

## Application checklist

As part of your application for a property licence you will need to provide up to date copies of certain documents and certificates, please see the table below for a summary of these items.

### Mandatory and Additional licences (HMOs)

| Document/certificate                                   | Details   |
|--|---|
| Gas safety certificate                                 | Dated within the last 12 months and gas appliances marked as safe to use. Where there is no gas supply to the property the certificate is not required  |
| Electrical installation condition report               | Dated within the last 5 years and marked as satisfactory  |
| Floor plans  | These may be professionally produced or hand drawn as long as they are clear, show all the rooms and stairs within the property and have room dimensions shown in metres/square metres  |
| Written terms on which the tenants occupy the premises | Copy of the latest version of this agreement. This is usually an Assured Shorthold Tenancy but other agreements exist such as Assured tenancies and Licence agreements.   |
| Energy Performance Certificate                         | Dated within the last 10 years  |
| PAT certificate  | Only for portable appliances that have been provided by the landlord/agent such as fridge/freezers. Any appliances provided by the tenant do not required this certificate  |
| Fire safety certificate                                | Dated within the last 12 months.<br><br><u>This is only required where there is a mains wired fire alarm system in place</u>  |
| Fire risk assessment                                   | This can either be produced by a fire safety professional or may be carried out by the landlord/agent. Either way it must be comprehensive assessment of the risk that fire poses to the occupiers, sources of ignition, the control measures already in place and any recommendations to reduce the risk of harm from fire to an acceptable level.<br><br><u>This is only required where there is no mains wired fire alarm system in place.</u><br><br>The council reserves the right to request this where there is a wired fire alarm system in place and no fire safety certificate has been provided or where there are specific additional concerns over fire safety |
| Fire doors   | A fire door is required to the kitchen  |



## S257 HMOs

| Document/certificate                                   | Details   |
|--|---|
| Gas safety certificate                                 | Not required  |
| Electrical installation condition report               | Dated within the last 5 years and marked as satisfactory<br><br><u>This only applies to the installation covering common parts (as opposed to the flats)</u>  |
| Floor plans  | Not required  |
| Written terms on which the tenants occupy the premises | Not required  |
| Energy Performance Certificate                         | Not required  |
| PAT certificate  | Not required  |
| Fire safety certificate                                | Dated within the last 12 months.<br><br><u>This is only required where there is a mains wired fire alarm system in place</u>  |
| Fire risk assessment                                   | This can either be produced by a fire safety professional or may be carried out by the landlord/agent. Either way it must be comprehensive assessment of the risk that fire poses to the occupiers, sources of ignition, the control measures already in place and any recommendations to reduce the risk of harm from fire to an acceptable level.<br><br><u>This is only required where there is no mains wired fire alarm system in place.</u><br><br>The council reserves the right to request this where there is a wired fire alarm system in place and no fire safety certificate has been provided or where there are specific additional concerns over fire safety |

## Selective licences

| Document/certificate                                   | Details  |
|--|--|
| Gas safety certificate                                 | Dated within the last 12 months and gas appliances marked as safe to use. Where there is no gas supply to the property the certificate is not required                                 |
| Electrical installation condition report               | Dated within the last 5 years and marked as satisfactory   |
| Floor plans  | These may be professionally produced or hand drawn as long as they are clear, show all the rooms and stairs within the property and have room dimensions shown in metres/square metres |
| Written terms on which the tenants occupy the premises | Copy of the latest version of this agreement. This is usually an Assured Shorthold Tenancy but other agreements exist such as Assured tenancies and Licence agreements.                |
| Energy Performance Certificate                         | Dated within the last 10 years   |
| PAT certificate  | Only for portable appliances that have been provided by the landlord/agent such as fridge/freezers. Any appliances provided by the tenant do not required this certificate             |
| Fire safety certificate                                | Dated within the last 12 months.<br><br><u>This is only required where there is a mains wired fire alarm system in place</u>   |
| Fire risk assessment                                   | Not required   |
| Fire doors   | A fire door is not required to the kitchen although a sound, well constructed and close-fitting conventional door is required  |

Serial No

# LANDLORD/HOMEOWNER GAS SAFETY RECORD

This record can be used to document the outcomes of the checks and tests required by The Gas Safety (Installation and Use) Regulations. Some of the outcomes are as a result of visual inspection only and are recorded where appropriate. Unless specifically recorded no detailed inspection of the flue lining, construction or integrity has been performed. Registered Business/Engineer details can be checked at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) or by calling 0800 408 5500.



Gas Safe is a registered trade mark of NICE and is used under license.

**Details of Registered Business**

Gas Safe Register No \_\_\_\_\_  
 Registered Engineer's Name \_\_\_\_\_  
 Gas Safe Register Licence Number \_\_\_\_\_  
 Business \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Contact No \_\_\_\_\_

| Appliance Details |             |      |              |       |                                     |                  |              |
|-------------------|-------------|------|--------------|-------|-------------------------------------|------------------|--------------|
|                   | Location of | Type | Manufacturer | Model | Owned by Landlord/ Homeowner Yes/No | Inspected Yes/No | Type of flue |
| 1                 |             |      |              |       |                                     |                  |              |
| 2                 |             |      |              |       |                                     |                  |              |
| 3                 |             |      |              |       |                                     |                  |              |
| 4                 |             |      |              |       |                                     |                  |              |

**Details of Site**

Name (Mr/Mrs/Miss/Ms) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Contact No \_\_\_\_\_

| Inspection Details |  |  |                                 |   |                                    |   |                 |
|--------------------|--|--|---------------------------------|---|------------------------------------|---|-----------------|
|                    | Operating pressure in mbar and/or heat input kW/h or Btu/h | Operation of safety device(s) Pass/Fail/NA | Ventilation satisfactory Yes/No | Visual condition of flue and termination Pass/Fail/NA | Flue operation checks Pass/Fail/NA | Combustion analyser reading (if applicable) | Serviced Yes/No |
| 1                  |  |  |                                 |   |                                    |   |                 |
| 2                  |  |  |                                 |   |                                    |   |                 |
| 3                  |  |  |                                 |   |                                    |   |                 |
| 4                  |  |  |                                 |   |                                    |   |                 |



**Details of Landlord/Homeowner** (or agent where appropriate)

Name (Mr/Mrs/Miss/Ms) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Contact No \_\_\_\_\_

| Any Defects Identified |  | GIUSP classification eg. NCE, JAR, ID | Warning/Advice Record insert form serial No* |
|------------------------|--|---------------------------------------|--|
| 1                      |  |                                       |  |
| 2                      |  |                                       |  |
| 3                      |  |                                       |  |
| 4                      |  |                                       |  |

**Remedial Action Taken** numbering should correspond to defects above.

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_

**Details of Work carried out**

\_\_\_\_\_

**Number of Appliances tested:**

select as appropriate and relevant

Outcome of gas installation pipework visual inspection? Pass / Fail / NA  
 Outcome of gas supply pipework visual inspection? Pass / Fail / NA  
 Is the Emergency Control Valve access satisfactory? Pass / Fail  
 Outcome of gas tightness test? Pass / Fail / NA  
 Is the Protective Equipotential bonding satisfactory? Pass / Fail

Record issued by: Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Received by: Signature \_\_\_\_\_ Tenant/Landlord/Homeowner/Agent  
 Date appliance(s)/flue(s) checked \_\_\_\_\_

**ATTENTION**  
 Next safety check due by:

Do not forget to re-order your pads using reference GSR LGSR PAD2 at [www.gassafeshop.co.uk](http://www.gassafeshop.co.uk)

Top Copy - Landlord/Homeowner/Managing Agent Green Copy - Tenant

1,169 x 827

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This report is not valid if the serial number has been defaced or altered

DPN18

# DOMESTIC ELECTRICAL INSTALLATION CONDITION REPORT

## Small installations up to 100 A single phase supply

Based in accordance with BS 7671:2018 - Requirements for Electrical Installations

### PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

| DETAILS OF THE CONTRACTOR               | DETAILS OF THE CLIENT                  | DETAILS OF THE INSTALLATION   |
|---|--|-------------------------------|
| Registration No: _____ Branch No: _____ | Contract Reference Number (CRM): _____ | Occupier: _____               |
| Trading Name: _____                     | Name: _____                            | Address: _____                |
| Address: _____                          | Address: _____                         | Postcode: _____ Tel No: _____ |
| Postcode: _____ Tel No: _____           | Postcode: _____ Tel No: _____          | Postcode: _____ Tel No: _____ |

### PART 2: PURPOSE OF THE REPORT

Purpose for which this report is required: \_\_\_\_\_

Date(s) when inspection and testing was carried out: (.....) Records available: (.....) Previous inspection report available: (.....) Previous report date: (.....)

### PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): \_\_\_\_\_

Estimated age of electrical installation: (.....) years Condition of additions or alterations: (.....) Overall assessment of the installation: **Satisfactory** **Unsatisfactory** (circle as appropriate)

### PART 4: DECLARATION

**INSPECTION AND TESTING**  
I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 1, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capital): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEWED BY QUALIFIED SUPERVISOR**

Name (capital): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*An annual safety assessment in line with BS 7671:2018 (1) is only possible if the installation has been inspected in PART 4, or that the Inspector (DIPIT) without delay is required.

This report is based on the model form drawn up in Accordance with BS 7671:2018  
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Please see the "Inspector Declaration" Page 1 of 1

Original in separate envelope (see back)

DPN18

# Energy Performance Certificate



**Dwelling type:** Top-floor flat  
**Date of assessment:** 05 March 2018  
**Date of certificate:** 13 March 2018

**Reference number:** [REDACTED]  
**Type of assessment:** RdSAP, existing dwelling  
**Total floor area:** 60 m<sup>2</sup>

## Use this document to:

- Compare current ratings of properties to see which properties are more energy efficient

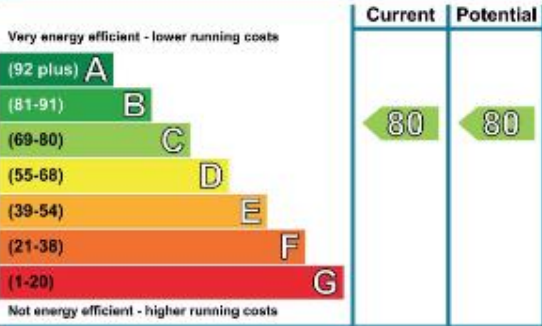
**Estimated energy costs of dwelling for 3 years: £ 1,023**

## Estimated energy costs of this home

|               | Current costs      | Potential costs    | Potential future savings |
|---------------|--------------------|--------------------|--------------------------|
| Lighting      | £ 147 over 3 years | £ 147 over 3 years | Not applicable           |
| Heating       | £ 594 over 3 years | £ 594 over 3 years |                          |
| Hot Water     | £ 282 over 3 years | £ 282 over 3 years |                          |
| <b>Totals</b> | <b>£ 1,023</b>     | <b>£ 1,023</b>     |                          |

These figures show how much the average household would spend in this property for heating, lighting and hot water and is not based on energy used by individual households. This excludes energy use for running appliances like TVs, computers and cookers, and electricity generated by microgeneration.

## Energy Efficiency Rating

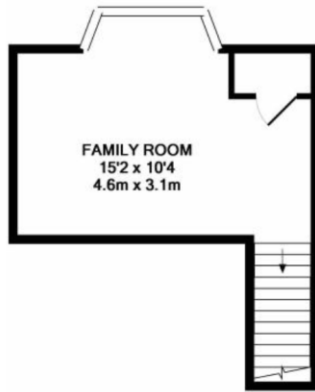


The graph shows the current energy efficiency of your home.

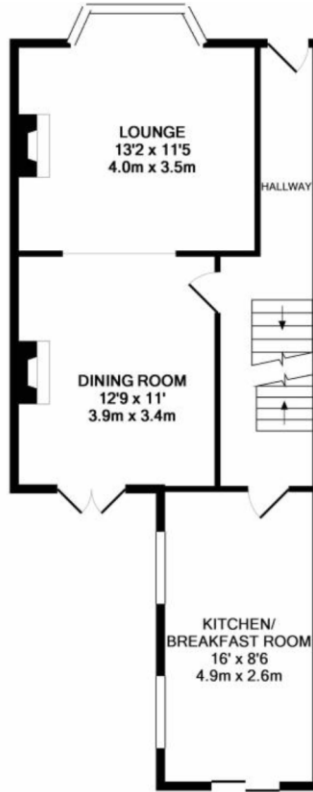
The higher the rating the lower your fuel bills are likely to be.

The average energy efficiency rating for a dwelling in England and Wales is band D (rating 60).

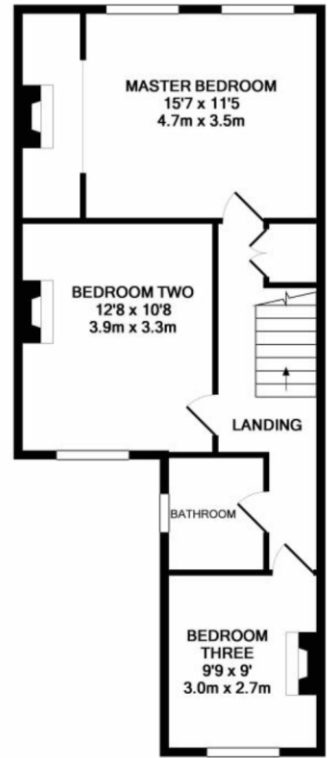
The EPC rating shown here is based on standard assumptions about occupancy and energy use and may not reflect how energy is consumed by individual occupants.



FAMILY ROOM/BEDROOM  
APPROX. FLOOR  
AREA 210 SQ.FT.  
(19.5 SQ.M.)



GROUND FLOOR  
APPROX. FLOOR  
AREA 543 SQ.FT.  
(50.4 SQ.M.)  
TOTAL APPROX. FLOOR AREA 1283 SQ.FT. (119.2 SQ.M.)



1ST FLOOR  
APPROX. FLOOR  
AREA 531 SQ.FT.  
(49.3 SQ.M.)



# PORTABLE APPLIANCE TESTING CERTIFICATE

Certificate Reference:  
0012812

## DETAILS OF THE CLIENT

Client and address: Sample Client 1, Address Line 1, Address Line 2, Address Line 3  
Post Code: POST CODE

## DETAILS OF THE INSTALLATION ADDRESS

Installation address: Same as Client Address  
Post Code:

## DETAILS OF THE CONTRACTOR RESPONSIBLE FOR THE TESTING

Trading Title: Sample Organisation  
Address: Address Line 1, Address Line 2, Address Line 4  
Registration Number: 123456789  
Telephone Number: 01234 5678901  
Post Code: POST CODE  
For the inspection and testing of the electrical equipment:  
Name (CAPITALS): JOE ENGINEER Position: Manager Signature: Date: 29/07/2008  
Test Equipment Used: Instrument Set 1 Serial Number: 1234567

## APPLIANCE DETAILS AND TEST RESULTS

| Appliance ID | Test Date  | Description         | Location            | Serial Number | Retest Period | Retest Date | Status |
|--------------|------------|---------------------|---------------------|---------------|---------------|-------------|--------|
| AP0001       | 29/07/2008 | IEC Lead            | Office              | N/A           | 6             | 29/01/2009  | Pass   |
| AP0002       | 29/07/2008 | 240v Extension Lead | Board Room          | N/A           | 6             | 29/01/2009  | Fail   |
| AP0003       | 29/07/2008 | 110v Extension Lead | Warehouse           | N/A           | 6             | 29/01/2009  | Fail   |
| AP0004       | 29/07/2008 | Monitor             | Ground Floor Office | 12345678      | 12            | 29/07/2009  | Pass   |
| AP0005       | 29/07/2008 | Fax Machine         | 1st Floor Office    | 12345678      | 12            | 29/07/2009  | Fail   |
| AP0006       | 29/07/2008 | Photo Copier        | Meeting Room        | N/A           | 12            | 29/07/2009  | Pass   |
| AP0007       | 29/07/2008 | Printer             | Board Room          | 87654321      | 12            | 29/07/2009  | Pass   |
| AP0008       | 29/07/2008 | Scanner             | Reception           | N/A           | 12            | 29/07/2009  | Pass   |
| AP0009       | 29/07/2008 | Kettle              | Kitchen             | N/A           | 48            | 29/07/2012  | Pass   |
| AP0010       | 29/07/2008 | Fridge              | Kitchen             | N/A           | 12            | 29/07/2009  | Pass   |
| AP0011       | 29/07/2008 | Microwave           | Kitchen             | 12345678      | 12            | 29/07/2009  | Pass   |
| AP0012       | 29/07/2008 | Amplifier           | Bed Room            | N/A           | 12            | 29/07/2009  | Pass   |
| AP0013       | 29/07/2008 | Answerphone         | Reception           | N/A           | 12            | 29/07/2009  | Pass   |
| AP0014       | 29/07/2008 | Cash register       | Reception           | 87654321      | 12            | 29/07/2009  | Pass   |
| AP0015       | 29/07/2008 | CD PlayerTC/VCR     | Bed Room            | 87654321      | 12            | 29/07/2009  | Pass   |
| AP0016       | 29/07/2008 | Chest freezer       | Kitchen             | N/A           | 12            | 29/07/2009  | Pass   |
| AP0017       | 29/07/2008 | Chest fridge        | Kitchen             | 12345678      | 12            | 29/07/2009  | Pass   |
| AP0018       | 29/07/2008 | Coffee maker        | Kitchen             | N/A           | 12            | 29/07/2009  | Pass   |
| AP0019       | 29/07/2008 | Convectur heater    | Office              | N/A           | 12            | 29/07/2009  | Pass   |
| AP0020       | 29/07/2008 | Dehumidifier        | Office              | 12345678      | 12            | 29/07/2009  | Pass   |
| AP0021       | 29/07/2008 | Desk light          | Office              | N/A           | 12            | 29/07/2009  | Fail   |
| AP0022       | 29/07/2008 | Dish washer         | Kitchen             | N/A           | 12            | 29/07/2009  | Pass   |



# FIRE DETECTION AND FIRE ALARM SYSTEM MODIFICATION CERTIFICATE

SELECT  
MEMBERSHIP  
NUMBER  
.....

**FM**

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This certificate is not valid if the number has been defaced or altered

**Certificate of modification for the fire detection and fire alarm system at:**

Address: .....  
..... Postcode: .....

I/We being the competent person(s) responsible (as indicated by my/our signatures below) for the modification of the fire detection and fire alarm system, particulars of which are set out below, CERTIFY that the said modification work for which I/we have been responsible has to the best of my/our knowledge and belief been carried out in accordance with the recommendations of 46.4 of BS 5839-1:2017, except for the variations, if any, stated in this certificate.

Name (in block letters): ..... Position:.....  
Signature: ..... Date:.....  
For and on behalf of: .....  
Address: .....  
..... Postcode: .....

The extent of liability of the signatory is limited to the system described below.

Extent of system covered by this certificate:  
.....  
.....  
.....  
.....

Variations from the recommendations of 46.4 of BS 5839-1:2017: .....  
.....  
.....  
.....

- Following the modifications, the system has been tested in accordance with the recommendations of 46.4.2 of BS 5839-1:2017
- Following the modifications, as-fitted drawings and other system records have been updated as appropriate.

I/We the undersigned confirm that the modifications have introduced no additional variations from the recommendations of BS 5839-1:2017, other than those recorded above:

Signed: .....  
Capacity:.....  
(e.g. maintenance organisation, system designer, consultant or user representative)

2017 This certificate is based on the model contained in Annex G.7 of BS 5839-1:2017: Fire detection and fire alarm systems for buildings - Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises. It was developed by SELECT (the trading style of The Electrical Contractors' Association of Scotland).