

## Affirmation of Competence to undertake Periodic Inspection, Testing and Certification of Electrical Installations

As a 'Local Housing Authority', Sefton MBC (Housing Standards Team) must ensure that 'Electrical Inspection Condition Report/s' (EICRs), submitted in connection with:

- Housing licensing applications under Parts 2 & 3 of 'The Housing Act 2004' (Mandatory HMO, Additional HMO and Selective licensing)  
or in compliance with;
- Regulation 3 (1) of 'The Electrical Safety Standards in the Private Rented sector (England) Regulations 2020' (SI 312:2020)  
and
- Regulation 7 (3) of '*The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007*' (SI 1903:2007) – as applicable to 'Section 257 HMOs',

has / have been produced by a person both qualified and specifically competent to undertake inspection and testing of fixed electrical installations.

In line with current government guidance, the Local Housing Authority (LHA) may do this by:

1. checking if the inspector is a member of a relevant competent person scheme, via the 'Registered Competent Person Electrical' website: [Home \(electricalcompetentperson.co.uk\)](http://Home(electricalcompetentperson.co.uk))  
and / or
2. "requiring the inspector to sign a checklist certifying their competence, including their experience, whether they have adequate insurance and hold a qualification covering the current version of the wiring regulations and in the periodic inspection, testing and certification of electrical installations".

**Sefton Council strongly recommends that you use an electrical inspector that is a member of a relevant competent person scheme and is specifically registered for electrical inspection & testing** (please see '*Advice to Landlords on commissioning an EICR*').

If you choose to use an electrical inspector that is not specifically registered for electrical inspection & testing, then you will need to provide us with written affirmation as to your inspector's competence to carry out inspection and testing of fixed electrical installations. You can do this by having them complete this form and sign the declaration regarding their competence. The signed and completed form should be included with any EICRs submitted to the authority and returned to the address given.

**Please note** that if the checklist and declaration are not suitably completed or returned, or if required information is missing, or any of the above list of competency requirements are not met, then we will not accept the EICR submitted.

In circumstances where submitted EICRs have been rejected, Sefton Council will still require you to provide a suitable EICR, which would incur additional cost to you. Sefton Council will not be liable for any such additional cost and the failure to provide a suitable EICR may result in enforcement action being taken.

## Checklist

<p><b>Address of Premises subject to Inspection &amp; Testing</b> (if property comprises several units, include <u>all</u> flat numbers).</p>	
<p><b>Description and number of installations Inspected &amp; Tested</b> (e.g.: '1x House', '3 x Flats', '1 x Landlord's Supply', etc.).</p>	
<p><b>Name of Electrical Inspector</b> (capitals).</p>	
<p><b>Company / Business Name.</b></p>	
<p><b>Business Address.</b></p>	
<p><b>Telephone Number.</b></p>	
<p><b>Email Address.</b></p>	
<p><b>Are you a member of a third party accredited (electrical) competent person scheme?</b></p>	
<p><b>If so, please state which scheme, including the organisation and your registration number.</b></p>	
<p><b>Do you have Public Liability Insurance of at least £2 million?</b></p>	
<p><b>Do you have Professional Indemnity Insurance of at least £250,000?</b></p>	
<p><b>Do you have an appropriate qualification covering the current version 18<sup>th</sup> Edition, of the Wiring Regulations (BS 7671)?</b></p> <p>i.e. City &amp; Guilds 2382-18 BS7671 IET Wiring Regulations 18<sup>th</sup> Edition Qualification (or other UK recognised equivalent – please advise).</p>	
<p><b>Do you have a <u>specific</u> qualification covering periodic inspection, testing and certification of electrical installations?</b></p> <p>i.e. City &amp; Guilds 2391-51 or 52 Level 3 Award in Periodic Inspection and Testing of Electrical Installations (or other UK recognised equivalent – please advise).</p>	

<b>Do you have at least two years' experience, in carrying out periodic inspection and testing of electrical installations?</b>	
<b>Declaration:</b> I, being the person responsible for the Inspection and Testing of the above electrical installation/s (as indicated by my signature below), confirm that particulars provided in this form and supporting documents, are accurate and true to the best of my knowledge and belief.	
<b>Full Name:</b> (please print).	
<b>Signature:</b>	
<b>Date:</b>	

**Please note that failure to suitably complete and return this form, may result in the LHA rejecting the submitted certification.**

Please return the completed form to: Sefton Council, Housing Standards Team,  
Magdalen House,  
30 Trinity Road,  
Bootle,  
L20 3NJ

An electronic (scanned) and signed copy of this document and/or if you have any further enquiries, you may send these to us at: [housing.standards@sefton.gov.uk](mailto:housing.standards@sefton.gov.uk)