The Highland Licensing Committee

Meeting – 17 December 2013

Agenda Item	**6.1**
Report No	**HLC/083/13**

Application for Renewal of a Public Entertainment Licence
Strathnaver Museum, Clachan, Bettyhill

Report by the Legal Manager

Summary

Members are asked to give consideration to an application for renewal of a public entertainment licence.

This application is subject to a formal hearing procedure.

1.0 Background

1.1 The licensing of public entertainment is an activity covered under the Civic Government (Scotland) Act 1982.

2.0 Process

2.1 An application for the renewal of a Licence was received on 1 August 2013 from Strathnaver Museum in respect of Strathnaver Museum, Clachan, Bettyhill, Thurso. The applicant has indicated on the application form that the premises are to be used for Exhibitions, which is one of the activities which the Council has resolved to licence.

2.2 In terms of Section 3(1) of the abovementioned Act the application requires to be determined within 6 months i.e. 1 February 2014.

2.3 Following receipt of this application a copy of the same was circulated to the following Agencies/Services for consultation:

- Police Scotland
- Scottish Fire and Rescue Service
- Environmental Health Service
- Planning and Building Standards Service
- Roads Service

2.4 A letter was received from the applicant on 17 October 2013 enclosing electrical report dated 9 August 2013, both attached. The electrician has stated that the installation is unsatisfactory.

2.5 A late objection was received from the Environmental Health Service on 25 November 2013. They were unable to comment within the statutory consultation period as the electrical report had not been received.

2.6 In terms of Schedule 1 Paragraph 3(e) (iii) of the Civic Government (Scotland) Act 1982 any objections and/or representations to an application for licence should be submitted within 28 days of the application being received.

2.7 However Schedule 1 Paragraph 3(2) of the Act states that:

Notwithstanding sub-paragraph (1)(e) above, it shall be competent for a Licensing Authority to entertain an objection or representation received by them before they take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required under that sub-paragraph'.

2.8 A Representative from Environmental Health Service has been invited to the meeting to answer any questions Members may have regarding the late representation.

2.9 If the Committee are minded to accept the late representation it will be circulated to Members at the meeting and can be taken into account when determining the application. If the Committee do not accept the reason for the late submission the application will be determined in its absence.

2.10 A copy of this Report has been sent to the applicant who, in terms of Paragraph 4(2) of the Civic Government (Scotland) Act 1982, has been invited to attend and will be provided with an opportunity to be heard by the Committee. The applicant has also been advised of the procedure which will be followed at the meeting.

3.0 Determining Issues

3.1 Section 5(3) of Schedule 1 of the Civic Government (Scotland) Act 1982 states that a Licensing Authority may refuse an application to grant or renew a licence where:

- The applicant or anyone else detailed on the application is not a fit and proper person
- The activity would be carried out by a person other than the applicant who, if he had made the application himself, would have been refused
- Where the application relates to a premise, vehicle or vessel that the location, character or condition of the same is not suitable
- The nature and extent of the proposed activity is not suitable
- The kind of persons likely to be in the premises are not suitable
- Where there is the possibility of undue public nuisance, public order or public safety
- Where there is other good reason

3.2 If required the Legal Manager will offer particular advice on the criteria relating to this particular application.

4.0 Policies

4.1 The following policies are relevant to this application:

Highland Council Public Entertainment. A copy of these can accessed at www.highland.gov.uk/businessinformation/licensing/civicgovernmentlicensing or a hard copy can be supplied where requested.

Recommendation

Members are **invited** to give consideration to the above application.

If Members are minded to grant the renewal of the licence, consideration could be given to an additional condition being imposed requiring the applicant to submit a further satisfactory electrical report within a specified time.

Alternatively the Committee may wish to refuse the application on one of the grounds detailed in paragraph 3.1 of the report.

Designation: Legal Manager

Officer Reference: Lisa Donaldson

Date: 26 November 2013

Background Papers: Civic Government (Scotland) Act 1982

Appendices:

- Electrical Report dated 9 August 2013
- Letter from Strathnaver Museum dated 14 October 2013

NICEIC APPROVED CONTRACTOR

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

IPN3/0388747

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with British Standard 7671 - Requirements for Electrical Installations by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

Original (To the person ordering the work)

A. DETAILS OF THE CLIENT

Client: strath naver museam

Address: strathnaver museambettyhill

Postcode:

B. PURPOSE OF THE REPORT

This report must be used only for reporting on the condition of an existing installation.

Purpose for which this report is required: insurance

Date(s) on which inspection and testing were carried out: 09/08/2013

C. DETAILS OF THE INSTALLATION

Occupier: strath naver museam

Address

Postcode:

Estimated age of the electrical installation: 30 year years

Description of premises: domestic, commercial, industrial, other (Please state): museam

Evidence of alterations or additions: ✔

If yes, estimated age: 10 years

Date of previous inspection: 09/08/2013

Electrical Installation Certificate No or previous Periodic Inspection or Condition Report No:

Records of installation available: ✔

Records held by: strathnaver museam

D. EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

accesible areas

Agreed limitations (including the reasons), if any, on the inspection and testing:

accesible areas

Agreed with: manager

Operational limitations including the reasons (see page No.)

tv and lights to be left on while gueats on museam

The inspection has been carried out in accordance with BS 7671, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected.

E. SUMMARY OF THE CONDITION OF THE INSTALLATION

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

bad

Summary of the condition of the installation continued on additional pages? No ✔ Yes Specify page

Overall assessment of the installation: ~~SATISFACTORY~~ / UNSATISFACTORY *(Delete as appropriate)*

An 'Unsatisfactory' assessment indicates that dangerous and/or potentially dangerous conditions have been identified

This report should have been reviewed and confirmed by the registered Qualified Supervisor of the Approved Contractor responsible for issuing it. (See declaration on page 2)

Please see the 'Notes for Recipients'

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ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, an subject to the limitations at D;

There are no items adversely affecting electrical safety. ✔ or The following observations and recommendations for are made N/A

Item No		Classification code †	Further investigation required (Y or ✔)
			Y
1	cables not secured in store	C2	Y
2	cables clipped to accesible surfaces with no mechanicle protection	C3	Y
3	no protective bonding	C2	Y
4	no glands on cables in to office light	C2	Y
5	pendant om stairs u s	C2	Y
6	no earth sleeving on lights	C2	Y
7	13amp skt on lighting circuit upstairs store	C1	Y
8	incomplete ring main	C2	Y
9	hidden junction boxes with unknown radials	C2	Y
9	holes in skts to large	C2	Y
10	The main RCD or voltage-operated earthleakage circuit-breaker on a TT system fails to operate when tested with an instrument or integral test button	C2	Y
11	Absence of RCD protection for a socket-outlet that is unlikely to supply portable or mobile equipment for use outdoors, does not serve a location containing a bath or shower, and the use of which is otherwise not considered by the inspector to result in potential danger. (Note: Code C2 would apply if the circuit supplied a socket-outlet in a location containing a bath or shower in accordance with Regulation 701.512.3)	C3	Y
12	Absence of RCD protection for cables installed at a depth of less than 50 mm from a surface of a wall or partition where the cables do not incorporate an earthed metallic covering, are not enclosed in earthed metalwork, or are not mechanically protected against penetration by nails and the like	C3	Y
13	Absence of RCD protection for circuits of a location containing a bath or shower where satisfactory supplementary bonding is present Reliance on a voltage-operated earth-leakage circuit-breaker for fault protection (protection against indirect contact), subject to the device being proved to operate correctly. (If the circuit-breaker relies on a water pipe not permitted by Regulation 542.2.6 as the means of earthing, this would attract a Code C2 classification.)	C3	Y

Additional Pages? No Yes ✔ Specify page 9

†One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

Code C1 ***"Danger Present"***. Risk of injury. Immediate remedial action required.

Code C2 ***"Potentially dangerous"***. Urgent remedial action required.

Code C3 ***"Improvement recommended"***.

Please see the notes for recipient for guidance regarding the Classification codes.

Immediate remedial action required for items: 7

Urgent remedial action required for items: 1,3,4,5,6,8,9,9,10,14

Further investigation required for items:

Improvement recommended for items: 2,11,12,13

G. DECLARATION

I/We, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described in page 1 (see C), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (see F) and the attached schedules (see H), provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations of the inspection and testing (see D).

I/We further declare that in my/our judgement, the said installation was overall in [SATISFACTORY / UNSATISFACTORY]* condition (see F) at the time the inspection was carried out, and that it should be further inspected as recommended (see I).

**Delete as appropriate*

INSPECTI

Signature

Name (CAPITALS) C CLARKE

Position MANAGER

Date: 09/08/2013

REPORT REVIE

Signature

Name (CAPITALS) C CLARKE

(Registered Qualified Supervisor for the Approved Contractor at J)

Date: 09/08/2013

Please see the 'Notes for Recipients'

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ELECTRICAL INSTALLATION CONDITION REPORT

Original (To the person ordering the work)

H. SCHEDULES AND ADDITIONAL PAGES

Inspection Schedule: Page(s) No 4,5,6

Additional pages, including additional source(s) data sheets: Page No(s) 0

Schedule of Circuit Details for the Installation: Page No(s) 7

Schedule of Test Results for the Installation: Page No(s) 8

The pages identified are an essential part of this report. The report is valid only if accompanied by all the schedules and additional pages identified above.

I. NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more th 3 years

(Enter interval in terms of) years, months or weeks, as appropriate)

provided that any items at F which have been attributed a Classification code C1 (danger present) are remedied immediately and that any items which have been attributed a code C2 (potentially dangerous) or require further investigation are remedied or investigated respectively as a matter of urgency. Items which have been attributed a Classification code C3 should be improved as soon as practicable (see F).

J. DETAILS OF NICEIC APPROVED CONTRACTOR

Trading Title: Clarke Electrical

Address: Viewfirth
Main st
castletown
caithness

Postcode:KW148TP

Telephone number: 01847821821

Email Address:

Enrolement number: 501199000
(Essential information)

Branch number:
(if applicable)

K. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System Type(s)		Number and Type of Live Conductors						Nature of Supply Parameters					Characteristics of Primary Supply Overcurrent Protective Device(s)			
TN-S	N/A		a.c.	N/A		d.c.	N/A	Nominal Voltage(s): (1)	230	V	U_0 (1)	230 V	BS(EN)	BS 1362 Fuse Domestic		
TN-C-S	✔	1-phase (2 wire)	✔	1-phase (3 wire)	N/A	2 pole	N/A	Nominal frequency, f (1)	50	Hz	*Notes: (1) by enquiry*		Type	2		
TN-C	N/A	2-phase (3 wire)	N/A			3 pole	N/A	Prospective fault current, I_{pf} (2)(3)	0.54	kA	*(2) by enquiry or by measurement*			Rated current	80	A
TT	N/A	3-phase (3 wire)	N/A	3-phase (4 wire)	N/A	other		External earth fault loop impedance, Z_e (2)(3)	0.30	Ω	*(3) where more than one supply, record the higher or highest values*			Short-circuit capacity	16	kA
IT	N/A	Other						Number of sources	1		*(4) by measurement*			Confirmation of supply polarity	×	(✔)

L. PARTICULARS OF INSTALLATION AT THE ORIGIN

Tick boxes and enter details, as appropriate

Means of Earthing

Distributor's facility: ✔

Installation earth electrode: N/A

Type: (eg rod(s), tape etc)

Electrode resistance, R_A: (Ω)

Details of Installation Earth Electrode (where applicable)

Location:

Method of measurement:

Main Switch or Circuit-Breaker

Type: BS(EN)	BS EN 60947-3	Voltage rating	240	V
No of Poles	2	Rated current, I_n	100	A
Primary supply conductors' material	copper	RCD operating current, $I\Delta n$		mA
Primary supply conductors' csa	16 mm²	Rated time delay		ms
		RCD operating time (at $I\Delta n$)*		ms

Earthing and protective bonding conductors

Earthing conductor

Conductor material	copper		
Conductor csa	16		
Connection/ continuity verified	N/A	(✔)	mm²

Main protective bonding conductors

Conductor material			
Conductor csa			mm²
Connection/ continuity verified	N/A	(✔)	

Bonding of extraneous-conductive-parts (✔)

Water service	N/A	Gas Service	N/A
Oil service	N/A	Structural steel	N/A
Lightning protection	N/A	Other incoming service(s)	N/A
Specify	none		

** (applicable only where an RCD is suitable and is used as a main circuit-breaker)*

Please see the 'Notes for Recipients' on the reverse of this page

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS †

Item	Description	Outcome *	Location reference
1.0 Condition/adequacy of distributor's/supply intake equipment			
1.1	Service cable	✔	
1.2	Service cut-out/fuse(s)	✔	NA
1.3	Meter tails - distributor	✔	NA
1.4	Meter tails - consumer	✔	NA
1.5	Metering equipment	✔	NA
1.6	Means of main isolation (where present)	✔	NA
2.0	Presence of adequate arrangements for parallel or switched alternative sources	✔	NA
3.0	**Automatic disconnection of supply**		
3.1 Main earthing and bonding arrangements			
	* Presence and condition of distributor's earthing arrangement	✔	NA
	* Presence and condition of earth electrode arrangement	N/A	NA
	* Adequacy of earthing conductor size	✔	NA
	* Adequacy of earthing conductor connections	✔	NA
	* Accessibility of earthing conductor connections	✔	NA
	* Adequacy of main protective bonding conductor size(s)	C2	NA
	* Adequacy of main protective bonding conductor connections	C2	NA
	* Accessibility of main protective bonding connections	C2	NA
	* Provision of earthing/bonding labels at all appropriate locations	C2	NA
3.2 FELV			
	* Source providing at least simple separation	N/A	NA
	* Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	NA
3.3 Reduced low voltage			
	* Adequacy of source	N/A	NA
	* Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises	N/A	NA
4.0 Other methods of protection (where the methods of protection listed below are employed, details should be provided on separate sheets)			
4.1	Double insulation	✔	NA
4.2	Reinforced insulation	✔	NA
4.3	Use of obstacles	✔	NA
4.4	Placing out of reach	✔	NA
4.5	Non-conducting location	✔	NA
4.6	Earth-free local equipotential bonding	✔	NA
4.7	Electrical separation for more than one item of equipment	✔	NA
5.0 Distribution equipment			
5.1	Adequacy of working space/accessibility of equipment	✔	NA
5.2	Security of fixing	✔	NA
5.3	Condition of insulation of live parts	✔	NA
5.4	Adequacy/security of barriers	✔	NA
5.5	Condition of enclosure(s) in terms of IP rating	C3	NA
5.6	Condition of enclosure(s) in terms of fire rating	✔	NA
5.7	Enclosure not damaged/deteriorated so as to impair safety	✔	NA
5.8	Presence of main switch(es), linked where required	✔	NA
5.9	Operation of main switch(es) (functional check)	✔	NA
5.10	Correct identification of circuit protective devices	✔	NA
5.11	Adequacy of protective devices for prospective fault current	✔	NA
5.12	RCD(s) provided for fault protection - includes RCBOs	C3	NA

*** All Boxes must be completed**

'✔' indicates **Acceptable condition**

'LIM' indicates a **limitation**

'N/A' indicates **Not applicable**

Unacceptable conditionstate **C1** or **C2**

Improvement recommendedstate **C3**

Further investigation requiredstate **FI** *(to determine whether danger or potential danger exists)*

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2 and C3 coded items to be recorded in section F of the report.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS †

Item	Description	Outcome *	Location reference
5.13	RCD(s) provided for additional protection - includes RCBOs	C3	NA
5.14	RCD(s) provided for protection against fire - includes RCBOs	C3	NA
5.15	Manual operation of circuit-breakers and RCDs to prove disconnection	✓	NA
5.16	Presence of RCD retest notice at or near equipment where required	N/A	NA
5.17	Presence of diagrams, charts or schedules at or near equipment where required	C3	NA
5.18	Presence of non-standard (mixed) cable colour warning notice at or near equipment where required	C3	NA
5.19	Presence of alternative supply arrangement warning notice(s) at or near equipment where required	N/A	NA
5.20	Presence of replacement next inspection recommendation label	✓	NA
5.21	Presence of other required labelling (specify)	✓	NA
5.22	Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating)	✓	NA
5.23	Protection against mechanical damage where cables enter equipment	✓	NA
5.24	Protection against electromagnetic effects where cables enter metallic enclosures	✓	NA
6.0 Distribution/final circuits			
6.1	Identification of conductors	✓	NA
6.2	Cables correctly supported throughout their length	C3	NA
6.3	Condition of insulation of live parts	✓	NA
6.4	Non-sheathed cables protected by enclosure in conduit, duct or trunking	✓	NA
6.5	Suitability of containment systems for continued use (including flexible conduit)	✓	NA
6.6	Cables correctly terminated in enclosures (indicate extent of sampling in Section D of report)	✓	NA
6.7	Examination of cables for signs of unacceptable thermal and mechanical damage/deterioration	✓	NA
6.8	Adequacy of cables for current-carrying capacity with regard to the type and nature of installation	✓	NA
6.9	Adequacy of protective devices; type and rated current for fault protection	✓	NA
6.10	Presence and adequacy of circuit protective conductors	✓	NA
6.11	Co-ordination between conductors and overload protective devices	✓	NA
6.12	Cable installation methods/practices appropriate to the type and nature of installation and external influences	✓	NA
6.13	Cables where exposed to direct sunlight, of a suitable type	✓	NA
6.14	Concealed cables installed in prescribed zones (see extent and limitations)	✓	NA
6.15	Concealed cables incorporating earthed armour or sheath, or run within earthed wiring system,or otherwise protected against mechanical damage caused by nails, screws and the like where not in prescribed zones or not protected by 30 mA RCD (see extent and limitations)	✓	NA
6.16	Provision of additional protection by 30 mA RCD for cables concealed in walls or partitions	C3	NA
6.17	Provision of additional protection by 30 mA RCD		
	* Where reasonably likely to be used to supply mobile equipment for use outdoors	C3	NA
	* For all socket-outlets of rating 20 A or less provided for use by ordinary persons	C3	NA
6.18	Provision of fire barriers, sealing arrangements and protection against thermal effects	✓	NA
6.19	Band II cables segregated/separated from Band I cables	✓	NA
6.20	Cables segregated/separated from non-electrical services	✓	NA
6.21	Termination of cables at enclosures (identify numbers and locations of items inspected in Section D)		
	* Connections under no undue strain	✓	NA
	* No basic insulation of a conductor visible outside an enclosure	✓	NA
	* Connections of live conductors adequately enclosed	✓	NA
	* Adequacy of connection at point of entry to enclosure (gland, bush or similar)	C3	NA
6.22	General condition of wiring systems	C3	NA
6.23	Temperature rating of cable insulation	✓	NA
6.24	Condition of accessories including socket-outlets, switches and joint boxes	✓	NA
6.25	Suitability of accessories for external influences	✓	NA

*** All Boxes must be completed**

'✓' indicates **Acceptable condition**

'LIM' indicates **a limitation**

'N/A' indicates **Not applicable**

Unacceptable condition state C1 or C2

Improvement recommended state C3

Further investigation required state F/I
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2 and C3 coded items to be recorded in section F of the report.

ELECTRICAL INSTALLATION CONDITION REPORT

INSPECTION SCHEDULE FOR DISTRIBUTION BOARDS AND CIRCUITS †

Item	Description	Outcome *	Location reference
7.0 Isolation and switching			
7.1 Isolators			
	* presence and condition of appropriate devices	✔	NA
	* acceptable location	✔	NA
	* capable of being secured in the OFF position	✔	NA
	* correct operation verified	✔	NA
	* clearly identified by position and/or durable marking(s)	✔	NA
	* Warning label posted in situations where live parts cannot be isolated by the operation of a single device	✔	NA
7.2 Switching off for mechanical maintenance			
	* presence and condition of appropriate devices	✔	NA
	* acceptable location	✔	NA
	* capable of being secured in the OFF position	✔	NA
	* correct operation verified	✔	NA
	* clearly identified by position and/or durable marking(s)	✔	NA
7.3 Emergency switching/stopping			
	* presence and condition of appropriate devices	✔	NA
	* readily accessible for operation where danger might occur	✔	NA
	* correct operation verified	✔	NA
	* clearly identified by position and/or durable marking(s)	✔	NA
7.4 Functional switching			
	* presence and condition of appropriate devices	✔	NA
	* correct operation verified	✔	NA
8.0 Current-using equipment (permanently connected)			
8.1	Condition of equipment in terms of IP rating	✔	NA
8.2	Equipment does not constitute a fire hazard	✔	NA
8.3	Enclosure not damaged/deteriorated so as to impair safety	✔	NA
8.4	Suitability for the environment and external influences	✔	NA
8.5	Security of fixing	✔	NA
8.6	Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire (indicate extent of sampling in Section D of report)	✔	NA
8.7 Recessed luminaires (e.g. downlighters)			
	* correct type of lamps fitted	✔	NA
	* installed to minimise build-up of heat by use of fire rated fittings,insulation displacement box or similar	✔	NA
	* no signs of overheating to surrounding building fabric	✔	NA
	* no signs of overheating to conductors/terminations	✔	NA
9.0 Location(s) containing a bath or shower			
9.1	Additional protection for all low voltage (LV) circuits by RCD not exceeding 30 mA	✔	NA
9.2	Where used as a protective measure, requirements for SELV or PELV are met	✔	NA
9.3	Shaver sockets comply with BS EN 61558-2-5 or BS 3535	✔	NA
9.4	Presence of supplementary bonding conductors unless not required by BS 7671: 2008	✔	NA
9.5	Low voltage (e.g. 230 volts) socket-outlets sited at least 3 m from zone 1	✔	NA
9.6	Suitability of equipment for external influences for installed location in terms of IP rating	✔	NA
9.7	Suitability of equipment for installation in a particular zone	✔	NA
9.8	Suitability of current-using equipment for a particular position within the location	✔	NA
10.0 Other special installations or locations			
	List special locations present, if any. List the results of particular inspections applied.- a separate page is required for each location	✔	NA

* All Boxes must be completed

'✔' indicates **Acceptable condition**

'LIM' indicates **a limitation**

'N/A' indicates **Not applicable**

Unacceptable condition state C1 or C2

Improvement recommended state C3

Further investigation required state FI
(to determine whether danger or potential danger exists)

Outcome
Provide additional comment where appropriate on attached numbered sheets. C1, C2 and C3 coded items to be recorded in section F of the report.

NICEIC APPROVED CONTRACTOR

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IPN3/0388747

SCHEDULE OF CIRCUIT DETAILS FOR THE PRIMARY DISTRIBUTION BOARD

Original (To the person ordering the work)

CIRCUIT DETAILS

TO BE COMPLETED IN EVERY CASE	TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION*
Location of distribution board:	Supply to distribution board is from: No of phases: Nominal voltage: V
	Overcurrent protective device for the distribution circuit: Associated RCD (if any): BS(EN)
Distribution board designation: DB001	Type: BS(EN) Rating: A RCD No of poles: $I_{\Delta n}$ mA

Circuit number and phase	Circuit designation	Type of wiring (see code)	Reference method	Number of points served	Circuit conductors: csa Live (mm²)	Circuit conductors: csa cpc (mm²)	Max. disconnection time permitted by BS 7671 (s)	Overcurrent protective devices BS (EN)	Type No	Rating (A)	Short-circuit capacity (kA)	RCD Operating current, $I_{\Delta n}$ (mA)	Maximum Z_s permitted by BS 7671† (Ω)
1	lights	A	A	8	1.5	1	5	BS EN 60898 MCB Typ	B	6	6		
2	lights	A	A	13	1.5	1	5	BS EN 60898 MCB Typ	B	6	6		
3	lights	B	A	lim	1.5	1	5	BS EN 60898 MCB Typ	B	6	6		
4	skt	A	A	8	2.5	1.5	0.4	BS EN 60898 MCB Typ	B	32	6		
5	skt	A	A	3	2.5	1.5	0.4	BS EN 60898 MCB Typ	B	32	6		
6	spare	A	A					BS EN 60898 MCB Typ	B		6		
7	lights	A	A	2	1.5	1	5	BS EN 60898 MCB Typ	B	6	6		
8	water heater	A	A	1	2.5	1.5	5	BS EN 60898 MCB Typ	B	16	6		
9	waterheater	A	A	1	2.5	1.5	5	BS EN 60898 MCB Typ	B	16	6		
10	doorbell	A	A	1	1.5	1	5	BS EN 60898 MCB Typ	B	6	6		
11	fire Larm	A	A	1	1.5	1	5	BS EN 60898 MCB Typ	B	6	6		
12	skt radials	A	A	3	2.5	1.5	0.4	BS EN 60898 MCB Typ	B	20	6		

* *In such cases, details of the distribution (sub-main) circuit(s), together with the test results for the circuit(s), must also be provided, on continuation schedules.*
† See Table 4A2 of Appendix 4 of BS 7671

CODES FOR TYPE OF WIRING								
A	B	C	D	E	F	G	H	O (Other - please state)
Thermoplastic insulated/ sheathed cables	Thermoplastic cables in metallic conduit	Thermoplastic cables in non metallic conduit	Thermoplastic cables in metallic trunking	Thermoplastic cables in non metallic trunking	Thermoplastic/ SWA cables	Thermosetting/ cables	Mineral insulated cables	

See next page for Schedule of Test Results

NICEIC APPROVED CONTRACTOR

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

IPN3/0388747

SCHEDULE OF TEST RESULTS FOR THE PRIMARY DISTRIBUTION BOARD

Original (To the person ordering the work)

TEST RESULTS

TO BE COMPLETED ONLY IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Characteristics at this distribution board

Confirmation of supply polarity

* *See note below*

Z_s *	Ω	Operating times of associated RCD (if any)	At $I_{\Delta n}$	ms
I_{pf} *	kA		At $5I_{\Delta n}$	ms

Test instruments (serial numbers) used:

Earth fault loop impedance		RCD	
Insulation resistance		Multi function	
Continuity		Other	

Circuit number and phase	Circuit impedances (Ω)					Insulation resistance				Polarity	Maximum measured earth fault loop impedance, Z_s * *See note below*	RCD operating times		Test button operation
	Ring final circuits only (measured end to end)			All circuits (At least one column to be completed)		Line/Line †	Line/Neutral †	Line/Earth †	Neutral/Earth			at $I_{\Delta n}$	at $5I_{\Delta n}$ (if applicable)	
	r_1 (Line)	r_n (Neutral)	r_2 (cpc)	$R_1 + R_2$	R_2	(MΩ)	(MΩ)	(MΩ)	(MΩ)	(✓)	(Ω)	(ms)	(ms)	(✓)
1							299	299	299		0.85	/	/	
2							299	299	299		1.58			
3							lim	299	299		lim			
4	lim	lim	lim				299	299	299		lim			
5	lim	lim	lim				299	299	299		lim			
6														
7							82	84			0.99			
8							299	299	299		0.43			
9							299	299	299		0.45			
10							299	299	299		0.21			
11								lim	lim		lim			
12							299	299	299		0.51			

* *Note: Where the installation can be supplied by more than one source, such as primary source (eg public supply) and a secondary source (eg standby generator), the higher or highest values must be recorded.*

TESTED BY

Signature:	Position:
Name: (CAPITALS)	Date of testing:

See previous page for Schedule of Circuit Details

NICEIC APPROVED CONTRACTOR

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IPN3/0388747

Original (To the person ordering the work)

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, an subject to the limitations at D:

There are no items adversely affecting electrical safety. ✔ or The following observations and recommendations for are made N/A

Item No		Classification code †	Further investigation required (Y or ✔)
14	unable to get reliable readings on skt rings	C2	Y

Additional Pages? No ✔ Yes Specify page

†One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

Code C1 ***"Danger Present"***. Risk of injury. Immediate remedial action required.

Code C2 ***"Potentially dangerous"***. Urgent remedial action required.

Code C3 ***"Improvement recommended"***.

Please see the notes for recipient for guidance regarding the Classification codes.

Immediate remedial action required for items:

Urgent remedial action required for items: 14,

Further investigation required for items:

Improvement recommended for items:

Please see the 'Guidance for Recipients on the Recommendation Codes' on the reverse of this page.

Strathnaver Museum

Bettyhill, By Thurso,
Caithness, KW14 7SS.
Tel: 01641 521418
E-mail: projectmanager@strathnavermuseum.org.uk
Website: www.strathnavermuseum.org.uk

14th October 2013

Chief Executive's Office,
Per Iona Cook,
Girnigoe Street,
Wick.
KW1 4HW

Dear Iona,

I enclose a signed copy of our current electrical certificate as the electronic version that I sent you had not been signed. We at the Museum are aware of the unsatisfactory assessment of the installation and are committed to solving these problems before next opening in April 2014. We intend to seek funding for a much needed refurbishment of the Museum and would undertake to upgrade our current electrical system then.

Mr Clarke has, however, corrected the Item number 7, C1 fault for us in the meantime.

Yours sincerely,

Margaret Macdonald,
Museum Administrator.

RECEIVED
17 OCT 2013