



**Stirling City**  
HERITAGE TRUST



# TRADITIONAL BUILDINGS HEALTH CHECK

TRADITIONAL BUILDING REPAIR GRANT

## 2025 - 2026

### GUIDANCE NOTES ON APPLYING FOR A GRANT

Funded by



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA



Registered  
Charity  
SC037888

Company no: SC277033  
Scottish Charity: SC037888

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# Traditional Building Repair Grant - Funding Availability

The Traditional Building Repair Grant (TBRG) is a grant fund managed by Stirling City Heritage Trust (SCHT) which offers grants for eligible building repairs to traditional properties. The fund is supported by Historic Environment Scotland (HES) and Stirling Council.

## Funding Breakdown

### Properties in the Stirling City Boundary

Single ownership buildings/buildings with a maximum of 2 separate owners:

- Council Tax Band A-F: 50% of grant eligible costs up to a maximum of £10,000.
- Council Tax Band G properties and commercial/businesses properties: 40% of grant eligible costs up to a maximum of £10,000.
- The minimum grant award is £2,000.

### City of Stirling Tenement Grant

- The Tenement Grant is available to members in buildings with 3 or more owners with a vertical divide (including mixed residential and commercial)
- 60% of grant eligible costs up to a maximum of £20,000.
- The minimum grant award is £2,000.
- See page 6 for more information.

**Grant funding is not available for Council Tax Band H properties.**

### Properties in Bridge of Allan, Blairlogie & Dunblane

Single and multi ownership buildings:

- Council Tax Band A-F: 50% of grant eligible costs up to a maximum of £10,000.
- Council Tax Band G properties and commercial/businesses properties: 40% of grant eligible costs up to a maximum of £10,000.
- The minimum grant award is £2,000.

### City of Stirling Tenement Grant

The Tenement Grant is not available outside the Stirling City Boundary.

Tenement buildings can apply for the above funding at the Council Tax Band A-F rate but are not eligible for the City of Stirling Tenement Grant.

**Grant funding is not available for Council Tax Band H properties.**



### Sash and Case windows

Window repair grants can be accessed through our Retrofit Service. See our website for more information

**If the demand for grant funding outstrips the available funds, our Trustees reserve the right to lower funding levels for individual projects when considering applications.**

**The grant will close to Grant Applications on Monday 27<sup>th</sup> October and will reopen in 2026 subject to funding availability.**





# Traditional Building Repair Grant - Eligibility

The TBRG is available to support the cost of conservation-standard repairs to historic and traditional buildings. This grant is designed to assist with Priority 1 & 2 external fabric repairs identified in your TBHC Inspection Report which involve the use of traditional materials and methods only. All works must meet Historic Environment Scotland's [Advisory Standards of Conservation Repair](#) and the conditions set out in your Grant Offer.



## Eligible for grants

### What buildings are eligible?

- ✓ Buildings located within the TBRG operational areas. Buildings can be listed or unlisted, and inside or outside a Conservation Area.
- ✓ The applicant and their building must be a current member of the Traditional Buildings Health Check (TBHC). You will require a minimum of three months left of your TBHC membership at the time of your grant payment.
- ✓ The proposed works must have been identified in the TBHC Inspection Report.
- ✓ Buildings must be of traditional design and construction.
- ✓ The building must have had a TBHC Inspection within the last 2 years

### What works are eligible?

- ✓ Priority 1 and 2 works identified in the TBHC Inspection Report.
- ✓ High quality conservation repairs using traditional materials and methods.
- ✓ Scaffold.
- ✓ VAT (if applicable), only if it cannot be reclaimed.



## Sash and Case windows

\*Sash and Case window repair is managed through the Retrofit Grant. Please see our website for more information.



## Not eligible for grants

### Who cannot apply?

- ✗ Places of Worship (other church buildings e.g. manses or halls may be eligible).
- ✗ Buildings owned by the Local Authority.
- ✗ Lapsed members of TBHC.
- ✗ Council Tax Band H properties.
- ✗ Buildings where the work proposed for the application has already started.
- ✗ Projects where we have advised of the need for an appropriate building professional and you choose not to.

### What works are not eligible?

- ✗ Modern materials such as cement, bitumen felt roofs, uPVC and non-British slate.
- ✗ Works already underway or completed.
- ✗ Maintenance such as cleaning gutters, painting or putting back a few slates.
- ✗ Internal works, including for rot or damp treatments.
- ✗ Boundary walls, external steps, railings and outbuildings.
- ✗ Emergency repairs.
- ✗ Projects which involve the installation of double glazing into sash and case windows.\*
- ✗ Professional fees such as an architect or surveyor.



# Grant Application Process Guide

01



## Stage One

- Become a Traditional Buildings Health Check member
- Have an inspection carried out and receive report
- Organise a Schedule of Works or tender to detail your repairs
- If advised/applicable appoint an appropriate building professional

02



## Stage Two

Check with Stirling Council Planning Department if the following are needed for your planned works:

- Listed Building Consents
- Planning Permission (for Conservation Areas)

03

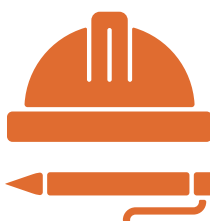


## Stage Three

Complete and submit a Grant Enquiry form along with your Schedule of Works/tender and Declaration for Multiple Ownership if applicable. Your Grant Enquiry is assessed by Stirling City Heritage Trust staff. If successful a Grant Application form will be issued.

We aim to provide you with a decision on your Grant Enquiry within 8 weeks

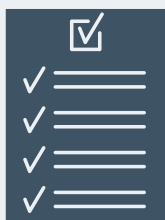
04



## Stage four

You (or your appointed building professional) can now contact qualified contractors for itemised quotes. Send your Schedule of Works/tender to the contractor to help them to do this. You will need at least 3 quotes. See What to do Next document for examples.

05



## Stage five

Complete the Grant Application form and submit it along with your 3 quotes to [Rachael@scht.org.uk](mailto:Rachael@scht.org.uk). Your application is assessed by Trustees. A formal Offer of Grant and Maintenance Plan will be issued if approved.

We aim to provide you with a decision on your Grant Application within 8 weeks.

06



## Stage six

Only when you receive your final approval and a Pre-Start Meeting has been held can your works begin. Retrospective and emergency works are not funded by SCHAT.

It is likely to take a minimum of 6 months to complete all 6 stages of the grant application process, and may even take longer.



# City of Stirling Tenement Grant

## What is a tenement?

SCHT defines a tenement as a building with 3 or more owners with a vertical divided. Buildings containing 2 flats are not eligible for the City of Stirling Tenement Grant, they are considered one building. See page 3 for more.

**The Tenement Grant is only available to properties within the Stirling City Boundary to encourage the repair of these important city centre buildings.**

## What funding is available for tenements in Stirling?

Tenements can apply for a maximum of 60% of grant eligible costs up to a maximum of £20,000. This grant is designed to assist with eligible Priority 1 & 2 external fabric repairs identified in your TBHC Inspection Report which involve the use of traditional materials and methods only. The minimum grant award is £2,000 and maintenance works are not eligible.

## What is the application process for tenements?

The grant application process is the same for all Traditional Building Repair Grants, see page 5 for more. We can accept one Grant Enquiry Form from a building in multiple ownership, however, please ensure all individual applicants sign the Declaration for Buildings in Multiple Ownership Form (the Grants Officer will provide this) and return alongside your Grant Enquiry.

## Working with a professional

Works to tenements are often complex and/or substantial and involve multiple trades as well as statutory consents, so we are likely to recommend that you appoint an architect or surveyor with conservation accreditation or demonstrable experience in working with traditional buildings to oversee the works. For example, professionals who are members of bodies such as RICS or RIAS would be appropriate.

If this is our recommendation and you choose not to appoint an appropriately qualified professional, you will not be able to apply for a Traditional Building Repair Grant.

### Setting-up an Owner's Association

Buildings with 3 or more owners must have an Owner's Association with a constitution and bank account/Novoville account at point of Grant Application. The constitution should be submitted alongside your Grant Application.

See the [Under One Roof Guide](#) on setting up an Owner's Association for more information.

If you do not have an Owner's Association at point of Grant Application you cannot apply for a Traditional Building Repair Grant.

**We will look favourably on projects where there are positive working relationships and evidence of common maintenance and management.**

### Novoville

The [Novoville](#) Shared Repairs app can help homeowners, in private ownership or in mixed tenure, to arrange common repairs and maintenance within a tenement/block.



# Multiple Ownership Buildings

## How is the grant divided in multi ownership buildings?

Where buildings are in multiple ownership, such as a tenement or building containing 2 flats, the grant is allocated according to legal shares for common repairs. The grant is not available to owners who are not TBHC members at the time of application.

The maximum available grant is £20,000 per building for tenements (buildings with 3 or more properties/owners vertically divided). For buildings with 2 properties/owners the maximum is £10,000.

## What if my neighbour doesn't want to join the TBHC or pay for common repairs?

If not all owners are TBHC members at the time of application, the total grant will be reduced by removing their legal share. Your title deeds may help with identifying legal responsibilities.

The Under One Roof website also has advice on [enforcing repairs yourself](#). However, this is not something SCHAT can help you with.

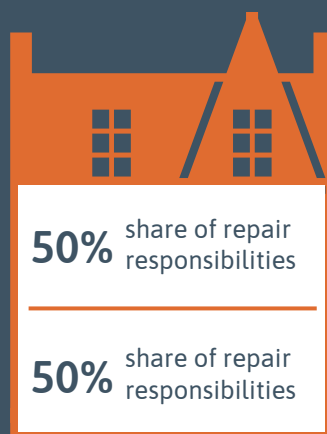
We will look favourably on projects where there are positive working relationships and evidence of common maintenance and management.

## What are my responsibilities?

Your title deeds may help with identifying legal responsibilities. To find out exactly what applies in your building, you should begin by looking at your [title deeds](#). Where these do not provide answers, the situation is regulated by the [Tenements \(Scotland\) Act 2004](#).

Find out more about your [responsibilities](#), [mutual repairs](#), [common repairs](#), and [individual repairs](#) in these helpful guides on the Under One Roof website.

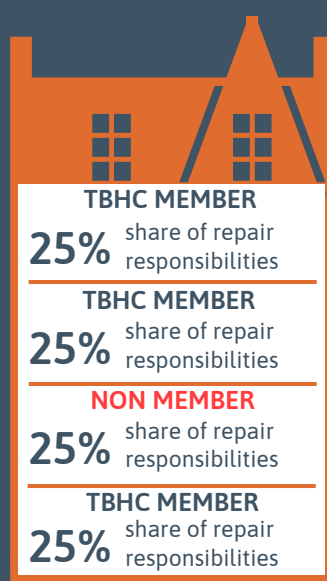
## Multiple Ownership Grant Examples



All owners are TBHC Members with equal share of repair responsibilities

Grant for building = up to £10,000

50% share per owner = up to £5,000 grant each

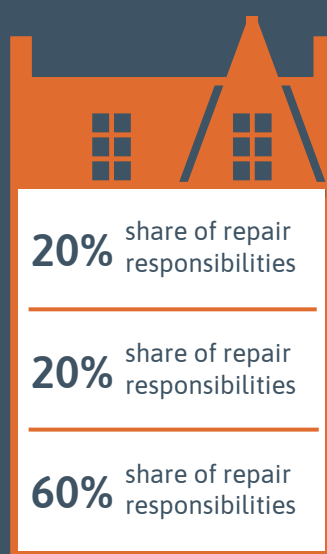


All owners have an equal share of repair responsibilities, but one has not joined the TBHC

Grant for building: up to £20,000\*

3 TBHC member owners share up to £15,000 of funding

1 non-member owner receives £0



All owners are TBHC Members, with varying share of repair responsibilities

Grant for building = up to £20,000\*

20% share of repair owners receive up to £4,000 each

60% share of repair owner receives up to £12,000

\*The £20,000 Tenement Grant is only available within the Stirling City Boundary



# How do I apply for a grant? How is it assessed?

## What do I need to provide?

### Grant Enquiry Stage:

- ✓ A Schedule of Works or tender prepared by either the owner, architect/surveyor or via our small repairs schedule service.
- ✓ A completed Grant Enquiry Form.
- ✓ A completed Multiple Ownership Form Signed by all owners, if applicable.

### Grant Application Stage

- ✓ A minimum of 3 comparable quotes from contractors competent in working with traditional materials. Applications without 3 detailed and comparable quotes from suitably qualified and experienced contractors will be rejected. Quotes must clearly show any VAT applicable.
- ✓ For complex work, drawings may be needed and the Trust may require a suitable professional adviser such as an architect or surveyor to be engaged by you.
- ✓ If the building is Listed or in a Conservation Area, statutory permissions may be required. Consents must accompany applications. Grant will not be paid on works undertaken without the necessary permissions. You must contact the Stirling Council Planning Department to ask if permissions are required: [planning@stirling.gov.uk](mailto:planning@stirling.gov.uk). See page 12 for more information. Statutory Consents can take some weeks to be processed and may require details such as scale drawings and photographs.
- ✓ Members must have continuous membership of the TBHC Scheme from date of Grant Application until completion and have a minimum of 3 months left on your membership at the time of grant payment.

## How is the grant application assessed?

Grant Reports prepared by SCHT staff are presented to the SCHT Board of Trustees for their consideration. Their decision is final.

Grant offers are based on the lowest of 3 comparable quotes, but you can appoint any of the 3 contractors whose quotes are part of your application if they are suitably competent.

Grant funding is finite. The grant may close prior to the October 2025 deadline if/when all funds are allocated. TBHC members will be advised should this occur.

Trustees aim to consider Grant Applications in batches. Applications are prioritised according to the following criteria:

- The building has not received an SCHT grant since 2020.
- The works being tackled are holistic, e.g. they tackle multiple grant eligible Priority 1 and 2 repairs.
- Applications which meet the above criteria will take precedence over applications for properties which have received a grant since 2020 and/or projects which will not be tackling grant eligible Priority 1 repairs or multiple Priority 2 repairs.

Where applicants seek funding for buildings which have already received a grant the following will be considered:

- If the grantee has received their full allocation, i.e. if they have previously received the maximum grant award.
- The Priority, grant eligibility, and scale of the works being tackled.





# What do I do after I am offered a Grant?



01

Appoint your preferred contractor, as well as your building professional, e.g. an architect or surveyor (if applicable).

02

Inform the Grants Officer who the main point of contact will be. This can be an owner or your appointed building professional (if applicable).

03

Arrange for a Pre-Start Meeting to be held at the property. This will be attended by SCHAT representatives, the contractor, your building professional (if applicable), and at least one owner/grantee. The attending owner(s) and or/building professional will report back to any owners who did not attend.

04

Inform the Grants Officer of the expected start date and completion dates, this will be discussed at the Pre-Start, but you should keep the Trust updated if these change. Inform the Grants Officer when the scaffold is erected (if applicable) and when works begin, as well as when they are likely to finish.

05

Remain in contact with the Grants Officer throughout the works, keeping them updated on progress, arranging for interim inspections, and confirming completion dates.

06

During and at the end of the project, the Grants Officer and SCHAT representatives will inspect the works, so there must be safe access which complies with Work at Height Regulations. The scaffold should not be removed until after the Trust's final inspection.

07

The grant will be paid once works are fully complete following the final SCHAT inspection to ensure works meet the terms of the grant. For details about the payment process, please see page 14 of the Grant Guidance.



# Working with a Building Professional

Where works are complex and/or substantial and involve a Listed Building or a tenement, we are likely to recommend that you appoint an architect or surveyor with conservation accreditation or demonstrable experience in working with traditional buildings to oversee the works. For example professionals who are members of bodies such as RICS or RIAS would be appropriate.

**If this is our recommendation and you choose not to appoint an appropriately qualified professional, you will not be able to apply for a Traditional Building Repair Grant.**

## Why should I work with a building professional?

Our Schedule of Works service is designed for small repair projects. If the works to your building meet any of the following conditions we cannot provide you with a Schedule:

- ✗ The works will involve multiple trades
- ✗ The works will require Statutory Consents/Planning Permission (please see page 12 for more information).
- ✗ The works will cost £20k+

Instead, you should engage a building professional such as an architect or building surveyor. They will be able to do the following:

- Write a tender document for the works as well as send it out to contractors on your behalf.
- Apply for the grant on your behalf.
- Apply for Statutory Consents, such as Listed Building Consent, on your behalf. This usually involves scale drawings and detailed specifications which can be produced by the building professional.
- Manage and programme the works on site as well as inspect them. Manage the budget and payments.

## How do I engage a building professional?

Working with a Conservation Accredited building professional is advisable as traditional buildings are materially and structurally different from modern buildings. If the professional is not Conservation Accredited then they should have demonstrable experience in working with traditional buildings.

When you approach a building professional you can do the following:

- Send them your TBHC Inspection Report and the HES Advisory Standards of Repair.
- Let them know you are applying for a grant.
- Inform them what works you would like to tackle.
- Ask them what their pricing structure is.

You can find a list of all of Scotland's Conservation Accredited Building Surveyors on the [RICS website](#).

You can find a list of Scotland's Conservation Accredited Architects on [the RIAS website](#).

**You can find useful information about working with an architect here: [s-s-a.co.uk](https://www.s-s-a.co.uk)**



# Statutory Consents

If your building is Listed and/or situated in a Conservation Area, Statutory Permissions may be required. It's a criminal offence to demolish, alter materially or extend a [Listed Building](#) without Listed Building Consent.

Listed Building Consent is the mechanism by which planning authorities ensure that any changes to Listed Buildings are appropriate and sympathetic to their character. It helps to protect what is a rare and unique resource. Conservation Area Consent protects unlisted buildings in Conservation Areas. The consent process is similar to the Listed Building Consent process.

You can find information about each of Stirling's Conservation Areas here: [Individual plans for the Conservation Areas in the Stirling Council area](#).

You can find your building's Listing here: [historicenvironment.scot](http://historicenvironment.scot)

Before submitting your Grant Enquiry Form you must contact the Stirling Council Planning Department to ask if Statutory Consents are required. Statutory Consents can take some weeks to be processed and may require details such as scale drawings and photographs.

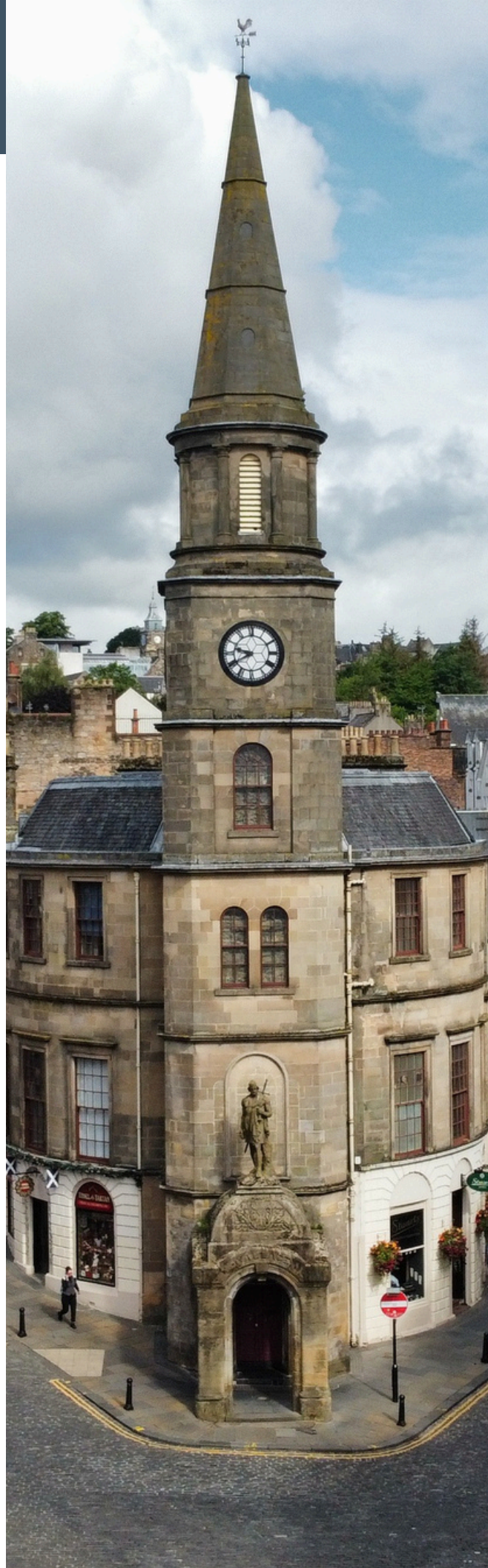
Contact number - 01786 233660

Email address - [planning@stirling.gov.uk](mailto:planning@stirling.gov.uk)

Useful information about Statutory Consents:

- [Planning application process](#)
- [Listed buildings](#)
- [Planning Guidance and Advice Toolbox](#)
- [Planning Aid Scotland](#)

You apply for Listed Building Consent and Conservation Area Consent here: [ePlanning Scotland](#)



# Grant Conditions

## What are the grant obligations?

We expect the highest standard of conservation practice on all of our projects, as stipulated by our funders, Historic Environment Scotland. Workmanship which falls below this standard will not be eligible for funding. All works must meet the [Advisory Standards of Repair](#). Before works start a Pre-Start Meeting must be held at your property which will be attended by SCHAT staff, the Grantee(s), contractors, and building professional (if involved).

Grant funding requires a legally binding contract between the owner(s) and SCHAT. In some circumstances a grant may be offered to a lessee with repairing responsibilities. Certain conditions apply including in relation to ongoing building maintenance and clawback.

## Clawback

Clawback applies in the event that the grant aided property is sold. A proportion of the grant must be repaid by the applicant to the Trust. The amount repayable depends on the timescale from the date of Practical Completion.

## Grants amount up to £5,000

From the date of Practical Completion	Percentage of original grant to be recovered.
0-1 year	100%
1-2 years	70%
2-3 years	40%
Over 3 years	0%

Grant term: 3 years

## Grant amount £5,000 - £20,000

From the date of Practical Completion	Percentage of original grant to be recovered.
0-1 year	100%
1-2 years	80%
2-3 years	60%
3-4 years	40%
4-5 years	20%
over 5 years	0%

Grant term: 5 years

## Wildlife

It is important to ensure that wildlife e.g. bats and nesting birds are protected when undertaking works. It is an offence under the Wildlife and Countryside Act 1981 (as amended) to recklessly disturb nesting birds. Bats are protected under the Conservation (Natural Habitats &c) Regulations 1994 (as amended) which makes it an offence to disturb bats and their roosts. [Nature Scot](#) can be contacted for advice in complying with this.

## During the works

During and at the end of the project, SCHAT will inspect the works. There must be safe access which complies with Work at Height Regulations. Contractors must be made aware of the need to comply with this. Scaffold should not be removed until after the Trust's final inspection.

If the position of scaffold, skips or the work to be done will directly affect neighbouring properties you should advise them accordingly and seek any necessary permissions for access. Local Authority permits may also be needed.

Detailed grant conditions will be provided alongside your Grant Offer.





# Grant Conditions - Maintenance

## Ongoing Maintenance

Owners are also obliged to keep the property in good repair and condition. Grant recipients are required to have their property inspected every 5-years for 10-years from the date of Practical Completion. SCHAT will clawback grant where a grant funded building is not properly maintained.

### What is a Maintenance Plan?

A Maintenance Plan is a way to manage the repairs needed for your building in a planned and prioritised way. It sets out when you need to make checks and what actions are needed. You will need professional help to inspect some elements of your building, such as the roof and chimneys, which is why we offer a Re-Inspection Service to TBHC members.

### Why do I need a Maintenance Plan?

All buildings, regardless of age, need to be regularly maintained and repaired. Broadly speaking, if water can be kept out of a building and its key components are protected, a building can survive almost indefinitely.

Traditional buildings are also more energy efficient when they are well maintained, in fact, maintaining your building is probably the single most important thing you can do to improve its energy efficiency, and should be a priority before other improvements are considered.

Following a Maintenance Plan will help you ensure your building is kept in a good state of repair.

### When will I receive a Maintenance Plan?

A Maintenance Plan will be provided for your building alongside your Grant Offer, should your grant application be successful.

Your Maintenance Plan should be signed and returned to the Grants Officer alongside your signed Grant Offer.

Historic Environment Scotland have produced this helpful guide for owners of traditional buildings: Short Guide: Maintaining Your Home.

### Grant Obligations

Grant recipients are obliged to keep their property in good repair and condition and to conduct an annual inspection of their building, this is a condition of our Traditional Building Repair Grants. Grant recipients are therefore required to submit a signed Maintenance Plan with their signed Grant Offer.

Having a Maintenance Plan is a condition of your grant. Grant recipients are also required to have their property inspected every 5-years for 10-years from the date of Practical Completion.

**Stirling City Heritage Trust reserves the right to clawback part or all of the grant awarded if the Maintenance Plan is not adhered to.**

Please see page 12 for more information, and your Grant Offer for full Grant Conditions.



# Grant Conditions - Payment

01

Members must have continuous membership of the TBHC Scheme from date of Grant Application until completion and payment of the works.

Members must have a minimum of 3 months of membership remaining at point of grant payment. Please note any retention will also be reflected in the grant payment.

02

The grant will be paid once works are fully completed following an inspection by SCHAT to ensure the works meet the terms of the grant. In exceptional circumstances we may fund an interim payment.

Scaffolding (if part of the works) must remain in place until this inspection has been carried out. Please note that for works to windows, all painting must be completed before the grant payment can be released (primer and x2 top coat).

03

If the works are satisfactory, members must complete/provide the following. The necessary Forms and a link to an online survey will be provided by the Grants Officer:

- ✓ Grant Payment Form
- ✓ Bank Details Form
- ✓ Contractor Payment Form, if you would like the grant payment to be made directly to the contractor. This should be signed by the grant recipient and the contractor.
- ✓ Short online survey
- ✓ Receipted invoices showing that the contractor has been paid, as well as any certificates of practical completion (if an architect is managing the project)

04

**Grant payments will be made by bank transfer and require Trustee approval. Payment may take up to 21 days following receipt of paperwork.**

Please note that SCHAT reserve the right to withdraw all or part of the funding if the grant conditions are not met. This includes:

- ✗ Substandard workmanship
- ✗ Failure to meet HES Advisory Standards of Repair
- ✗ Use of inappropriate materials or techniques
- ✗ Lack of Statutory Consents or failure to meet planning conditions
- ✗ Unsafe/poor access
- ✗ Failure to renew TBHC membership



# Frequently Asked Questions

## What do I need from the contractor?

The Trust requires 3 comparable quotes from contractors who are skilled and experienced in the relevant works. The Trust may ask for evidence of competence. The use of inappropriate methods or materials, or workmanship which the Trust regards as unsatisfactory or does not meet the [HES Advisory Standards of Repair](#), will not be funded.

You should use the agreed Schedule of Work or tender to obtain quotes. The quotes must have sufficient detail to allow us to assess the proposed work, determine if it is eligible and the cost of each element.

Obtaining quotes will take time, especially if contractors are busy, but it is needed to demonstrate best value for money in the use of public funds.

See our What To Do Next document for examples of good and bad quotes, as well as advice on how to find a contractor.

## What do if I need multiple trades?

You may need more than one type of contractor. Single trade contractors may not have the appropriate level of skill to undertake all elements of the work. Others may not undertake necessary work like painting cast iron gutters or timber windows after repair.

**NOTE:** that although the Trust is offering grant funding, the works contract is between the owner and the contractor. Building owners can appoint their preferred contractor from the 3 quotes submitted to the Trust, however the grant will be calculated on the lowest quote.

## What is eligible for grant funding?

An overview of what is and isn't eligible for Traditional Building Repair Grants can be found on page 4.

## Do I need a professional adviser?

Where works are complex and/or substantial we are likely to recommend that you appoint an architect or surveyor with conservation accreditation or demonstrable experience in working with traditional buildings to oversee the works. \*If this is our recommendation and you choose not to appoint an appropriately qualified professional, you will not be able to apply for our grant funding.\* See page 10 for more information.

## Do I Need to apply for Planning Permission?

If your building is Listed and/or situated in a Conservation Area you may need to apply for statutory Consents for the works. See page 11 for more information.

## What else do I need to know?

All grants are offered at the discretion of SCHAT's Board of Trustees and in accordance with Historic Environment Scotland's contractual conditions of grant.

## Need further information?

If you wish to discuss a project to find out if it is potentially eligible for a grant please contact:

**Rachael Purse, Senior Grants & Outreach Officer**

T: 01786 498462 E: [Rachael@scht.org.uk](mailto:Rachael@scht.org.uk)

If you are not a TBHC member yet you can join online at:

[traditionalbuildingshealthcheck.org](http://traditionalbuildingshealthcheck.org)



# SCHT Privacy Policy

At Stirling City Heritage Trust we are committed to protecting and respecting your privacy.

This Privacy Policy sets out how Stirling City Heritage Trust uses and protects any personal information you provide to us. When you provide any information to us by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy.

This Policy is effective from March 2023. Our Privacy Policy will be reviewed regularly and may be updated.

## Traditional Buildings Health Check Members

We collect information about you in order to manage your membership and you will receive communications from us about activities, events and promotions. We use a third-party provider, JotForm, to manage Membership applications via our website. For more information, please see JotForms privacy notice.

As part of the TBHC Membership you agree and accept that we shall use the personal information you give us when you register:

- to send you communications concerning your members, including renewal letters, receipts, invoices and inspection reports.
- to provide you with regular updates on TBHC activities, including events, news, offers and advice.
- to alert you to changes to our services;
- to contact you via surveys to conduct research about your opinions of current services or of potential new services that may be offered;

You are able to opt-out of marketing communications at any time by emailing [info@traditionalbuildingshealthcheck.org](mailto:info@traditionalbuildingshealthcheck.org)

We use a third-party provider, Square, to process online membership payments. The information that you provide on the online payment system will be used solely for this purpose. For more information, please see Square privacy notice.

## Grant Enquiries

We collect your personal information from you when you make grant enquiries or applications. Any personal information that is provided in the application, is used for the purpose of assessing the grant application and the ongoing administration and management and reporting of projects. This may include sharing data with our funder, Historic Environment Scotland.

Please refer to your grant contract for further information.

## Data reporting Including Images and security

We use the data gathered to generate aggregated, anonymised data and images for the purposes of research, reporting, insight and analysis, enabling us to improve the products and services we offer and report to our funders. Stirling City Heritage Trust is supported by Historic Environment Scotland and Stirling Council and we may share anonymised aggregated personal information with them and other funders.

We have taken steps to ensure that your data/images are treated securely and in accordance with this Privacy Notice. We will not share any of the information you provide for any purpose with any third parties for marketing purposes.

## How long do we keep your information?

We will not retain any of the information you provide for any purpose for any longer than is necessary to fulfil our services and regulatory duties.

## Accessing your information

Your personal data is protected by the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). These provide you with rights on how your data is processed.

You have the right to request a copy of the information that we hold about you. You are entitled to view, amend, or delete the personal information that we hold. Email your request to [manager@scht.org.uk](mailto:manager@scht.org.uk) or post to Cameron House, Forthside Way, Stirling, FK8 1QZ.

The accuracy of the information we process is important to us and you can request that we make corrections to the information we hold about you at any time either by email or post using the contact details above.

## Further information

Please contact us if you have any questions or concerns about our privacy notice or any information that we hold about you:

- By email at [manager@scht.org.uk](mailto:manager@scht.org.uk)
- Or write to us at Stirling City Heritage Trust, Ground Floor, Cameron House, Forthside Way, Stirling FK8 1QZ

If you are still unhappy with the way that we have dealt with your personal data then you can contact the Information Commissioner. Details are available at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

