



Easy Read West Lothian Council's Scheme of Assistance

Information for Private Tenants, Homeowners and Council Tenants



I have a disability.

Can I get help from the council
to adapt my home?

I need to repair my home.

What help can I get from the council?



**I need to speak to someone about
adaptations to my home.**

Who can help me?

Where can I find more information?

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Introduction

This booklet explains what advice and support the council gives if you have a disability and need your home to be adapted or there are repairs needing done to your home.

[The contacts you might need are on page 15 of this booklet.](#)

Adaptations



A needs assessment will find out what equipment or adaptations you need and if you can get a grant.

If you are a tenant of a council or registered social landlord you should speak to your landlord after your needs assessment.



You can get more information online from [Scottish Government Guidance](#) and information about adaptations at [Funding Adaptations Scottish Government Guide](#).

What is a grant and how do I get one?



A grant is money to pay for an adaptation.

Grants may be given to private home-owners or tenants.

This grant may be 80% or 100% of the total cost of the adaptation.

If you get benefits like employment support allowance you may be able to get a 100% grant to pay for the adaptation.

If you get Universal Credit this will be looked at separately.



You will get a leaflet called 'Your Questions Answered' that explains the grant process in more detail.

You can contact the [Occupational Therapy service](#) for a needs assessment.

For more information see the leaflets about [social care for adults](#) and for children [the Child Disability Service for children](#).



For a needs assessment call Occupational Therapy on 01506 284 848.

What are grants for?

Adaptations which are paid for by a grant include:



- Wet floor shower/bathroom extension
- Through lift
- Stair lift
- Making doors wider
- Closomat
- Ramps



You cannot get a grant for extra living space.

Financial contribution of Adult Social Care



If you get other care including equipment or small adaptations (not grant funded) you may have to pay towards the cost of these.

The Easy Read version of the Contributions Policy tells you more about how the council does financial assessments.



You should not start any work for an adaptation until the grant has been approved by the council.

A grant is registered on the title deeds of your property for 10 years.



There are conditions which will be explained and included in the grant paperwork.

When the adaptation is finished the council will check it meets your needs.

How do I get my adaptation repaired or serviced in the future?



Some adaptations like stair lifts need to be serviced to make sure they keep working properly.



When the work is finished the council will give you information about who can fix or service the adaptation for you.

An Occupational Therapist will let you know if your adaptation will need regular servicing.

What if my house can't be adapted?



The council can give you other support and advice.

This could be:

- referral to a Registered Social Landlord to apply for shared equity housing; or



- Housing, Customer and Building Services; or
- referral to Housing Options Scotland to give you advice on the choice of housing available and practical help.

Their telephone number is 0131 247 1400 or find information online at:

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



- You can also contact [West Lothian Advice Shop](#) to give you money advice or a benefits check.

What if I need to repair my home?

Repair and maintenance of your home is your responsibility or your landlord's.

Sometimes you might need to arrange with other owners to carry out 'common repairs'.

These are repairs where you share responsibility with other owners. This might be a roof or main entrance.

Most of the owners have to agree the work under a [Tenement Management Scheme](#) to agree the repair and what to do about it.



West Lothian Council has information leaflets online including:



[Paying for Building Repairs and Maintenance](#)

[Organising Common Repairs](#)

[Building Maintenance, its your responsibility](#)

[Identifying and Preventing Dampness and Condensation](#)

[How to read your Title Deeds](#)

[Home Security for Pensioners](#)

For help with repairs and maintenance you can contact:



- [Under One Roof -
www.underoneroof.scot](#)
- [Trusted Traders](#)
- [Environmental Health](#)
- [West Lothian Home Security](#)
- [Shelter Scotland](#)

Mixed Ownership Buildings



Sometimes a building will have mixed ownership with private properties and council ones.

As a landlord the council will have responsibility to keep their properties in good repair.

The council might carry out repairs to their properties.



Some repairs might be ones that affect other owners, for example common repairs.

The council will not include private homeowners in repairs where they do not have to.



If the works are common repairs the council will speak to the private homeowners to agree what work needs done and how much it will cost.

A private homeowner must pay their share of costs to the council for works carried out.

If someone does not pay, the council will treat this as a debt.

The council may take someone to court to get the money back.



They do this using the Council's [Corporate Debt Policy](#).

Statutory Improvements

If your house needs a lot of repairs the council will get in touch with you to ask you to fix the house.



If you don't do the repairs the law lets the council serve a statutory notice on a homeowner which says they have to do repairs.

Owners can appeal against a Statutory Notice, as it is a legal notice.

If you don't do the repairs the council may:



- take no action
- take you to court
- give you a fine
- do the work needed and then get you to pay the cost.

The council has a power called a 'Demolition Order.'



This means a house can be knocked down if an owner does not repair the house properly or it is dangerous for anyone to live in.

You can get advice from the Council's Environmental Health Officers, the West

Lothian Advice Shop or the Citizens Advice Bureau. See [contacts](#) at the end of this document.



Historic Environment Scotland will give you information on repair and maintenance of listed buildings/conservation.

Call: 0131 668 8600 or find information online at:

<https://www.historicenvironment.scot/>

Housing Renewal Area



A housing renewal area is a place where there are a lot of houses that look bad or need a lot of repairs.

The council will work with homeowners to help them to improve homes and get repairs done.

The Council does not have any of these areas in West Lothian.

Energy and Heating Advice



There are lots of organisations which can give you advice about keeping your home warm and keeping your bills down.

Information is online or you can call the council and ask for help from Housing or Building Services.



The HEEPS Scheme gives money from the Scottish Government to people who need help to cut their heating bills and make their home warmer.

HEEPS means 'Home Energy Efficiency Programmes for Scotland'



Home Energy Scotland

Gives advice on energy, renewable energy and greener travel

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

Changeworks

Provides advice on energy, waste and environmental issues

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

Comments

You can write to:



- the Head of Housing, Customer and Building Services
- or the Head of Social Policy at West Lothian Council, Civic Centre, Howden South Road, Livingston, EH54 6FF
- or you can give your views to your Occupational Therapist, social worker or advisor at West Lothian Advice Shop and ask that they be passed onto the Heads of Service.



Accessible information

Information is available in Braille, on tape, in large print and community languages.

To get accessible information or if you need an interpreter, call the Interpretation and Translation Service on 0131 242 8181.

You can ask for the information in this document in large print.



Other Contacts

Changeworks - <https://www.changeworks.org.uk>

Citizens Advice Bureau - [Citizens Advice Bureau](#)

Funding Adaptations - [Scottish Government Guide](#)

Historic Environment Scotland - Tel 0131 668 8600 or [HES](#)

[West Lothian Advice Shop](#) - energy.advice@westlothian.gov.uk
[Energy Advice](#)

The [West Lothian Advice Network](#) - Welfarereformteam@westlothian.gov.uk

West Lothian Council's Environmental Health - [Homes in Disrepair](#)



West Lothian Council's non-residential
Care Policy - [Non residential care
contributions policy](#)

West Lothian Council Social Policy
Service
[Child Disability Service](#)
[Physical Disability Services for Adults](#)

Needs Assessment - Tel OT on 01506
284440 (Duty OT 01506 284848).

Scottish Government
[Tenement Management Scheme](#)

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