

## WHO WILL PAY FOR THE ELECTRICITY THAT THE DOOR ENTRY SYSTEM USES?

Your door entry system will need an electricity supply. Scottish Power may connect the system to a domestic metered supply. One owner will need to be responsible for the supply, paying the bills and recovering the money from other owners. The running costs for a door entry system are approximately £10 per flat a year.

## HOW DO I GO ABOUT ORGANISING A REPAIR TO MY DOOR ENTRY SYSTEM?

Door entry repairs should be dealt with in the same way as the original installation of the door entry system.

## Useful contacts

### Shared Repairs Service

0131 529 6778  
[www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs)

### Private Rented Services

0131 469 5293  
[www.edinburgh.gov.uk/letwise](http://www.edinburgh.gov.uk/letwise)

### Master Locksmiths Association

01327 262 255  
[www.locksmiths.co.uk](http://www.locksmiths.co.uk)

### Police Scotland

Phone : 101

### Registers of Scotland

0845 607 0161  
[www.ros.gov.uk](http://www.ros.gov.uk)

### Simple Procedure Court

Sheriff Court  
27 Chambers Street, Edinburgh, EH 1 1LB  
0131 225 2525

### Planning Helpdesk

Waverley Court, 4 East Market Street  
Edinburgh EH8 8BG  
0131 529 3550

### Neighbourhood Offices

[www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)  
To report vandalism to your door entry system or to get help and advice about antisocial behaviour contact the Community Safety Team at your Neighbourhood Office.

### North East Locality Office

101 Niddrie Mains Road  
Edinburgh  
EH16 4DS  
Email: [northeast.locality@edinburgh.gov.uk](mailto:northeast.locality@edinburgh.gov.uk)  
Tel: 0131 529 3111

### North West Locality Office

8 West Pilton Gardens  
Edinburgh  
EH4 4DP  
Email: [northwest.locality@edinburgh.gov.uk](mailto:northwest.locality@edinburgh.gov.uk)  
0131 529 5050

### South East Locality Office

40 Captains Road  
Edinburgh  
EH17 8HQ  
Email: [southeast.locality@edinburgh.gov.uk](mailto:southeast.locality@edinburgh.gov.uk)  
0131 529 5151

### South West Locality Office

10 Westside Plaza  
Edinburgh  
EH14 2ST  
Email: [southwest.locality@edinburgh.gov.uk](mailto:southwest.locality@edinburgh.gov.uk)  
0131 527 3800

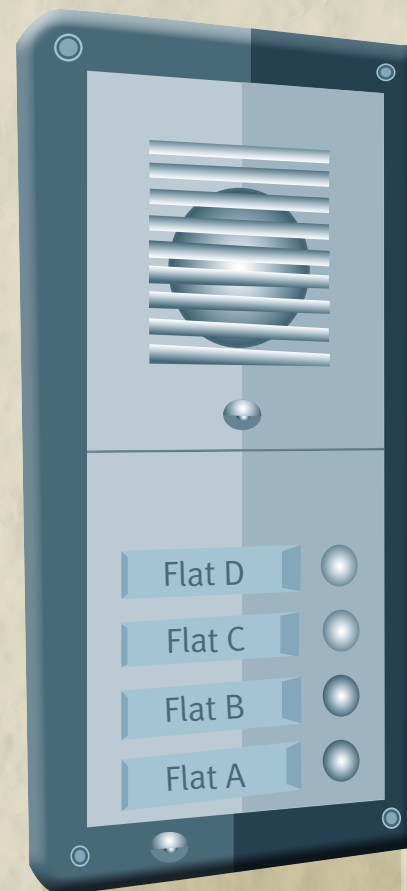


HAPPY TO TRANSLATE

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact ITS on 0131 242 8181 and quote reference number 13-0744E. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 200 2300.

# EDINBURGH SHARED REPAIRS SERVICE

## Door Entry Systems



EDINBURGH  
YOUR COUNCIL - YOUR SERVICES

# EDINBURGH SHARED REPAIRS SERVICE

## Door Entry Systems

Door entry systems protect shared properties like tenements from unwanted visitors. Installing and maintaining the door entry system is the responsibility of all owners within the building. This factsheet gives you advice on installing and looking after your door entry system.

### Why should I have a door entry system installed?

A secure door protects your property and stair from vandalism, antisocial behaviour, theft and rubbish from the street.

### Using a door entry system correctly.

Get the best from a door entry system by making sure:

- the door is closed and secured at all times
- the door is never wedged open or the lock left on the snib
- you don't let unknown or unexpected callers into the common stair
- you don't let callers in for other residents
- you check the identity of anyone claiming to be on official business.

### What type of lock should I use?

It is extremely important to use a good quality lock on the common stair door. The police recommend a magnetic lock. The door should also be fitted with an automatic door closing device to ensure it shuts behind you.

### Who should I get to install my door entry system?

Look in the Yellow Pages or on the web under Intercom Systems or TV Aerials. Installers should be members of the Master Locksmiths Association.

### How do I organise the Door Entry Installation?

You should get at least two quotes for the work. Post a letter through your neighbours' doors, asking if they are interested in having a door entry system installed along with this leaflet and copies of the quotes received.

Your title deeds will also tell you who is responsible for the door entry system. If your deeds don't mention who is responsible, but the majority of owners are in agreement, the system can be installed under the Tenements (Scotland) Act 2004.

### How do I contact the flat owners if my neighbours rent?

Ask your neighbours for the letting agent or owner's details, available on their lease. With few exceptions, landlords must be registered. Contact details for landlords can be seen at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk).

If you need further help with finding landlords, contact Private Rented Services.

For more help and advice contact us for our leaflet Tracing Owners.

### What can I do if an owner won't pay?

Under the Tenements (Scotland) Act 2004, the installation of a door entry system can be carried out as a scheme decision. This means that if the majority of owners are in agreement, you can pursue any owners who fail to pay.

For small amounts, the easiest option is through a Simple Procedure Court Process. This procedure is cheap and easy to use. Amounts over £5,000 are more complex and you should seek legal advice.

### Where should I put the money I have collected?

Ideally, this should be placed in a maintenance account, which has been set up for the stair.

### Additional Security measures

Along with the door entry system, you should also consider these additional security measures:

- A spy hole in your own door to spy hole to allow you to identify callers.

- A lock for your own door with the PAS 23 fittings. These doors have a single key operated multi point locking system. The minimum standard is for your door to be fitted with 2 points of locking, one of which should be a BS 8621 five-lever mortise lock
- Good stair lighting to deter criminals and improve the personal safety of residents and visitors. The Council is responsible for most stair lighting.
- A good quality lock for the rear stair door. All owners should have their own key and the door should be kept locked at all times when not in use.
- Windows in the stair should be closed securely.
- Appropriate signage to reinforce security in your stair.

## Frequently Asked Questions

### HOW WILL THE POSTMAN GET IN IF THE DOOR IS LOCKED AND NO-ONE IS IN?

Choose a system with a service button which opens at specific times. This has to be re-set when the clocks change in spring and autumn. Alternatively, provide your postman with a key.

### DO I NEED A BUILDING WARRANT FOR THIS WORK?

Before starting alterations, check if you need a building warrant. You may also need a completion certificate once the work is done.

For advice on Planning and Building Standards contact the Council's planning helpdesk.

