

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

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Licensing of Houses In Multiple Occupation

General Guidance

- The Civic Government (Scotland) Act 1982 (Licensing of Houses In Multiple Occupation) Order 2000 requires houses in multiple occupation (HMOs) to be licensed by the local authority.
- A licensable HMO is essentially shared accommodation, providing accommodation for 3 or more people, from different families.
- It is the **owner** of the building who is required to apply for a licence.
- Applications require to be made to the Head of Environmental Health, Planning & Environmental Services (Environmental Health), Gordon House, Blackhall Road, Inverurie, AB51 3WA.
- The following items require to be submitted with the application form:
 - Electrical Certificate
 - Gas Certificate (if appropriate) provided by a CORGI Registered installer
 - Tenancy Agreement
 - Public Liability Insurance
 - Correct Fee
- An application will only be considered as valid if the correct fee is enclosed.
- The Environmental Health Service will inspect the premises to ensure the premises meet or will meet the standards issued by the Scottish Government. The Service will arrange for Grampian Fire & Rescue Service to undertake a fire safety inspection.
- The Council will contact Grampian Police to obtain details of any convictions the owner may have.
- The Notice titled 'Notice for Display at Premises' requires to be displayed for at least 21 days from the date of application, in a prominent position on the premises. **The Notice must be removed after 21 days. After the 21 days**, the 'Certificate to be returned after Notice displayed for 21 days' requires to be completed and submitted to the Head of Environmental Health at the above address.
- In accordance with the Civic Government (Scotland) Act 1982, details of the application and subsequent decisions will be detailed in a public register.
- The premises, and standards of management, require to comply with the guidance issued by the Scottish Government. Copies are available from the Environmental Health Offices detailed in this application pack and on the Council's website – [www.aberdeenshire.gov.uk/Private Housing](http://www.aberdeenshire.gov.uk/Private%20Housing). The guidance can also be viewed on the Scottish Executive's website – www.scotland.gov.uk.
- Should objections or representations be received about an application, or if it is minded to refuse the application, a report will be submitted to the Licensing Sub-Committee for a decision. The applicant requires to attend the Sub-Committee.
- A licence is normally valid for 3 years. If the Licensing Sub-Committee are asked to consider an application, they can reduce the length of the licence. A valid renewal application requires to be submitted before the expiry date. If an application is submitted after the expiry date the application will be treated as a new application and subject to the appropriate fee.
- Failure to be licensed is an offence under the Civic Government (Scotland) Act 1982.
- The Fire Risk Assessment must be completed and retained for inspection by Grampian Fire and Rescue Service. Further information and guidance is available at www.infoscotland.com/firelaw.
- Should ownership of the HMO change a new application will require to be submitted. Other changes in circumstances, such as a change in the person with day to day responsibility, requires to be approved by Aberdeenshire Council; an application and fee may be required depending upon the circumstances.

LICENCE APPLICATION & RENEWAL FEES (from 1 April 2009)

Number of persons residing on the premises	New Application Fee	Renewal Fee
15 persons and over	£562	£384
10 – 14 persons	£477	£327
5 – 9 persons	£388	£295
3 – 4 persons	£298	£266

CONTACT DETAILS

Environmental Health

Advice on Houses in Multiple Occupation can be obtained from the HMO Officer, Tel 01779 483254. Advice can also be obtained from the following Environmental Health offices:

Area	Telephone No	Address
Banff & Buchan	01346 586321	1 Kirk Brae, Fraserburgh, AB43 9BY
Buchan	01779 483254	60 Broad Street, Peterhead, AB43 6DA
Garioch	01467 628140	Gordon House, Blackhall Road, Inverurie, AB51 3WA
Formartine	01888 563417	Municipal Buildings, High Street, Turriff, AB53 7EN
Marr	013398 87373	Bellwood Road, Aboyne, AB34 5HQ
Kincardine & Mearns	01569 768213	Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

Planning & Building Standards

The Building Standards Service of Aberdeenshire Council is responsible for ensuring that buildings meet the statutory requirements for health, safety and comfort of all persons who may use it. New buildings or conversions/change of use to an HMO will require Building Warrant and Planning. If you are the owner of an existing HMO and are proposing any alteration or extension to your premises, then your local Building Standards Surveyor will offer advice as to whether or not you require a Building Warrant. You are also advised to check with Planning to clarify if Planning Permission is required for any alteration, extension or change of use.

Contact details are as follows:

Area	Telephone No	Address
Banff & Buchan	01261 813202	The Town House, Low Street, Banff, AB45 1AY
Buchan	01779 477363	Arbuthnott House, Broad Street, Peterhead, AB43 6DA
Garioch	01467 620981	Gordon House, Blackhall Road, Inverurie, AB51 3WA
Formartine	01358 726429	45 Bridge Street, Ellon, AB41 9AA
Marr	01330 822878	Banchory Area Office, The Square, Banchory, AB39 5RW
Kincardine & Mearns	01569 762001	Viewmount, Arduthie Road, Stonehaven, AB39 2DQ

Grampian Fire and Rescue Service

A joint inspection of the property will be carried out by Environmental Health and Grampian Fire and Rescue Service. For information in relation to fire safety in HMO's contact 01779 822643.

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Application for the Grant/Renewal of Licence for a House in Multiple Occupation

<i>New or Renewal</i>	
<i>Ref No</i>	
Date Registered	
Fee paid	

Answer question 1 followed by either question 2 or question 3 and all other questions

<p>1. Name (if any) and address of premises for which a licence is required (hereinafter called “the premises”).</p>	Post Code:		
<p>2. To be completed if applicant is an individual. (NB: The applicant must be the owner of the building and details of all owners to be provided)</p> <p>a) Full Name (<i>block letters</i>)</p>	Surname		Christian Name(s)
<p>b) Home Address/Postcode</p>			
<p>c) Business Hours Tel. No.</p>			
<p>d) Age, Date & Place of Birth</p>	Age	Date of Birth	Place of Birth
<p>e) Is applicant to carry out day to day supervision of the premises to be licensed?</p> <p style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If not, give full name & address, date of birth and place of birth of any employee so engaged.</p>			
<p>f) Landlord Registration number for agent</p>	-----/-----/-----		

3. To be completed if applicant is a Company or Partnership?			
a) Full Name of Company or Partnership			
b) Address of Principal or Registered Office			
Telephone Number			
c) Full names, addresses and dates & places of birth of directors, partners and other persons responsible for management of the business			
d) Full name, address and date & place of birth of employee or agent who is to carry on the day-to-day supervision of the premises to be licensed?			
4. Landlord Registration Scheme Antisocial Behaviour etc (Scotland) Act 2004 Have you registered as a Landlord in Aberdeenshire? Registration Number		Yes <input type="checkbox"/> No <input type="checkbox"/> -----/-----/-----	Other local authority registration number: /...../.....
5. Number of Occupants in HMO			
a) Total number of residents who can be accommodated at any one time			
b) Total number of owner/s family or family of person managing premises, normally resident at one time			
Number of Rooms			
a) Number of letting bedrooms			
b) Number of bathrooms or WC compartments		Bathrooms	WC
c) Number of communal rooms e.g. living room, dining room			
d) Kitchen available to residents		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Residents <i>Please tick where appropriate</i>			
a) Do you intend to cater for short term residents only e.g. tourists, commercial travellers, etc whose stay will be of no more than three weeks duration at any one time?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Do you intend to cater for long term residents including students who will occupy the premises as their main home whilst resident in Aberdeenshire?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Catering Arrangements <i>Please tick where appropriate</i>			
a) Do you offer Bed and Breakfast accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Do you offer Full Board accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
c) Do you offer Self Catering accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

<p>6. Has/Have the applicant(s) or any other person named in this application ever been convicted of any crime or offence, (including any spent convictions as defined in the Rehabilitation of Offenders Act 1974)?</p> <p><i>(Enter YES or NO only)</i></p>	
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<p>7. Specify the Public Liability insurance in force, covering details of insurance company and amount of cover (minimum of £5m). (Copy to accompany the application)</p> <p>Valid from date:</p> <p>Expiry date:</p>	
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8. Please sign and date to indicate acceptance of items 8a and 8b below

a) I understand that Aberdeenshire Council, in connection with my application for a licence under Civic Government (Scotland) Act 1982 (Licensing of Houses in Multiple Occupation) Order 2000, may obtain any relevant information including records of conviction relating to myself and other named persons in the application form, whether held on computer or otherwise, from Grampian Police. I give my consent to this disclosure by Grampian Police (Where there are persons other than the applicant named on the application form these persons must sign the enclosed form(s)).

c) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

(Delete which one is not applicable)

d) I/We declare that I/we will, for a period of 21 days commencing from the date of submission of the application, display at or near the premises mentioned at Question 1 so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982. A form which must be used for this purpose is attached.

or

e) I/We declare that I am/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely: (specify steps taken)

but have been unable to acquire those rights.

Failure to give the above consents will mean the application cannot be processed and a licence cannot be granted.

Date Signature of Applicant or Agent

Agent's Address

.....

Position of Applicant in Company/Partnership if not otherwise stated:

.....

NB Any person who in or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false may be guilty of an offence and liable, on summary conviction to a fine not exceeding £5000.

Note: The requirement to display a notice at or near the premises does not apply to women's refuges. The Council will write to persons residing in the vicinity of the premises.

When completed, this form should be lodged with:

***The Head of Environmental Health
Aberdeenshire Council
Gordon House
Blackhall Road
Inverurie
AB51 3WA***

Checklist	✓	To Follow (provide date)
Application form		
Cheque for correct fee		
21 day Notice Displayed		
Gas Certificate		
Electrical Certificate		
Public Liability Insurance		
Tenancy/Occupancy Agreement		

CERTIFICATE TO BE RETURNED AFTER NOTICE DISPLAYED FOR 21 DAYS



Civic Government (Scotland) Act 1982

Licensing of a House In Multiple Occupation

To: Head of Environmental Health
Aberdeenshire Council
Gordon House
Blackhall Road
Inverurie
AB51 3WA

I certify that I have complied with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 in that a Notice was posted at or near the premises at
.....
containing information as is required by paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982.

Notice displayed from to

The Notice was removed on

Date

Signature

Note: This Certificate shall, as soon as possible after the expiry of 21 days from the date on which the Notice was first displayed on or near the premises be forwarded to the Council.

NOTICE FOR DISPLAY AT PREMISES



Civic Government (Scotland) Act 1982

Notice under Schedule 1, Paragraph 2(2)

TAKE NOTICE that application is being made to Aberdeenshire Council by

Full Name and Address

of Applicant

Name of Organisation

for a licence for a House In Multiple Occupation for premises situated at

Date Notice First Displayed:

Anyone wishing to object to, or make representations relating to this application should make them in writing not later than 21 days from the date of this Notice to the Head of Environmental Health, Aberdeenshire Council, Gordon House, Blackhall Road, Inverurie, AB51 3WA.

Signed

On behalf of

Date

Objections and Representations

Any objection or representation relating to this application for the grant or renewal of a Licence shall, be entertained by the Licensing authority, if, but only if, the objection or representation

- (a) is in writing;
- (b) specifies the grounds of the objection or, as the case may be, the nature of the representation;
- (c) specifies the name and address of the person making it;
- (d) is signed by him or on his behalf.

Note: The Notice requires to be removed after the 21 day display period.

PERIODIC INSPECTION REPORT
GUIDANCE FOR RECIPIENTS (to be appended to the Report)

This Periodic Inspection Report form is intended for reporting on the condition of an existing electrical installation.

You should have received an original Report and the contractor should have retained a duplicate. If you were the person ordering this Report, but not the owner of the installation, you should pass this Report, or a copy of it, immediately to the owner.

The original Report is to be retained in a safe place and be shown to any person inspecting or undertaking work on the electrical installation in the future. If you later vacate the property, this Report will provide the new owner with details of the condition of the electrical installation at the time the Report was issued.

The 'Extent and Limitations' box should fully identify the extent of the installation covered by this Report and any limitations on the inspection and tests. The contractor should have agreed these aspects with you and with any other interested parties (Licensing Authority, Insurance Company, Building Society etc) before the inspection was carried out.

The Report will usually contain a list of recommended actions necessary to bring the installation up to the current standard. **For items classified as 'required urgent attention', the safety of those using the installation may be at risk**, and it is recommended that a competent person undertakes the necessary remedial work without delay.

For safety reasons, the electrical installation will need to be re-inspected at appropriate intervals by a competent person. The maximum time interval recommended before the next inspection is stated in the Report under 'Next Inspection'.

NOTES ON TEST RESULT SCHEDULE

- 1 Type of supply is ascertained from the supply company or by inspection.
- 2 Z_e is measured with the main bonding disconnected. If the maximum value declared by the electricity supplier is used, the effectiveness of the earth must be confirmed by a test.
- 3 Prospective fault current. The value recorded is the greater of the short-circuit current and the earth fault current.
- 4 Short-circuit capacity of the device is noted, see Table 7.2A of the On-Site Guide.
- 8 Installation reference method as per BS 7671, Appendix 4, Table 4A, column 4; see also Table 7.1 of the On-Site Guide.

Tests shall be carried out in the sequence below and results recorded on the test result installation schedule form NF3.

- 11 Continuity
During the continuity testing the following polarity checks are to be carried out:
 - (a) every fuse and single-pole control and protective device is connected in the phase conductor only
 - (b) centre-contact bayonet and Edison screw lampholders have outer contact connected to the neutral conductor
 - (c) wiring is correctly connected to the socket-outlets and similar accessories.
Compliance is to be indicated by a tick in polarity column 16

Continuity of protective conductors

Every protective conductor including bonding conductors shall be tested to verify it is sound and correctly connected.

Continuity of final circuit conductors

A test shall be made to verify the continuity of each conductor and the protective conductor ($R_1 + R_2$) is to be inserted in column 11. After temperature correction this may be used, by the addition of Z_e , to determine Z_s .
- 12 Where continuity test method 2 is used, the maximum value of R_2 is recorded in column 12. Where the alternative method of Regulation 413-02-12 is used for shock protection the resistance of the circuit protective conductor R_2 is measured and recorded in column 12.
- 13 A test shall be made to verify the continuity of each conductor including the protective conductor of every ring final circuit, and a satisfactory test indicated by a tick in column 13.

- 14, 15 Insulation resistance
Electronic devices shall where necessary be disconnected from the installation so that they are not damaged by the testing. Details must be recorded on the test result schedule.
Where the devices have exposed-conductive-parts the insulation resistance between the exposed-conductive-parts and phase and neutral conductor connected together shall be measured. It must comply with the appropriate British Standard or if there is no standard be not less than 0.5 megohm. The insulation resistance between conductors shall be measured and the minimum values recorded in columns 14 and 15. The minimum insulation resistance required for the main switchboard, and each distribution circuit tested separately with all final circuits connected, but current-using equipment disconnected, is as Table 71A in BS 7671.

Site applied insulation

Where insulation is applied on site it shall be capable of withstanding a test voltage equivalent to that required by the British Standard for similar type-tested equipment. The insulated enclosure must provide a degree of protection not less than IP2X or IPXXB.

Protection by separation of circuits

Where protection is provided by SELV, see Regulations 411-02 and 471-02; where provided by electrical separation see Regulations 413-06 and 471-12 (e.g. isolating transformer).

All preceding tests should be carried out before the installation is energised.

- 16 Polarity
Following energising of the installation, polarity must be re-checked before further testing.
- 17 Earth fault loop impedance Z_s
This may be determined either by direct measurement at the furthest point of a live circuit or by adding ($R_1 + R_2$) of column 11 to Z_e (column 2). Z_e is determined by measurement at the origin of the installation or preferably the value declared by the supply company used. $Z_s = Z_e + (R_1 + R_2)$. Z_s should be less than the values given in Appendix 2 of the On-Site Guide or App 2 of GN3.
- 18 Functional testing
The operation of RCDs and RCBOs shall be tested by simulating a fault condition, independent of any test facility in the device. At rated tripping current RCDs must operate within 200 msec. Record operating time in columns 18. Effectiveness of the test button must be confirmed.
- 19 All switchgear and control gear, drives, interlocks etc. shall be operated to ensure they are properly mounted, adjusted, and safe to work. Satisfactory operation is indicated by a tick in column 19.

Earth electrode resistance

The earth electrode resistance of TT installations must be measured, and normally an RCD is required.

For reliability in service the resistance of any earth electrode should be below 200 Ω . Record the value on Forms 1, 2 or 6.

INSPECTION SCHEDULE

Items Inspected	<input type="checkbox"/>		<input type="checkbox"/>	8c	(iii) Non-conducting location (note 6)
<input type="checkbox"/> 1. Connection of conductors			<input type="checkbox"/>		Absence of protective conductors
<input type="checkbox"/> 2. Identification of conductors			<input type="checkbox"/>	8c	(iv) Earth-free local equipotential bonding (note 7)
<input type="checkbox"/> 3. Routing of cables in safe zones or protected against mechanical damage			<input type="checkbox"/>		Presence of earth-free equipotential bonding conductors
<input type="checkbox"/> 4. Selection of conductors for current and voltage drop			<input type="checkbox"/>	8c	(v) Electrical separation (note 8)
<input type="checkbox"/> 5. Connection of single-pole devices for protection or switching in phase				9.	Prevention of mutual detrimental influence
<input type="checkbox"/> 6. Correct connection of socket-outlets and lampholders			<input type="checkbox"/>		Proximity of non-electrical services and influences
<input type="checkbox"/> 7. Presence of fire barriers and protection against thermal effects			<input type="checkbox"/>		Separation of Band I and Band II circuits or Band II insulation used
<input type="checkbox"/> 8. Method of protection against electric shock			<input type="checkbox"/>		Separation of fire alarm and emergency lighting cables
<input type="checkbox"/> 8a. Protection against both direct and indirect contact			<input type="checkbox"/>	10.	Presence of appropriate devices for isolation and switching correctly located
<input type="checkbox"/> SELV (note 1)			<input type="checkbox"/>	11.	Presence of undervoltage protective devices
<input type="checkbox"/> Limitation of discharge of energy				12.	Choice and setting of protective and monitoring devices (for protection against indirect contact and/or overcurrent)
<input type="checkbox"/> 8b. protection against direct contact (note 2)			<input type="checkbox"/>		Residual current devices
<input type="checkbox"/> Insulation of live parts			<input type="checkbox"/>		Overcurrent devices
<input type="checkbox"/> Barrier or enclosure			<input type="checkbox"/>	13.	Labelling of protective devices, switches and terminals
<input type="checkbox"/> Obstacles (note 3)			<input type="checkbox"/>	14.	Selection of equipment and protective measures appropriate to external influences
<input type="checkbox"/> Placing out of reach (note 4)			<input type="checkbox"/>	15.	Adequacy of access to switchgear and equipment
<input type="checkbox"/> PELV			<input type="checkbox"/>	16.	Presence of danger notices and other warning signs
<input type="checkbox"/> 8c. Protection against indirect contact			<input type="checkbox"/>	17.	Presence of diagrams, instructions and similar information
<input type="checkbox"/> 8c (i) Earthed equipotential bonding and automatic disconnection of supply			<input type="checkbox"/>	18.	Erection methods
<input type="checkbox"/> Presence of earthing conductors			<input type="checkbox"/>	19.	Requirements of special locations
<input type="checkbox"/> Presence of protective conductors					
<input type="checkbox"/> Presence of main equipotential bonding conductors					
<input type="checkbox"/> Presence of supplementary equipotential bonding conductors					
<input type="checkbox"/> 8c (ii) Use of Class II equipment or equivalent insulation (note 5)					Tick to indicate satisfaction with inspection Delete if inspection not applicable
Inspected by				Date	

Notes

- | | |
|--|---|
| <p>1. SELV An extra-low voltage system which is electrically separate from earth and from other systems. The particular requirements of the Regulations must be checked (see Regulation 411-02)</p> <p>2. Method of protection against direct contact – will include measurement of distances where appropriate</p> <p>3. Obstacles – only adopted in special circumstances (see Regulation 412-04)</p> <p>4. Placing out of reach – only adopted in special circumstances (see Regulation 412-05)</p> | <p>5. Use of Class II equipment – infrequently adopted and only when the installation is to be supervised (see Regulation 413-03)</p> <p>6. Non-conducting locations – not applicable in domestic premises and requiring special precautions (see Regulation 413-04)</p> <p>7. Earth-free local equipotential bonding – not applicable in domestic premises, only used in special circumstances (see Regulation 413-05)</p> <p>8. Electrical separation (see Regulation 413-06)</p> |
|--|---|

**PERIODIC INSPECTION REPORT FOR AN ELECTRICAL INSTALLATION note 1
(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS – BS 7671 [IEE WIRING REGULATIONS])**

DETAILS OF THE CLIENT

Client:

Address:

Purpose for which this Report is required: (note 3)

DETAILS OF THE INSTALLATION Tick boxes as appropriate

Occupier:

Installation:

Address:

Description of Premises: Domestic Commercial Industrial Other

Estimated age of the Electrical Installation: Years

Evidence of Alterations or Additions: Yes No Not apparent

If "Yes", estimate age: Years

Date of last inspection: Records available Yes No

EXTENT AND LIMITATIONS OF THE INSPECTION (note 5)

Extent of electrical installation covered by this report:

Limitations:

This inspection has been carried out in accordance with BS 7671: 1992 (IEE Wiring Regulations), as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in roof spaces and generally within the fabric of the building or underground have not been inspected.

NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more than months/years, provided that any observations 'requiring urgent attention' are attended to without delay.

DECLARATION

INSPECTED AND TESTED BY:

Name: Signature:

For and on behalf of: Position:

Address: Date:

.....

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS Tick boxes and enter details, as appropriate

Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters	Supply Protective Device Characteristics
TN-C <input type="checkbox"/> TN-S <input type="checkbox"/> TN-C-S <input type="checkbox"/> TT <input type="checkbox"/> IT <input type="checkbox"/> Alternative source of supply (to be detailed on attached schedules) <input type="checkbox"/>	a.c. <input type="checkbox"/> d.c. <input type="checkbox"/> 1-phase, 2-wire <input type="checkbox"/> 2-pole <input type="checkbox"/> 1-phase, 3 wire <input type="checkbox"/> 3-pole <input type="checkbox"/> 2-phase, 3-wire <input type="checkbox"/> other <input type="checkbox"/> 3-phase, 3-wire <input type="checkbox"/> 3-phase, 4-wire <input type="checkbox"/>	Nominal voltage, $U/U_o^{(1)}$ V Nominal frequency, $f^{(1)}$ Hz Prospective fault current, $I_{pf}^{(2)}$ kA (note 4) External loop impedance, $Z_e^{(2)}$ Ω (Note: (1) by enquiry, (2) by enquiry or by measurement)	Type: Nominal current rating A

PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT Tick boxes and enter details, as appropriate

Means of Earthing	Details of Installation Earth Electrode (where applicable)		
Supplier's facility <input type="checkbox"/> Installation earth electrode <input type="checkbox"/>	Type (e.g. rod(s), tape etc.)	Location	Electrode resistance to earth Ω

Main Protective Conductors

Earthing Conductor: Main equipotential bonding conductors	material csa mm^2 material csa mm^2
To incoming water service <input type="checkbox"/> To incoming gas service <input type="checkbox"/> To incoming oil service <input type="checkbox"/> To structural steel <input type="checkbox"/> To lighting protection <input type="checkbox"/> To other incoming service(s) <input type="checkbox"/> (state details)	

Main Switch or Circuit-breaker

BS, Type Location	No. of poles	Current rating A Fuse rating or setting A	Voltage rating V
----------------------------------	-----------------------------	--	------------------------

Rated residual operating current $I_{\Delta n} = \dots MA$, and operating time of ms (at $I_{\Delta n}$) (applicable only where an RCD is suitable and is used as a main circuit-breaker)

OBSERVATIONS AND RECOMMENDATIONS Tick boxes as appropriate (note 9)	Recommendations as detailed below
Referring to the attached Schedule(s) of Inspection and Test Results, and subject to the limitations specified at the Extent and Limitations of the Inspection section <input type="checkbox"/> No remedial work is required <input type="checkbox"/> The following observations are made: One of the following numbers, as appropriate, is to be allocated to each of the observations made above to indicate to the person(s) responsible for the installation the action recommended. <input type="checkbox"/> 1 requires urgent attention <input type="checkbox"/> 2 requires improvement <input type="checkbox"/> 3 requires further investigation <input type="checkbox"/> 4 does not comply with BS 7671: 1992 (as amended). This does not imply that the electrical installation inspected is unsafe.	note 6

SUMMARY OF THE INSPECTION (note 7)

Date(s) of the inspection:

General condition of the installation:

.....

Overall assessment: Satisfactory/Unsatisfactory (note 8)

SCHEDULE(S)

The attached Inspection and Test Result Schedules are part of this document and this Report is only valid when Test Result Schedules are attached to it.

..... Inspection Schedules and Test Result Schedules are attached.

(Enter quantities of schedules attached).

TEST RESULT SCHEDULE

Contractor Address/Location of distribution board Instruments:-
 Test Date 1 Type of Supply TN-S/TN-C-S/TT loop impedance
 Signature 2 Z_c at origin ohms continuity
 Method of protection against indirect contact 3 PFC kA insulation
 Equipment vulnerable to testing RCD tester

Description of Work:-

Circuit Description 5	Overcurrent Device		Wiring			Test Results									Remarks
	Short-circuit capacitykA 4		Inst. Ref. Meth. 8	Conductors		Continuity			Insulation Resistance		P O L A R I T Y 16	Earth Loop Impedance Z_s Ω 17	Functional Testing		
	Type 6	Rating I_n 7		Live mm ² 9	Cpc mm ² 10	$R_1 + R_2$ Ω 11	R_2 Ω 12	R I N G 13	Live/ Live M Ω 14	Live/ Earth M Ω 15			RCD time Ms 18	Other 19	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															

Deviations from Wiring Regulations and special notes: