

LANDLORD GAS SAFETY RECORD



This inspection is for gas safety purposes in accordance with the Gas Safety (Installation and Use) Regulations. Flues were inspected visually and checked for satisfactory evacuation of products of combustion. A detailed internal inspection of the Flue integrity, construction and lining has not been carried out.

White - Housing Department Copy
 Yellow - Tenants Copy
 Pink - Contractors Copy

LANDLORD Name: Wear Valley District Council Address: Civic Centre Crook. Co. Durham. DL15 9ES Tel: (01388) 765555	CONTRACTOR Name: Housing Services Address: Wear Valley District Council Civic Centre, Crook, Co. Durham. DL15 9ES Tel: (01388) 765555	TENANT Name: MR & MRS AS DAVIES Address: 10 ST PAULS WAY HUNWICK DURHAM Job No: 90502/1
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APPLIANCE DETAILS	INSPECTION DETAILS	QC*
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Location	Make and Model	Flue Type OF / RS FL	Operating pressure mbar or Heat Input kW/h or Btu/h	Safety Device Correct Operation Yes/No/NA	Ventilation Satisfactory Yes/No/NA	Visual Condition of Flue Pass/Fail /NA	FLUE PERFORMANCE CHECK		Flue Termination Satisfactory Yes/No/NA	APPLIANCE SAFE TO USE YES/NO	Landlords Appliance if applicable Yes/No/NA	Appliance Serviced Yes/No	Quality Control Checks Pass/Fail
							Flue Flow Test Pass/Fail/NA	Spillage Test Pass/Fail/NA					
1 L/R	PIREGLow SUNLINE	OF	17.543	YES	YES	PASS	PASS	PASS	YES	YES	YES	YES	
2 B/L	Baxi 105 E	RS	12.543	YES	YES	PASS	NA	NA	YES	YES	YES	YES	
3 K/T	WHIRPOOL 1403	FL									NO	NO	
4													

DETAILS OF ANY FAULTS	REMEDIAL ACTION TAKEN	DETAILS OF ACTION REQ'D	FOR QUALITY AUDIT PURPOSES ONLY * See above also
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(Diagonal lines indicating no faults or remedial actions)			This certificate has been subjected to a Quality Audit			
			Quality Audit Type	Documentation	Visual	Q.C. Physical
			Date	7/12/04		
			Checked by	PKD		
			QA Result Pass/Fail	Pass		

Gas Installation Pipework :- Satisfactory Visual Inspection? Yes No
 Please note Visual Inspection of Cookers Only

Installation Pipework Crossbonded? Yes No

Satisfactory Soundness Test? Yes No

This Safety Record is issued by: Print Name..... J JOHNSON

Number of appliances Tested: 2

Received on behalf of Landlord. Signed: [Signature]

Signed: [Signature] Date: 6-12-04

Tenant/Landlord/Agent

LABEL AND WARNING
 NOTICES ISSUED YES NO

CORGI REG. NO. 54233

GAS METER CHECK LIST	
Is Emergency Control labelled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is Emergency Control accessible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX 1

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WEAR
VALLEY
DISTRICT COUNCIL

APPENDIX 2

Civic Centre,
Crook,
County Durham.
DL15 9ES
Tel: 01388 765555 Fax: 01388 766660
Minicom: 01388 761515

Housing Services Department

Director Michael Laing

This matter is being dealt with by Phil Cummings

Direct Line 01388 761984

e-mail address: p.cummings@wearvalley.gov.uk

14 January 2005

Re – Sleeping accommodation

Name
Address1
Address2
Address3
Address4

Dear

I have been made aware that a member of your household is sleeping in a room that contains an open flued gas appliance that has a heat input greater than 14kw and has no atmospheric sensing device fitted.

This is in contravention of regulations 30(2), 30(3), 36(11) and 36(12) of The Gas Safety (Installation and Use) Regulations 1998.

This must only be viewed as a TEMPORARY arrangement and must be changed as soon, as is practicable.

In the interim we shall arrange to have a carbon monoxide detector fitted and regular safety checks of the appliance carried out.

Should you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely

P Cummings
Property Services Manager (Gas Safety)

APPENDIX 3

MEMORANDUM

From: Phil Cummings

To: Gas operatives

Ext: 354

Date: 18 January 2005

NEW PROCEDURES (When encountering a non live gas supply)

When unable to carry out a gas tightness test on the installation pipe work for any reason i.e.

- The gas supply has been disconnected/capped off externally by Transco due to non payment.
- The supply has been capped at the tenants request.
- The tenant does not use the heating for medical reasons etc.
- The property is fitted with a prepayment meter upon which there is no available credit.

The following procedure must be followed.

- 1 The engineer shall insert a blanking disc into the outlet side of the primary gas meter.
2. The engineer shall issue a warning notice (CP14), informing the customer that the supply has been capped and they should inform the Housing Services Department when the supply has been re established in order to have the disc removed, pipe work tested and the appliances serviced.

P Cummings

Property Services Manager (Gas Safety)

APPENDIX 5

CLASSIFICATION OF DEFECTIVE APPLIANCES/INSTALLATIONS

Immediately Dangerous (ID)

The most serious category, W.V.D.C. will on ALL occasions with permission, arrange to have the appliance or installation immediately disconnected from the gas supply, and the Maintenance Personnel will inform the customer/tenant that this appliance or installation would, if not disconnected, present an **immediate** danger to life and property. The Maintenance Personnel will complete a Warning/Advice Notice reporting form, ask the responsible person to sign the document and issue a copy. The Maintenance Personnel will also attach a Warning Label to the appliance.

At Risk (AR)

The next most serious category, the advice given by the Maintenance Personnel to the customer/tenant in this situation is that this appliance or installation, if operated may lead to a situation which **could create** risk to life or property. The Maintenance Personnel will on ALL occasions turn off the appliance, complete a Warning/Advice Notice reporting form, ask the responsible person to sign the document and issue a copy. The Maintenance Personnel will also attach a Warning Label to the appliance.

Not to Current Standards (NCS)

Any existing appliance or installation, which cannot satisfy all current Regulations, standard and specifications or codes of practice but constitutes neither an Immediately Dangerous nor an At Risk situation will fall into this category. The advice given to the customer/tenant in this situation is that the appliance or installation requires some rectification works to bring it up to the required standards but is still safe to use until these works are completed. A Warning Notice will not be raised, however, the particular details should be clearly indicated on the Landlord's Gas Safety Record.

APPENDIX 6

Civic Centre, Crook, County Durham. DL15 9ES
Tel : (01388) 765555



WEAR
VALLEY
DISTRICT COUNCIL

INCIDENT REPORT FORM

Gas Supply and Fittings

To be completed by Corgi Registered / ACOP trained Installer

1. Indicate the Date, Time and Address of Dangerous Gas Supply / Fitting?

Date Time :

Address :

2. What is the normal activity carried on there?

Office

Tenancy

Public Building

Leisure Complex

Other Premises (Please specify) ..

3. What is the dangerous Gas Supply or Fitting associated with?

Fire

Flue

Cooker

Boiler

Ventilation

Pipework

Fitting

4. What action has been taken?

5. Any further information?

Name

Signature

Department

.....Date

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APPENDIX 7

WEAR VALLEY DISTRICT COUNCIL
HOUSING SERVICES DEPARTMENT
GAS SERVICE POST INSPECTION / CUSTOMER SATISFACTION

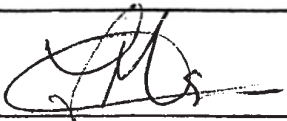
PHYSICAL	<input checked="" type="checkbox"/>	VISUAL	<input type="checkbox"/>
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ADDRESS 34 Wheat Bottom

JOB NO 90475

	Pass	Fail
Gas Pressures Correct / Flame Picture Correct	✓	
Flue Test Passed / Co Detector Passed	✓	
Spillage Test Passed / Co Detector Passed	✓	
Ventilation Adequate	✓	
Gas safety record issued	✓	
Appliance left clean and tidy	✓	

Comments Boiler Pressure when tested 10wb.

Signatures 

Date 22/12/04

APPENDIX 7(a)


WEAR VALLEY DISTRICT COUNCIL
HOUSING SERVICES DEPARTMENT

GAS SERVICES CUSTOMER SATISFACTION

ADDRESS 34 Wheat Bottom

JOB No 90475

	Y	N
Area cleared and dust sheet used	/	
Job left clean and tidy	/	
Operatives attitude	/	
Gas safety record issued	/	
Customer satisfied	/	
<u>Comments</u>		


Signature 

Date 22/12/04

ADDRESS 33 WHEAT BOTTOM

JOB No 90474

	Y	N
Area cleared and dust sheet used	/	
Job left clean and tidy	/	
Operatives attitude	/	
Gas safety record issued	/	
Customer satisfied	/	
<u>Comments</u>		

Signature 

Date 22/12/04

APPENDIX 7(b)

WEAR VALLEY DISTRICT COUNCIL HOUSING SERVICES DEPARTMENT SERVICE INFORMATION

The following information measures performance for the period of November 2004 measured against those in the Gas Safety Policy and Procedure manual.

These figures are:-

Documentation check	100%
Post Inspections	5%
Customer satisfaction	5%

Period	Target services within the period (100%)	Actual services achieved within the period	Percentage
Week ending 6/11/04 to 27/11/04	400	412	103.0%

Target figure based on number of properties with gas appliances required to be serviced per week to complete all servicing within a twelve month period.

Period	Actual services achieved within period	Post inspections carried out	Post inspection target	Actual achieved
Week ending 6/11/04 to 27/11/04	412	22	5.0%	5.3%

Period	Services achieved within period	Customer satisfaction	Customer satisfaction target	Actual achieved
Week ending 6/11/04 to 27/11/04	412	22	5.0%	5.3%

Compiled by: Phil Cummings
Property Services Manager (Gas Safety)
01388 761984
p.cummings@wearvalley.gov.uk



**WEAR
VALLEY**
DISTRICT COUNCIL

APPENDIX 8

CIVIC CENTRE
CROOK
COUNTY DURHAM
DL15 9ES
TELEPHONE (01388) 765555 FAX (01388) 766660
MINICOM (01388) 761515

HOUSING SERVICES DEPARTMENT

DIRECTOR MICHAEL LAING

Our Ref

Telephone enquiries to **Kim Tillotson**

Your Ref

Direct Dial **(01388) 761973**

Office Opening Hours Mon-Thu 8.30-5.00

Fri 8.30-4.30

Date

Dear

IMPORTANT NOTICE

Annual service and safety check of gas appliances

For safety reasons, your gas heating appliance(s) must be serviced and checked every 12 months.

Under your tenancy agreement, you must allow us access to carry out the service.

Our gas service engineers will be in your area Mondays to Fridays during and will call between 8am and 4.30pm.

The engineers will first call without an appointment. However, after that they can arrange visits to suit you. If you are out when they first call, they will leave a card telling you the date of their second visit. If this date is not convenient, please contact me to arrange a more suitable appointment.

For **your** health and **your** safety, it is important that we service and check your appliances.

Yours sincerely

K Tillotson



APPENDIX 9



WEAR VALLEY

Civic Centre,
Crook,
County Durham,
DL15 9ES

Website: www.wearvalley.gov.uk
Housing Services Department

For this enquiry only

Tel: 01388 761973
Minicom: 01388 761515

Director Michael Laing

Date _____ Job No. _____

IMPORTANT - SAFETY CHECK

Dear Tenant

We called today to carry out the annual service/safety check of your gas appliances but could not gain access.

A further visit will be made on _____

If this is not convenient please contact us as soon as possible to arrange a more suitable appointment. Either telephone or complete the details overleaf and return this card to one of our area offices.

For your health and your safety it is important we carry out this service and check.

Name _____

Address _____

Details of Repair _____

will be at home on _____ (date)

or _____

or _____

Please give more than one date and indicate whether you will be in on morning, afternoon or all day.

Signed _____

IMPORTANT NOTICE

A visit to your home was made today in order to carry out Annual Servicing of your Gas Appliances.

Unfortunately no one was at home.

We are sure that you appreciate the importance of this work to ensure the safety of yourselves and your neighbours.

It is essential that you contact Kim Tillotson on (01388) 761973 as soon as possible to arrange a further visit.

Date: _____ Job No: _____



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Housing Services Department

Director Michael Laing



**WEAR
VALLEY**
DISTRICT COUNCIL

APPENDIX 11

CIVIC CENTRE
CROOK
COUNTY DURHAM
DL15 9ES
TELEPHONE (01388) 765555 FAX (01388) 766660
MINICOM (01388) 761515

HOUSING SERVICES DEPARTMENT

DIRECTOR MICHAEL LAING

Our Ref
Your Ref

Telephone enquiries to **Kim Tillotson**
Direct Dial **(01388) 761973**
Office Opening Hours Mon-Thu 8.30-5.00
Fri 8.30-4.30
Date

IMPORTANT NOTICE

ANNUAL SERVICE / SAFETY CHECK OF GAS APPLIANCES

For reasons of safety your gas heating appliance(s) must be serviced and checked every 12 months. Your Tenancy Agreement requires you to let the Council in to do the service.

Our Gas Heating Engineers called onand left a card stating they would return on They were not able to gain entry on either visit and you have not contacted us to make the necessary arrangements for access.

Please contact us immediately.

For **your** health and **your** safety it is important we carry out this service and check.

Yours faithfully

K Tillotson



**WEAR
VALLEY**
DISTRICT COUNCIL

APPENDIX 12

CIVIC CENTRE
CROOK
COUNTY DURHAM
DL15 9ES
TELEPHONE (01388) 765555 FAX (01388) 766660
MINICOM (01388) 761515

HOUSING SERVICES DEPARTMENT

DIRECTOR MICHAEL LAING

Our Ref	Telephone enquiries to	Kim Tillotson
Your Ref	Direct Dial	(01388) 761973
	e.mail address	
	Office Opening Hours	Mon-Thurs 8.30am-5.00pm
		Fri 8.30am-4.30pm

Date

IMPORTANT NOTICE

ANNUAL SERVICING OF GAS APPLIANCES

For reasons of safety your gas heating appliance(s) must be serviced every 12 months. I am deeply concerned that we have not been able to gain access to your home.

Your Tenancy Agreement requires you to let the Council in to do the service. We have made appointments with you and when we called you were not in.

Unless you contact me **by noon on**, to make an arrangement for a day and time when the service can be completed, legal action will be taken against you. This means you will have to pay legal costs of at least £120.

Yours faithfully

K Tillotson



**WEAR
VALLEY**
DISTRICT COUNCIL

APPENDIX 13

Civic Centre,
Crook,
County Durham.
DL15 9ES
Tel: 01388 765555 Fax: 01388 766660
Minicom: 01388 761515

Central Resources Department

Director Gary Ridley

Our Ref: DCR/ADC/97101

First Class Post

URGENT – ACT NOW

Dear Tenant

ACCESS FOR GAS SERVICING

The Housing Services Department instructs me that you have, despite requests, failed to give access to your home in order that essential gas servicing works are carried out. It is a matter of great urgency that this service is undertaken in the next few days.

You are obliged to give the Council or its contractors access to carry out this work. This is a condition of your tenancy agreement.

I, Catherine Prest, **Head of Legal Services** to Wear Valley District Council hereby give you notice that if you fail to contact

Miss K. Tillotson at the Council Offices, Civic Centre, Crook (Telephone Number 01388 761973) by **noon on [enter date]** then the Council will either:-

- a. Apply to the Court for an injunction requiring you to give the Council access to your home and in default enabling the Council to take access. If this proves necessary you will be responsible for meeting the costs incurred, or
- b. Serve on you a notice seeking possession on the grounds/breach that you have failed to comply with your tenancy agreement. This notice is the preliminary stage to the Council seeking possession to your home. You will also be responsible for meeting the costs incurred. If you have already received a notice then please read over the page, or
- c. If the Council already have a Court Order or an adjourned case in respect of possession of your case then the Council can ask the Court to re-list your case and take into consideration your failure to allow the Council access to undertake the gas servicing.

Yours faithfully,

Catherine Prest
HEAD OF LEGAL SERVICES
**Please read the information overleaf*

Information for Tenants who have already received a Notice

This letter is sent without prejudice to any proceedings that the Council may already have begun for breaches of your Tenancy Agreement.

Secure Tenants

Further to the service of the Notice of Seeking Possession upon you I would advise that the Council will seek leave of the Court to add into that Notice a further breach of Ground 1 of Schedule 2 to the Housing Act 1985 which reads:

Ground 1 – Rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed.

Particulars of the breach:

You have failed to comply with your tenancy condition to allow the Council employees and contractors to enter the property at reasonable times to inspect it or carry out repairs, namely the gas service inspection.

If the Court grant leave for this inclusion then your failure to allow the Council access will be dealt with at the hearing for possession of your property.

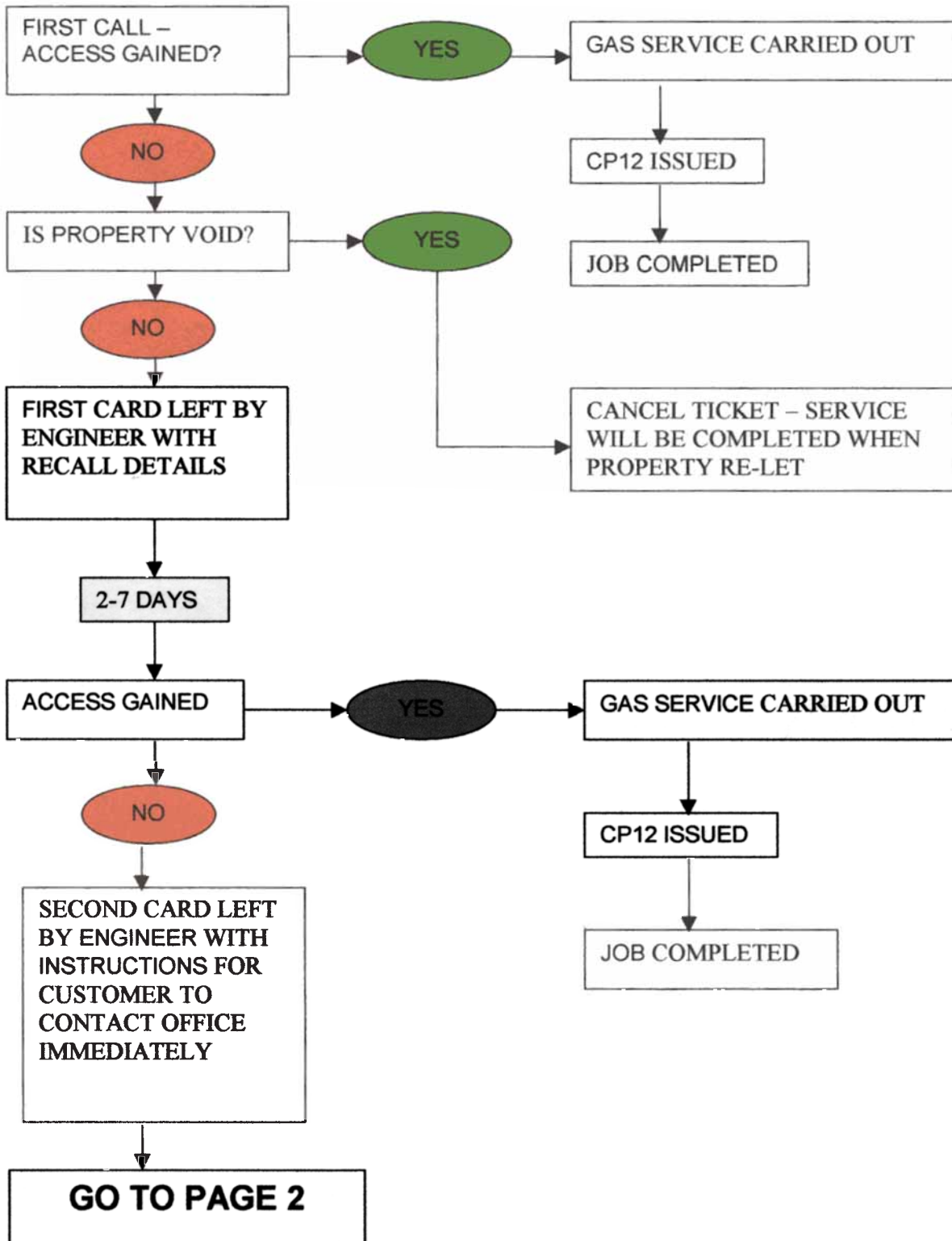
Information for Secure Tenants where a Court Order is in existence or has been adjourned

The Council does not need to serve a new notice. It can ask the Court to re-list your case and bring evidence on your failure to allow the Council access to your property. If a Possession Warrant is to be exercised and you seek to suspend that warrant then the Council will ask the Court to take into consideration your failure to allow access for the gas safety check to be undertaken.

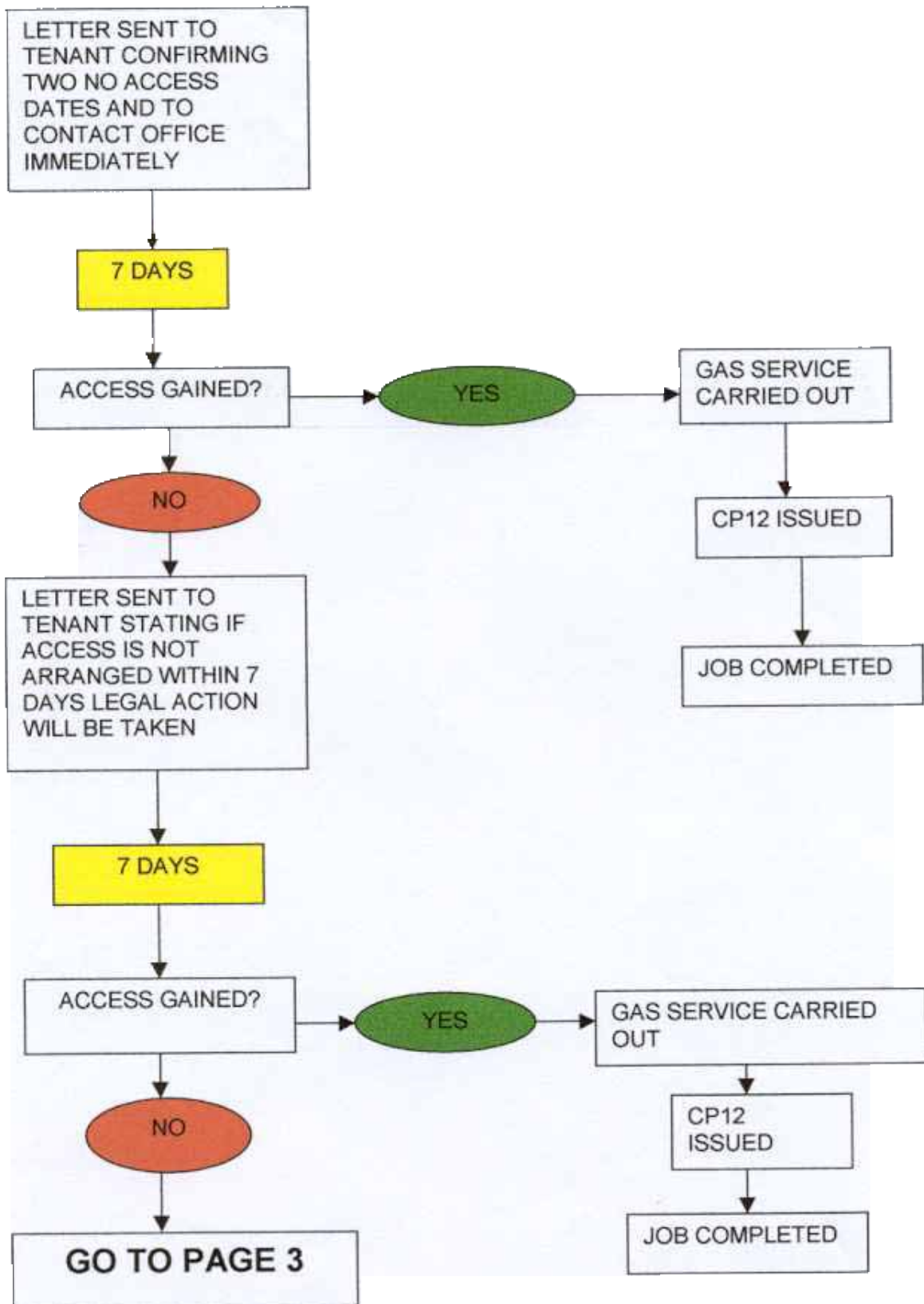
Introductory Tenants and Tenants housed under Homelessness law

Further to the Notice served upon you I would advise that in the event that Court proceedings are commenced then the Court is bound in law to grant the Council possession. If for any reason proceedings are held in abeyance then the Council will ask the Court to order that access be given to enable the gas safety service to be carried out.

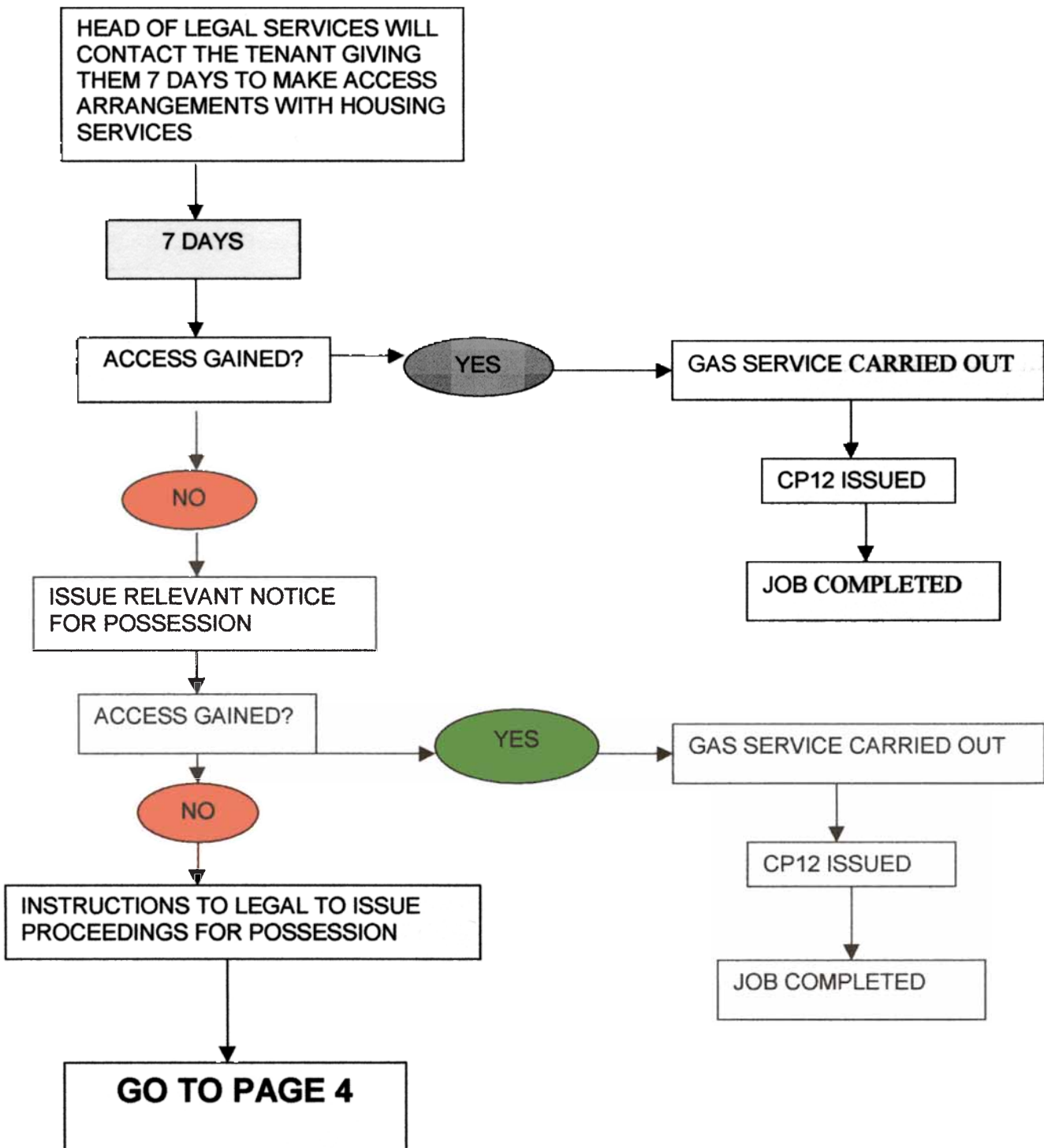
FLOW CHART FOR ACCESS PROCEDURES FOR GAS SERVICE



FLOW CHART FOR ACCESS PROCEDURES FOR GAS SERVICE



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