

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.

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. This is only required where: <ol style="list-style-type: none"> 1. The property is an HMO (Additional, Mandatory or S257 licence application) 2. There is a mains wired fire alarm system in place
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. This is only required where: <ol style="list-style-type: none"> 1. The property is an HMO (Additional, Mandatory or S257 licence application) 2. There is no mains wired fire alarm system in place <p>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</p>

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 or by calling 0800 408 5500.



Gas Safe is a registered trade mark of HSE and is used under licence.

Details of Registered Business

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

Details of Site

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

Details of Landlord/Homeowner (or agent where appropriate)

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

Number of Appliances tested: _____

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

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							

Any Defects Identified			GIUSP classification eg. NCS/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

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 _____
 Date appliance(s)/flue(s) checked _____

Tenant/Landlord/Homeowner/Agent

ATTENTION

Next safety check due by:

1,169 x 827

Do not forget to re-order your pads using reference GSR LGSR PAD2 at www.gassafeshop.co.uk

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

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

DPN16

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 (CRN):	Occupier:
Trading Name:		Name:	Address:
Address:		Address:	Postcode:
Postcode:		Postcode:	Tel No:
Tel No:		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 Evidence of additions or alterations: (.....) Overall assessment of the installation: **Satisfactory** ~~Unsatisfactory~~ (where 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 schedule, 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 overall safety assessment in line with BS 7671:2018 (2) or BS 7671:2018 (2) and there have been no alterations in PART 1, or that further investigation (BS 7671:2018 (2)) with no delay is required.

Original in possession of the contractor

DPN16

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 m²

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

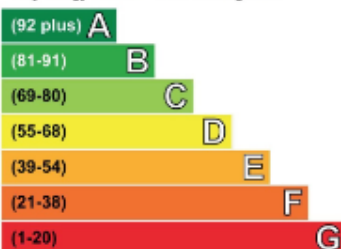
Estimated energy costs of this home

	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	
Totals	£ 1,023	£ 1,023	

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

Very energy efficient - lower running costs



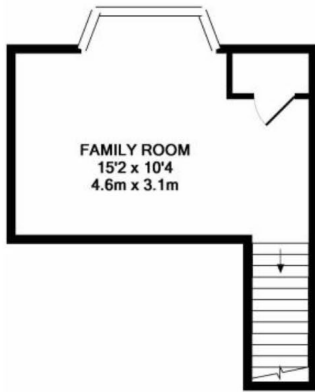
Current	Potential
80	80

The graph shows the current energy efficiency of your home.

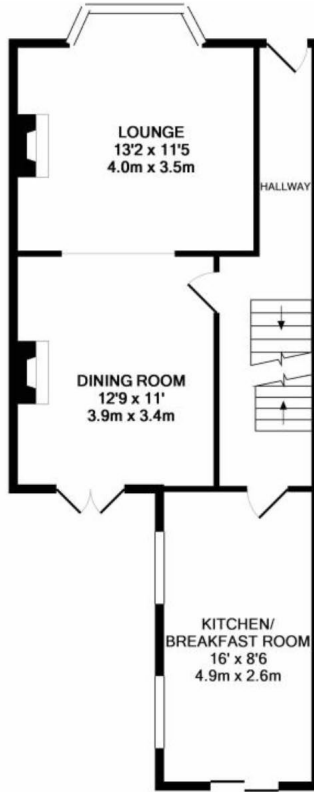
The higher the rating the lower your fuel bills are likely to be.

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

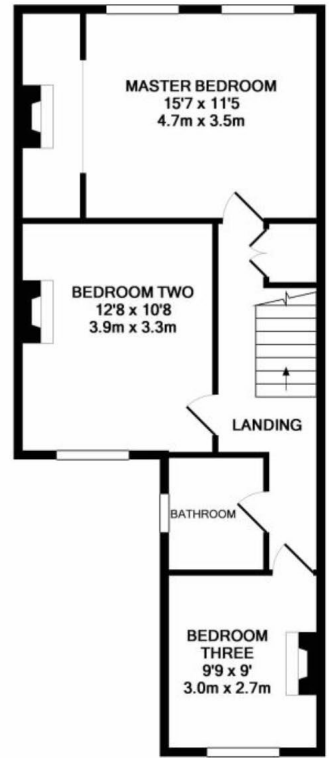
The EPC rating shown here is based on standard assumptions about occupancy and energy use and may not reflect how energy is consumed by individual occupants.



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)