



<p style="text-align: center;"><b>London Borough of Croydon</b></p>	
<p style="text-align: center;">Private Sector Housing Landlords Forum</p> <p style="text-align: center;"><b>Information Sheet 3.</b></p>	

**Portable Appliance Testing – meeting the licensing requirements.**

Croydon Private Rented Property [Licensing Conditions](#).

**3. Property Management**

3.2. The licence holder shall ensure that all electrical appliances provided in the property are in a safe condition. The licence holder must submit to the council, for their inspection, an electrical appliance test report in respect of all electrical appliances that are supplied by the landlord to the council within 28 days on demand.

On the [Health and Safety sheet](#) it continues:

**Portable Appliance Test (P.A.T.)**

A P.A.T. is not mandatory as it is not part of the licence conditions, but the licence conditions do state that electrical items must be in a safe condition.

Additionally, Croydon Council encourages all landlords to minimise potential electrical hazards by arranging for a certified electrician to inspect the property.

**Compliance Question.**

How does a landlord comply with this condition and prove that they are safe? Answer = by having the appliances they supply PAT tested and a brief record kept.

It is the Landlords responsibility to maintain the portable electrical equipment supplied as part of the tenancy. Testing the appliance(s) (those not new) is the only way a landlord can prove the equipment is maintained in a safe working order.

**What is portable?** If the appliance is under 18kg and capable of being moved (possibly with wheels) whilst in operation, eg: toasters, kettles, irons, vacuums, etc. Generally appliances fitted with a cable and plug. Fixed equipment is not eligible for PAT testing.

**Inspection frequencies:** There are no specific timeframes for carrying out testing of electrical appliances. Good advice is to visually check all appliances every 12 months, PAT test portable appliances every 2 years and check and test fixed appliances 5 yearly. Anybody can PAT test for themselves, but to do it as a business you would be required to have some competency such as a level of PAT testing training.

### **PAT Testing Definitions:**

Appliance – Any item that uses current that is not a luminaire or an independent motor. There are five categories of appliance, portable, handheld, mobile, stationary and fixed in order to understand the exact requirements of what form of test the appliance must be subjected to. Such examples include portable appliances, which are deemed as being equipment that uses electricity and is less than 18Kg in weight.

Business - an employer, undertaking, an organization or economic system where goods and services are exchanged for one another or for money

Competent Person – A landlord should appoint a competent person who will be responsible for the daily electrical safety and optionally, PAT testing. They should:

- Understand the principles of electricity
- Understanding of the particular appliance, and the work that must be done
- Understand electrical hazards
- The ability to decide whether it is safe for something to be used or not.

Fixed equipment – Secured in place constantly, stationary, this type of equipment is not eligible for a PAT test but subject to fixed installation maintenance.

Hand-Held Appliance/Equipment – Defined as ‘high risk’ equipment, hand-held devices must be subjected to more regular testing than other appliances because they’re much more likely to be damaged.

Movable Equipment – Should be up 18kg in weight and easily movable. Heavier equipment may also have wheels or castors to allow movement around in usage.

PAT – Portable Appliance Testing. The process of testing all portable appliances within an environment to check they are 100% safe for use. PAT testing forms are only provided by approved contractors registered with NAPIT/NICEIC/ECA

Portable Appliances – Less than 18kg in mass and intended to be moved while in operation. Examples include kettles, toasters, vacuum cleaners and potentially any other item that can connect to a source of electricity such as a mains outlet.

### **Useful Links:**

[www.forum.napit.org.uk](http://www.forum.napit.org.uk)

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

<https://www.croydon.gov.uk/sites/default/files/articles/downloads/Health%20and%20safety%20checks.pdf>

### **Contact information.**

For more information on private sector housing matters please contact:

Email – [hsg-privatehousing@croydon.gov.uk](mailto:hsg-privatehousing@croydon.gov.uk)

Telephone: 0208 760 5476 or Minicom: 0208 760 5797

Or on licencing your property

Email - [propertylicensing@croydon.gov.uk](mailto:propertylicensing@croydon.gov.uk)

Telephone: 0208 726 6103 (Monday to Friday 9am-4pm)