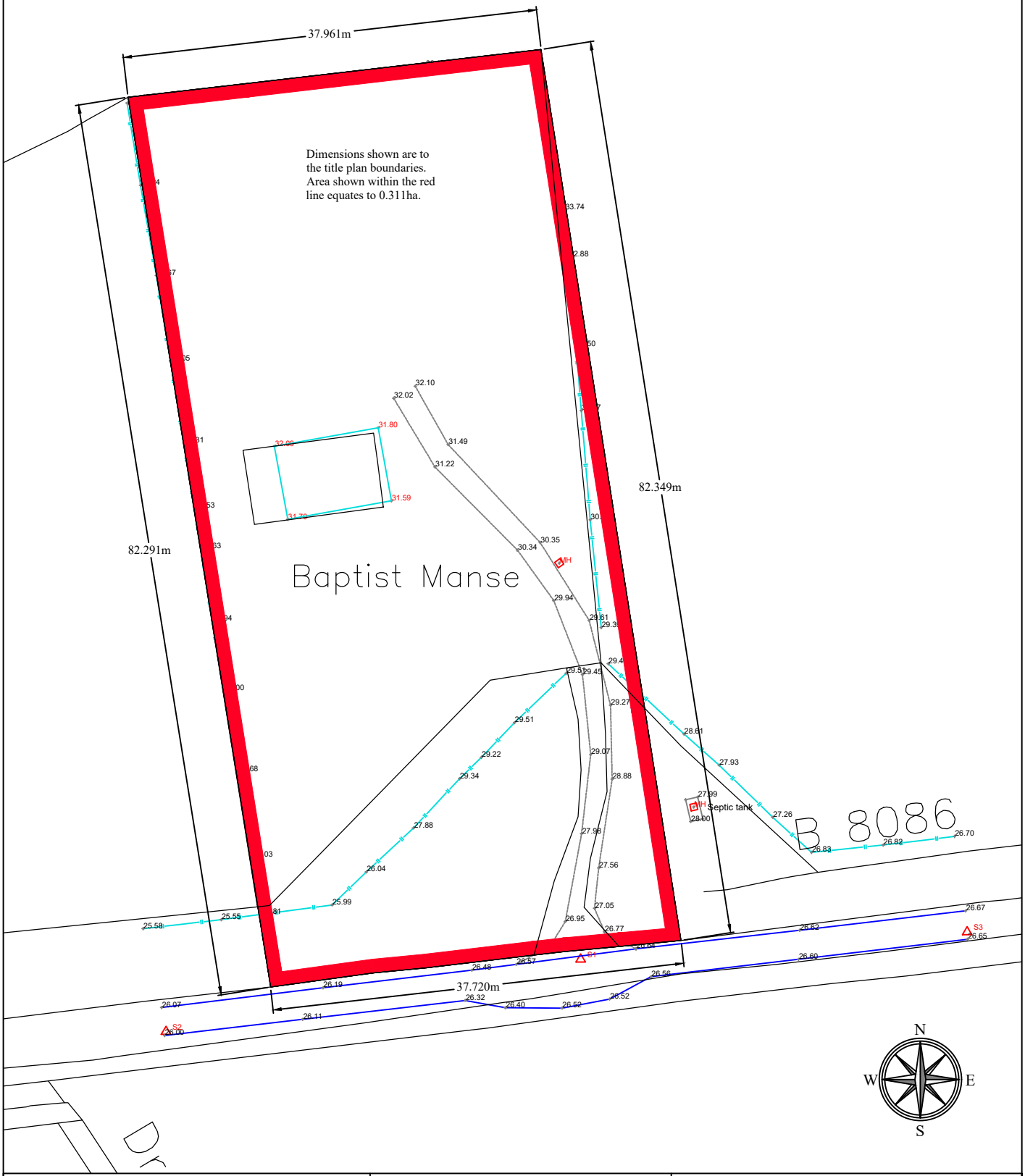
Do Not Scale From This Drawing.



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Boundary Survey With Title Plan
ARG27505 Overlay

Project number	2266-20	03
Date	22.07.20	
Drawn by	CDM	
Checked by	CDM	Scale 1:500

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – CARBON NEUTRAL ISLANDS

Project	Carbon Neutral Islands - CNI – Phase II			
Report Compiled by	Maggie Fay			
Board reporting dated	January 2026			
Project Status	Previous Status:		Current Status:	

1. SUMMARY OF ACTIVITY SINCE LAST REPORT

Background

In August 2024 Colonsay was accepted as one of the islands that will participate in the next phase of the Carbon Neutral Islands programme, led by Community Energy Scotland (CES).

Two projects are currently in development with the aims of mitigating to reduce the emissions that cause climate change and to implement adaptation to manage and reduce the negative effects of climate change.

Progress

Electric Bike Project

Background: The aims of the e-bike project are: To provide adult residents of Colonsay, including second homeowners, with the opportunity to trial an e-bike for a period of one month. To promote active transport on Colonsay and to reduce greenhouse gas emissions on Colonsay by promoting non carbon producing transport.

Progress: CCDC has received the total amount of grant money from HiTrans for this project, a total of £11,103.8 (this excludes reclaimable VAT)

We are purchasing the following from Oban Cycles: Ridgeback Arcus e bike small frame; Ridgeback Advance 2 in medium frame size; Ridgeback Advance 2 in size large; Stalwart Carry Fold 2 Cargo Trailer ; Lazer Lupo/Finch helmets x3; Hi-vis vests x 3 ; Giant 600/200 combo lights x3 ; multi tool kit; Ortlieb back roller classic x 3;

TOTAL VAT 20% 1,003.82

TOTAL ZERO RATED 0.00

TOTAL GBP 6,172.94

COLONSAY COMMUNITY DEVELOPMENT COMPANY

PROJECT REPORT – CARBON NEUTRAL ISLANDS

Growing and Greening

Background: As part of the Colonsay Climate Action Plan there emerged a desire for people to be able to grow their own food and to protect and celebrate the biodiversity on Colonsay.

Progress: Two meetings have been held with An Faire Mor residents with a third meeting scheduled for 13/01/2026. There is an enthusiasm for creating a rabbit proof growing area measuring 25m x 25m with a woodland area measuring 8mx25m beyond this. Growing would be in raised beds with provision on a PolyCrub. I am in the process of applying for funding through the National Lottery Awards for All. Mowi has kindly offered to transport the materials needed to develop the project.

Contact has been made with the Woodland Trust who can supply free trees and hedging for community planting around An Faire Mor. The total area of hedging planned is 200m in length with a width of 3m . The woodland planting area is 8mx25m= 200sqm.

2. KEY ISSUES

- None

3. FORMAL APPROVALS / DECISIONS REQUIRED

- Approval to go out to advert for a Sessional Mechanic/bike hire contact. Job Spec is here https://docs.google.com/document/d/15700nnkUlyYKTg8GZVJoT5ynJfptdqoPd9OBU6AzjuE/edit?usp=sharing
- Approval to extend CNI project worker's contract to end of this financial year. My contract ends on 31st January 2026. We have an underspend in the CNI budget which would allow for me to continue in post until the end of the financial year. I am proposing that my contract is extended to 30 hours in February (to include a proposed fact finding trip to Raasay) and 75 hours in March. This will enable work to continue on the Greening and Growing Project at An Faire Mor prior to handover to the Residents Association and for the launch of the e-bikes project and some project evaluation.

4. NEXT REPORTING PERIOD ACTIVITIES

- An Faire Mor growing and greening project.
- Electric bikes project

5. APPENDICES

- None