**Process for Submitting Estimates and Reimbursements**

As an owner, you have the right to submit your own estimate.

**What information do I need to provide?**

Please ensure that the contractor you plan to use has a Minimum of £5 million pounds public and employee liability insurance.

When you are submitting an estimate, please ask your contractor to provide the following:

* Estimate on headed paper.
* Proof of Public and Employee Liability Insurance (Min£5 million pounds each)
* A Method Statement
* A Risk Assessment

This information should then be emailed over to MixedTenureTeam@falkirk.gov.uk or sent in to Mixed Tenure, Suite 5, The Forum, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR.

**What happens next ?**

Once we have received these documents, we will ask our technical team to assess the information and approve or decline.

**My estimate has been declined**

If your estimate is declined, we will contact you to give you details and you may need to submit additional information. After you submit the additional information, our technical team will look at your estimate again and advise if it can be accepted. In some cases your estimate may still be declined after you have submitted the additional information. Where this happens if we originally identified the work and have a majority vote in favour, we would instruct the work to go ahead.

If you have identified the work and decide to still carry out the work without our approval, we cannot reimburse you for our share of the costs.

**My estimate has been approved**

If approved a member of our team will be in contact to inform you the work can go ahead as per the estimate. We will also send you a letter confirming the work can go ahead and a bank mandate.

**Instructing the work**

You will be responsible for instructing the work, project managing and paying your contractor in full. If you provide us with a start date, we will notify our tenants.

**What do I need to do once the work is completed?**

You should pay the invoice in full and send a copy of the receipted invoice together with a copy of your completed bank mandate to the Mixed Tenure Team. We will arrange for the work to be inspected and if satisfactory, reimburse you for our share of the costs for our properties. It is your responsibility to recoup any monies from other affected owners.

If the work is found to be unsatisfactory, you will be notified of any remedial work and you should recall your contractor to complete this. You should then inform us when this work is completed and we will arrange a further inspection. In some cases, if the work remains unsatisfactory, we will be unable to reimburse you for our share of the costs for our properties.

Any reimbursement should take approximately 2-3 weeks.

If you have any other queries, please do not hesitate to contact Mixed Tenure on 01324 506070, Option 2, Option 3, Option 3 or via MixedTenureTeam@falkirk.gov.uk.

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|  | **Communal Repair – Home Owner Checklist****Please provide the following information when obtaining an****estimate from your own Contractor** |
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| **Information you need to provide to Falkirk Council** |
| **1.** | **Insurance:** | **Your contractor must have Public & Employee Liability Insurance** |
| Please provide your contractors valid certificate of insurance for a minimum of Five Million Pound Public Liability and Employee Liability. |
| **2.** | **Gas Work****where applicable:** | **Your contractor must have a Contractor & Employee Gas Registration** |
| Please provide your contactors valid certificate for Contractor and Employee Gas Safe Registration.Please note any works to gas, flues and chimneys must conform to current Gas Safety (Installations and Use) Regulations. The work must be carried out by a registered “Gas Safe” contractor. The contractor must supply an individual gas safety certificate (CP3 & CP1 or equivalent) for the work to all properties involved, if applicable. |
| **3.** | **Electrical Work:** | **Your contractor must be NICEIC or SELECT Approved** |
| NICEIC (National Inspection Council for Electrical Installation Contracting) is the UK’s leading voluntary regulatory body for the electrical contracting industry. It has been assessing the electrical competence of electricians for over fifty years and currently maintains a roll of over 26,000 registered contractors.SELECT is an independent and autonomous association representing the interests of Members, driving up industry standards, ensuring that work carried out by Member companies is of the highest quality and training the electricians of the future. |
| **4.** | **Method Statement:** | Please provide a valid Method Statement for carrying out the work. |
| **5.** | **Building Warrant where applicable:** | Please provide your Building Warrant. Where a building warrant is required **No Work** can be undertaken until the building warrant has been approved. |
| If you have any question about the Building Warrant, please contact Falkirk Council, Development Services, Building Standards on tel.: 01324 504985 |
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| **6.** | **Trade Association:** | If your contractor is a member of a Trade Association please provide a valid membership certificate. |
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|  | **Please Note**: **No work should be carried out until we inform you of the Scheme Decision** |