



Working for the People of Saltash

## **Invitation to tender – Saltash Festive / Event Light Display**

### **1. Saltash**

Saltash is a thriving community, with lots of drive and ambition to improve. Right at the 'Gateway to Cornwall', it has a unique Waterside setting, excellent transport links (bus, train, ferry, minibus, Beryl bikes), and with the great City of Plymouth just across the Tamar, it's a desirable place to live, work, learn and visit.

### **2. Background / Introduction**

Saltash Town Council has traditionally managed the organisation of Christmas lights in-house, with contractors hired to install, manage, and maintain them in preparation for the festive season. Last year, the Town Council invested in new festoon lighting. However, the other Town Council owned decorations, including cross motifs and lamp post motifs, reached the end of their lifespan and were recycled earlier this year.

Saltash Town Council ("the Town Council") has taken this opportunity to invest in lighting not just for Christmas but for various events throughout the year.

The Town Council is now seeking tenders from suitably qualified and experienced contractors to provide not only a Christmas Lighting Display but also a lighting display that can be used for various events and public holidays such as Easter, Valentine's Day, Remembrance, and any other Town-organised / national events.

The scope of work involves design, supply, installation, maintenance, removal and storage (if required) of lights and decorations.

The Town Council is looking for new designs and ideas, mixing modern with traditional, catering to all ages, with a Cornish theme. The Town Council is interested in an environmentally friendly approach to displays, e.g. energy efficient LED's, solar options, etc. for a contractual period of three-years.

### **3. Tender Specification Requirements**

#### **Design Specifications**

Tenderers are invited to use their experience and their product ranges and design knowledge to present a scheme for Saltash that enhances Fore Street, inclusive of Victoria Gardens to the Waterside – presentation to be included in the tender submission.

The scheme should create a focal point on Fore Street, with versatile/projection lighting that can be utilised all year-round for various Town Events and Public Holidays, including but not limited to, May Fair, Regatta, Easter, and Valentine's Day. The Town Council wishes to have a bright and cheerful light display during the festive season that complements the town's high street, Victoria Gardens and the Waterside. (Please refer to Appendix A for further information on locations inclusive of the Town Council assets and responsibilities and EICR Certification).

Essential locations to be decorated with Christmas lights are:

- Fore Street
- Waterside
- Victoria Gardens
- The Guildhall – to be undertaken in-house, for your information only

Quotations should be broken down into individual locations as listed above with prices being specified against each line.

The tender should include a set of visuals of the proposed lighting design for each location.

#### **Supply and Technical Specifications**

The Town Council are mindful of the environmental impact of its actions, therefore strongly encourages the appointment of climate-conscious suppliers, the use of sustainable materials and prioritises energy efficient LED lights, where possible, to assist in progressing the town to a greener future.

Tenderers are to describe the types of lights (e.g. festoon, string, cross motifs, column lighting) and their specifications (e.g. wattage, colour temperature) highlighting energy-efficient solutions, such as LED lights and solar options. Information on the supplier's environmental policies may be requested if not submitted with tender application.

Tenderers should detail and include in their presentation any specific themes, design preferences and timescales / processes that would allow for the Town Council to customise design options for different events throughout the year (e.g., Easter, Valentine's Day, Remembrance).



## **Installation, Maintenance, Removal and Storage**

Tenderers to include procedures for installation, annual maintenance, removal and storage of decorations, if required.

A full in-depth survey will be required to establish that proposals will be compatible with the existing electrical services. Power supplies for the existing scheme are taken from lighting columns as specified in Appendix A.

Consideration should also be given to the existing fixing points, their suitability and undertaking of strength testing certification and necessary replacement. It should be noted that the existing catenary wires hold festoon lighting and were last visually tested in November 2024, please see Appendix B for confirmation of condition.

During the three-year contract, suppliers will be responsible for addressing any fixing point failures, within the agreed budget, should they occur following installation, liaising with the Assistant Service Delivery Manager prior to works taking place. If such failures cannot be resolved, or if they are determined to be unrelated to the newly installed lights, the Town Council is willing to engage in discussions to address any resulting infrastructure issues.

Any additional lighting structures that the Town Council do not have permission to install the supplier will be responsible for necessary building owner / tenant consents; however, the Town Council may be able to assist with local liaison.

The supplier will be expected to undertake pre installation lighting checks / repairs to the lighting supplied and installed on the lead up to a Christmas Light Switch on event to be held on an agreed date in November / early December, providing a full handover to the Assistant Service Delivery Manager to assist the Service Delivery Team with the switch on of lights.

**Please note:** the supplier will not be required to attend the light switch on event however will be required to install, test and switch off any festive lighting displays in readiness to the Town Council switch on event.

### **Safety and Compliance:**

All lights must comply with the appropriate UK and European standards and be annually tested and certified with all repairs necessary included in the contract price.

Suppliers will be expected to apply to Cornwall Council Streetworks for any road closures that may be required to undertake the works along with an application to hang seasonal lighting over the highway (refer to Appendix C for example) and to provide all access equipment for installation.

Risk and Method Statements will be required covering all elements of your work.

Full insurance cover will need to be provided for installation, including operatives, duration of installation season and the taking down of the lights.

ISO and Alcumus accreditations will need to be provided.

Electrical testing and certification will be required for the contractors supplied equipment.

Suppliers to provide ongoing maintenance and repair works during the three-year contractual term. Any faults must be rectified within 48 hours unless evidence is provided of the need for an appropriate extension. The successful contractor must offer an emergency repair service in the event of a health and safety issue with the installed lights.

Any requirement to de-install, store and test in readiness for the following festive season is to be detailed in the quote provided.

Copies of certificates in respect of public liability (not less than £10 million), employers liability (not less than £5 million) and professional indemnity insurance (not less than £5 million), and details of any claims in excess of £50,000 made under your company/organisation's insurance policies within the last three years (if none, state none) are to be provided.

Please contact [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) if you believe these levels are a problem for your organisation.

### **Contractor Qualifications:**

Contractors must demonstrate or provide evidence of experience and qualifications, including references and examples of similar festive or event lighting installations previously undertaken and dated within the last three-years, demonstrating a track record of relevant experience, highlighting key similarities to this contract.

The Town Council may contact the referee.

Sub contracting (if applicable) - contractors must include the name of who they intend to outsource Saltash Festive / Event Light Display work, providing copies of their qualifications, relevant experience, certificates, and reassurance of their high standard of work practices, flexibility, and commitment by providing references, case studies, or testimonials from previous municipal or comparable projects.

## **Project Management:**

Saltash celebrates the Christmas season from a date to be agreed in November, through to the start of January.

Tenders are required to set out how works to install festive lighting would be carried out, including lead times and overall project timelines, with a breakdown of key milestones in a high-level Project Plan, inclusive of an indicative programme of works and the resources the contractor will employ as well as the use of any sub-contractors.

## **Project Value and Contract Duration:**

The tender is allocated a maximum budget of £90,000 plus VAT for a three-year contract – equating to £30,000 per annum.

This budget is indicative and may be adjusted if the supplier proposes higher costs in the first year that decrease over subsequent years, provided the total does not exceed £90,000 plus VAT.

However, the Town Council recognises the possibility of annual cost increases and are open to considering these each year, subject to a comprehensive detailed report outlining and justifying the reason and increase. Please note any additional costs will be considered at a Town Council meeting.

A detailed cost breakdown is to be provided of each element of the work.

Details of energy usage of lights and a set of visuals of the proposed lighting designs for each location is also required.

Please clearly state if any options or alternative offer(s) have been made.

Please ensure the Governance and Quotation form is completed and signed as part of the Tender Application Submission. – Appendix D.

## **3. Site Visits**

A site visit is highly recommended, for prospective contractors to familiarise themselves with the locations, requirements, infrastructure, and any working restrictions. The Town Council's Assistant Service Delivery Manager is available to meet contractors at a mutually agreeable time by contacting [services@saltash.gov.uk](mailto:services@saltash.gov.uk) or 01752 844846 option 2.

Tenderers shall be deemed to have visited the site and to have satisfied themselves as to the nature of any operational limitations of the site that affect execution of works.

#### **4. Tender Clarifications**

Any queries or correspondence relating to this document should be directed to the Administration Officer at [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) or 01752 844846 option 5.

Any question or request for clarification considered to be of material significance, will be published with the response, in an anonymous format, on the Town Council website 'Tenders' page <https://www.saltash.gov.uk/tenders.php>

Questions of clarification are to be emailed to the Administration Officer at [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) by 11 June 2025 by 5pm. All clarifications posted on Contracts Finder by 18 June 2025 by 5pm.

Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.

#### **5. Contract Price**

Pricing must be a fixed price and be fully inclusive of all overheads, general risks, liabilities and obligations.

All items are to be individually priced expressed to two decimal places.

Tenderers should note that due to financial constraints it may be necessary to reduce or remove elements of the proposed works. Any such adjustments shall be notified to the tenderers prior to the award of contract.

Your organisation must bear all costs associated with the bidding process itself, including any site visits, and attendance at Town Council meetings.

All pricings should be exclusive of VAT.

Quotations should remain open for an initial acceptance for a minimum of 60 calendar days. All pricing is to remain fixed for the duration of the contract unless otherwise agreed.

## 6. Timetable

<u>Stage of Procurement</u>	<u>Deadline</u>
Tender advertised via Contracts Finder and Saltash Town Council website	14 May 2025
Final date for submission of clarifications to questions to <a href="mailto:tenders@saltash.gov.uk">tenders@saltash.gov.uk</a>	11 June 2025
Final date for responses to clarifications published on Contracts Finder	18 June 2025
Deadline to return the tender to Saltash Town Council by email to <a href="mailto:tenders@saltash.gov.uk">tenders@saltash.gov.uk</a>	25 June 2025 by 5pm
Evaluation of tenders by two Saltash Town Councillors supported by the Town Clerk	2 July 2025
Award of contract recommended to the Services Committee	17 July 2025
Tenderers notified of the outcome	18 July 2025
Appointment made and contracts agreed and signed	TBC
On site meeting in Saltash with the Assistant Service Delivery Manager and successful contractor	TBA
Works commence	TBA
Display installed and fully operational	10 October 2025
PR and launch Light display	13 October 2025
Christmas Lights switched on	14 November 2025
Christmas Lights switched off	5 January 2026
Removal of lights (if required)	5 January 2026

## **7. Submissions**

Please submit all Tender documents by 25 June 2025 by 5pm by email to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk) with the following wording ONLY in the subject box:

**“Saltash Festive and Event Lights Tender - Strictly Confidential”.**

Please ensure all tender submissions include:

Full name and address of organisation  
Name/job title of the project lead for contact purposes  
Email address and telephone number  
Organisational status of the supplier/contractor (Company Registration Number, VAT number as appropriate)  
Governance and Quotation Application Form – completed and signed

Tenderers should request confirmation of receipt. Late submissions will not be considered.

Tenderers are prohibited from contacting Town Councillors or staff to encourage or support their tender outside the prescribed process.

Tenderers shall not discuss the tender they intend to make or release any information about the tender they intend to make, other than with professional advisers who need to be consulted for preparation of the tender.

The following information should be noted / included in your submission:

### **Key points:**

1. The Town Council has replaced the festoon lighting above Fore Street and at the Waterside in 2024 and will continue to supply and install Christmas trees at Victoria Gardens and the Waterside, with infrastructure available above the main high street for cross motifs, tree decorations, and lamppost motifs.
2. Christmas trees will be installed at Victoria Gardens and the Waterside (the trees are not part of the specification and will continue to be delivered in-house by Saltash Town Council Service Delivery Team).
3. The Town Council requests submission of a detailed design presentation to form part of tenderer's submission.

### Other Requirements:

Suppliers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect suppliers to have been trading long enough to have published accounts and developed a client base.

The Town Council secure awarded contracts by raising a purchase order number (PON) for the contract value. It is the contractors responsibility to check the details of the PON raising any concern within five working days of receiving the PON.

The Town Council standard payment method is by BACS. The standard terms of payment are Nett 30 days from receipt of acceptable invoice after successful completion of work as agreed. Please advise any discount available for early payment i.e. 7 or 14 days.

Tenderers must provide a clear statement regarding any potential conflicts of interest for this procurement between their company and Saltash Town Council whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of any party in the context of this procurement procedure. **Please confirm within your tender submission if there is a conflict.**

Your organisation shall always comply with the requirements of all relevant Health and Safety legislation and all associated Acts, Regulations and Approved Codes of Practice relating to provisions of Christmas lighting installation and display.

Saltash Town Council is a Living Wage employer. Under this project, we encourage your organisation to pay its workers the Living Wage rate.

Your organisation must comply with all current equal opportunities' legislation with particular regard to the Equality Act 2010.

Your organisation must comply with all current and relevant UK and EU Environment Laws and in doing so, where possible, deliver good and best practice above the legal baseline.

Tenderers are hereby notified that Saltash Town Council is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

Your organisation shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.

Your organisation shall (and shall use its reasonable endeavours to procure that its staff shall) always comply with the provisions of the Human Rights Act 1998 in the performance of this project.

Particular reference should be taken to the following legislation:

Public Contracts Regulations (2015);

**<https://www.legislation.gov.uk/uksi/2015/102/contents>**

The Bribery Act (2010);

**<https://www.legislation.gov.uk/ukpga/2010/23/contents>**

Public Services (Social Value) Act 2012;

**<https://www.legislation.gov.uk/ukpga/2012/3/contents>**

Freedom of Information Act 2000;

**<https://www.legislation.gov.uk/ukpga/2000/36/contents>**

Environmental Information Regulations 2004;

**<https://www.legislation.gov.uk/uksi/2004/3391/contents>**

Data Protection Act 2018

**<https://www.legislation.gov.uk/ukpga/2018/12/contents>**

Transparency Code 2015

**<https://www.gov.uk/government/publications/local-government-transparency-code-2015>**

Counter Terrorism and Security Act 2015

**<https://www.legislation.gov.uk/ukpga/2015/6/contents>**

Modern Slavery Act 2015

**<https://www.legislation.gov.uk/ukpga/2015/30/content>**

Late Payment Directive 2015

**<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>**

Quotation and Governance Form – the completed quotation form and governance document to be signed and returned – Appendix B.

Conflict of Interest – a conflict of interest statement to be returned if applicable as per section 8.



## **8. Tender Evaluation**

Each Tender will be checked for completeness and compliance with all requirements of the 'Invitation To Tender'. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion.

### **Evaluation Criteria**

The overall award criteria that will be used in evaluating submissions will be 60% on quality, 30% on cost, and 10% on environmental sustainability. The preferred consultant/supplier will be that which achieves the highest overall score against our award criteria.

<b>Criteria</b>	<b>Weighting</b>	<b>Requirement</b>
Supplier status	Pass/Fail*	Confirmation that governance checks are met.  *only organisations passing this stage will be considered for this project
Quality/Design	60%	Demonstration of understanding of the brief  Design presentation  Visual appeal including appropriateness to setting  In line with required timescales  Demonstration of relevant experience, including track record on Christmas light displays
Price	25%	Cost / competitiveness
Environmental sustainability	10%	Distance from site to company for travel  Energy efficiency of products  Production of products
Policies / Certs	5%	Environmental and Equality Policies in place and how these will be applied to this project  Insurance, Health & safety record, and relevant accreditations

Scoring Matrix for Award Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

During the tender assessment period, Saltash Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criterion weightings in the table above.

Errors and Discrepancies in Tenders - Where examination of tenders reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of confirming or withdrawing their offer. If the tenderer withdraws, the next tenderer in competitive order is to be examined and dealt with in the same way.

Saltash Town Council is not bound to accept the lowest price or any tender. Saltash Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Saltash Town Council's internal procedures and Saltash Town Council being able to proceed.

## **9. Disclaimer**

The issue of this documentation does not commit Saltash Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Saltash Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Saltash Town Council and any other party (save for a formal award of contract made in writing by or on behalf of Saltash Town Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Saltash Town Council, or any information contained in Saltash Town Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Saltash Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process.



# Saltash

## Festive / Event Light Display Appendix A

[WWW.SALTASH.GOV.UK/TENDERS.PHP](http://WWW.SALTASH.GOV.UK/TENDERS.PHP)



**SALTASH TOWN COUNCIL  
FESTIVE LIGHTS OVERVIEW 2025**

Saltash Town Council has historically managed and maintained various festive lighting displays. STC will continue to provide seasonal lighting, as outlined in this document, including:

- **Festoon Lighting above Fore Street, as well as at the Waterside and Jubilee Green**
- **Christmas Trees at Victoria Gardens and Waterside Green**
- **Fairy Lights adorning trees outside the banking hub**

STC requests that tenderers undertake annual inspections of the catenary wires to confirm they remain fit for purpose.

Additionally, STC has provided information regarding the existing infrastructure, including EICR certifications for reference.



# LOCATION OVERVIEW



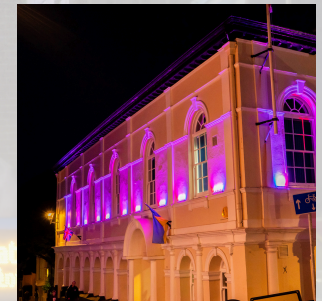
Fore Street



Victoria Gardens



Waterside



Guildhall and  
monument lighting



# FORE STREET ELECTRICITY SUPPLY OVERVIEW



1 Top of Fore Street



2 Outside Superdrug



3 By Memorial Bench



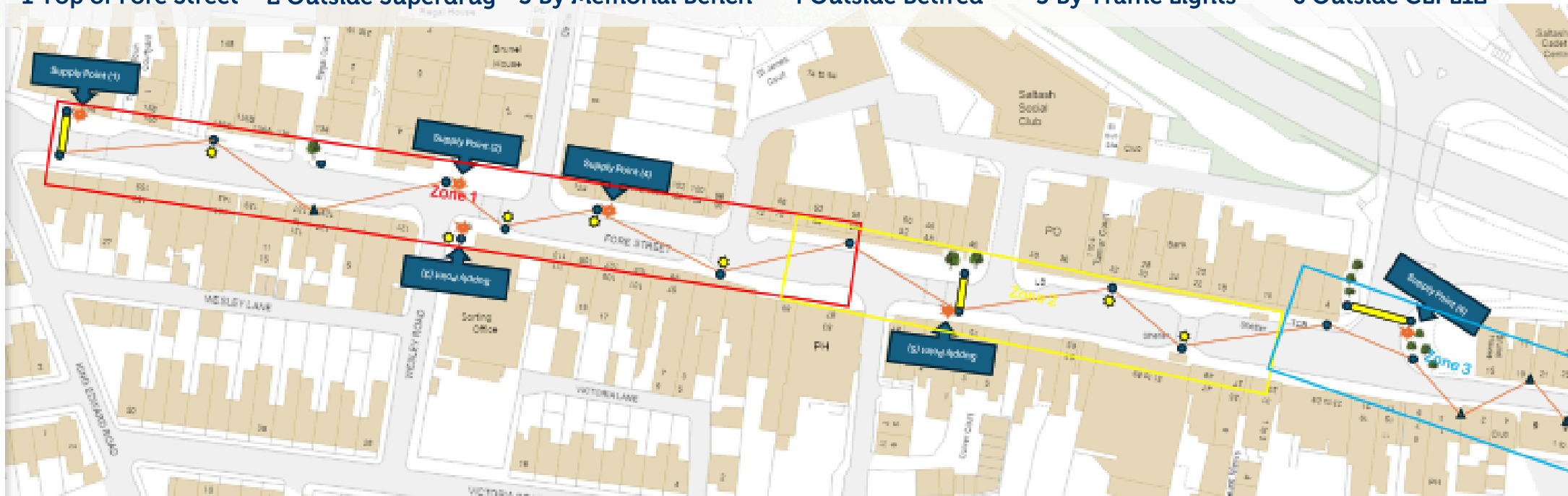
4 Outside Betfred



5 By Traffic Lights



6 Outside CEPL12



## Key:

- Street lamp post
- Post fixed to building
- Cross street banner
- Festoon lighting
- Lamp post light fixture
- Trees with lights in
- Electric supply box

## Supply Point Details:

- Supply Point (1) x1 lamppost socket used for Cross Street Motif at top of Fore Street in zone one. (Red) - [ EICR last done 25.04.2025 ]
- Supply Point (2) Festoon river of lights and x9 socket outlets used for Lamp Post Motifs up to zone one. (Red) - [ EICR last done 25.04.2025 ]
- Supply Point (3) x1 Lamppost socket for x1 Lamppost Motif in zone one. (Red) - [ EICR last done 25.04.2025 ]
- Supply Point (4) x2 Lamppost socket for x2 Lamppost Motif in zone one. (Red) - [ EICR last done 25.04.2025 ]
- Supply Point (5) Festoon river of lights and x4 socket outlets for Lamp Post Motifs in zone two. (Yellow) - [ EICR last done 25.04.2025 ]
- Supply Point (6) Ground SELV Tree Lights, Festoon river of lights and x5 socket outlets in zone Three. (Blue) - [ EICR last done 25.04.2025 ]

# FORE STREET ELECTRICITY SUPPLY

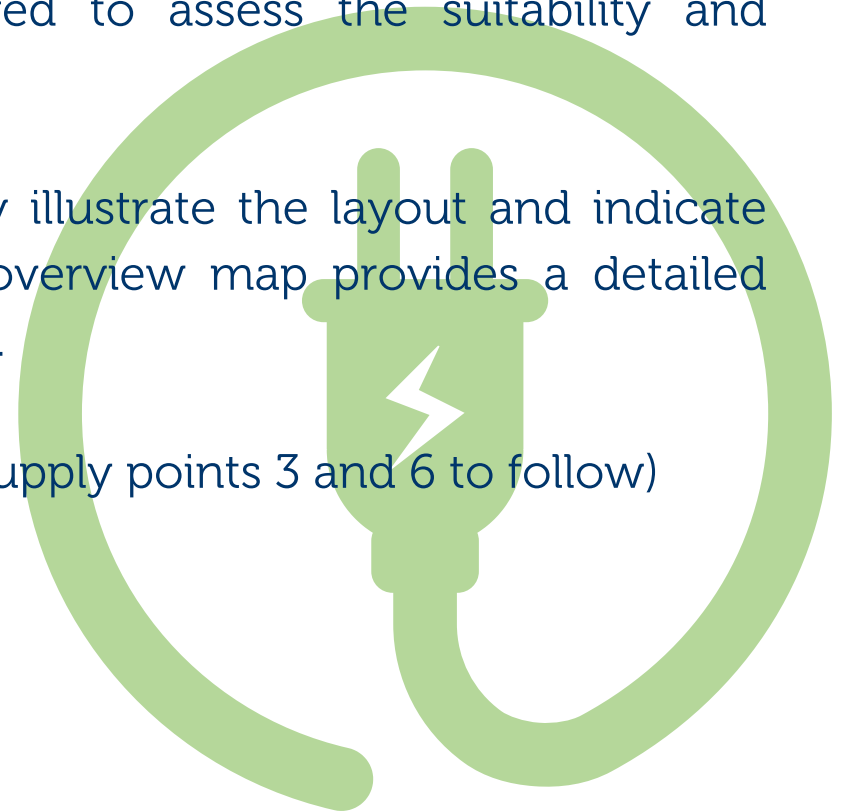
## MAINTENANCE SCHEDULE

The festive light infrastructure will be tested and inspected annually by Saltash Town Council (STC).

EICR certificates have been included in this pack for contractor reference; however, it is highly recommended that a site visit be arranged to assess the suitability and compliance of the proposed lighting displays.

Each EICR report contains photographs that clearly illustrate the layout and indicate which circuits supply specific points. The supply overview map provides a detailed breakdown of all supply points and what they power.

EICR certifications can be found later in the report (Supply points 3 and 6 to follow)







# Fore Street Festoon Lighting

Purchased and installed in 2025 - STC to manage.

Catenary wires and anchor bolts to be checked annually with a Method of Inspection and / or Quality Level of Inspection Certificate provided.

Festoon lighting is from the top of Fore Street traffic lights / approach to roundabout to Lower Fore Street ending at the Guildhall.



# Fore Street Infrastructure for Cross Motifs

Three cross motifs have historically been installed above the main high street, these have been recycled in 2024.

Locations:

Start of Fore Street - above traffic lights as you enter Saltash from the Tamar Bridge / North Road

Middle of Fore Street - above traffic lights and crossing

Top of Fore Street - above traffic lights on the approach to the roundabout

Please note: only three cross motif designs can be installed along Fore Street due to the three columns being positioned symmetrically.

# Victoria Gardens Christmas Tree

(To be undertaken in house, for your information only)

20ft Tree installed in pre-dug whole near Monkey Puzzle Tree

Requires suitable equipment (small crane) to install

Application to Cornwall Council for Highways Limits Licence required for installation

6 x 5M Warm White Fairy Lights, connectable LED lights are used to decorate in conjunction with transformers

Removal and disposal of the trees at additional cost

Electricity supply is the property of Cornwall Council





# Waterside Christmas Tree

(To be undertaken in house, for your information only)

20ft Nordmann Fir Tree installed in pre-dug whole near Union Inn mural on Brunel Green

Requires suitable equipment (small crane) to install

6 x 5M Warm White Fairy Lights, connectable LED lights are used to decorate in conjunction with transformers

Removal and disposal of the trees at additional cost

Service Delivery Manager conducts Health and Safety tests to ensure sufficient for the supply of Christmas lighting from the Union Pub





# Waterside Festoon Lighting

Unknown amount of lamps providing warm white light

Located sides Waterside Green and Jubilee Green

Rubber seals on lighting are IP44

Catenary wires are checked annually with a Method of Inspection and / or Quality Level of Inspection Certificate provided.



## Waterside Green



## Jubilee Green





# Guildhall and Monument Lighting

(To be undertaken in house, for your information only)

## Guildhall Wall Wash Lighting

Service Delivery Department set a timer and colour for festive period.



## Cornish Cross

Service Delivery Department set colour for festive period



## Brunel Bust

Service Delivery Department set colour for festive period

# Electrical Installation Condition Report

Reference number: **EICRA224042027** | Issue Date **02/05/2025**

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Electrical Supply Point 1 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

Reason For Report	
Reason for creating this Report	
To access the electrical installation for safety for continued use.	
Date on which the inspection and testing were completed	28/04/2025

Details of the Installation			
Premises Type	Commercial	Estimated age of wiring system	18 years
Evidence of any alterations or additions?	Yes	If yes, provide the estimated age	2-3 year
Are installation records available? (Reg. 651.1)			Yes
Are previous inspection reports available? (Reg. 651.1)	Yes	Date of last inspection	10/11/2023

Summary of the Condition of the Installation	
General condition of the installation (in terms of electrical safety)	
My general assessment of the electrical installation is safe for continued use.	
Overall assessment of the installation for continued use*	Satisfactory
*An unsatisfactory assessment indicates that potentially dangerous (code C2) and/or dangerous (code C1) conditions have been identified.	



**Extent and Limitations of Inspection and Testing**

Extent of the electrical installation covered by this report

All fixed wiring only.

Agreed limitations including the reasons, where applicable: (Reg. 653.2)

Only main fixed wiring no secondary socket outlets or connection through plugs.

Agreed with

Ian Bovis (Service Delivery Manager)

Operational limitations, including the reasons

Test at low peak times to avoid heavy pedestrian foot traffic and vehicles using the main high street while testing the high level parts of the installation.

(See risk assessment for exact details)

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018+A3:2024. Any cables concealed within trunking and conduits, under floors, in inaccessible roof spaces, and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the client and inspector prior to the inspection.

**Declaration and Recommendations****Recommendation**

If the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/we recommend that any observations classified as "Danger Present" (identified as Code C1) or "Potentially Dangerous" (identified as Code C2) are acted upon as a matter of urgency.

Investigation without delay is recommended for observations identified as "Further Investigation Required" (identified as Code FI).

Any observations classified as "Improvement recommended" (identified as Code C3) should also be given appropriate consideration.

I/We further recommend, subject to the necessary remedial action being taken, that the installation is inspected and tested by

28/04/2025

Reason for recommendation

Due to the installation being externally and out on the main high street of Saltash town, primarily for Christmas lighting displays, regular inspection and testing is advised to ensure all RCD are protecting the installation accordingly.

**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 above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provide an accurate assessment of the condition of the electrical installation taking into account the details stated in the **Extent and Limitations of Inspection and Testing** section of this report.

Inspector and Tester		Report authorised for issue by	
Name	Michael Cotton	Name	Michael Cotton
Signature	<i>Michael Cotton</i>	Signature	<i>Michael Cotton</i>
Position	Electrician	Position	Assistant Manager
Date	28/04/2025	Date	28/04/2025
For/On behalf of		For/On behalf of	
Company Name	Saltash Town Council	Company Name	Saltash Town Council
Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX	Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX
Registration Number		Registration Number	
Phone Number	07932429510	Phone Number	01752 844846

**Supply Characteristics and Earthing Arrangements**

Earthing arrangements				TN-C
Type and Number of Live Conductors				
AC Type	1-phase, 2-wire		Confirmation of supply polarity	Yes
Nature of Supply Parameters				
Nominal Voltage, U/U0	230 V	Nominal Frequency		50 Hz
Prospective Fault Current, I <sub>pf</sub>	1.3 kA	External Earth Fault Loop Impedance, Z <sub>e</sub>		0.18 Ω
Supply Protective Device				
BS (EN) and Type	BS 1361 Type 2		Rated Current	80 A

**Particulars of the Installation Referred to in This Report**

Means of Earthing	Distributor's Facility	
Details of Installation Earth Electrode		
Type	Location	
N/A	Saltash Town Council Electrical Supply Point 1 (Top Of Town)	
Electrode resistance to Earth	Fore Street, Saltash,	
N/A	Cornwall, PL12	
Maximum Demand		
Maximum Demand (load)		10 A

**Mains Protective Conductors**

<b>Earthing Conductor</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
<b>Main Protective Bonding Conductors</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
To Water Installation Pipes	N/A	To Gas Installation Pipes	N/A	To Oil Installation Pipes	N/A
To Lightning Installation Protection	N/A	To Structural Steel	Yes	To Other Services	

**Main Switch/ Switch Fuse/ Circuit Breaker/ RCD**

Location	Supply Point 1 (Consumer Unit)		BS (EN)	BS EN 61008 RCD	
Number of Poles	2	Current Rating	100 A	Device/Fuse Rating	N/A A
Voltage Rating	240 V	Supply Conductor Material	Copper	Supply Conductor CSA	16 mm <sup>2</sup>
<b>If RCD Main Switch</b>					
RCD Type	AC				
Rated Residual Operating Current (I <sub>Δn</sub> )	30 mA	Rated Time Delay	N/A ms	Measured Operating Time (at I <sub>Δn</sub> )	107.4 ms

**Observations**

Item Number	Description	Code	Action taken
1	17th edition plastic distribution board, with no SPD. (Reg 421.1.201, 443.4 and 534.41)	C3	None
2	Blank module missing compromising IP rating (Reg 134.11)	C3	I have not C2 this observation due to the fact it is protected by the main metal enclosure and only accessible to skilled and instructed people.
3	Signs of corrosion at termination connections within consumer unit MET may effect reliability and safety of connections (Reg 543..3.11, 522.3.1).	C3	Terminals in use are okay, but keep an eye on the condition periodically on future inspections to ensure integrity of the electrical connections.
4	Missing blank modules in consumer unit (Reg 416.2.2, 134.1.1).	C3	Had a few spares in the van and fitted on the end of inspection and testing.
4.3	17th editing consumer unit.	C3	None
4.4	Blanking plate missing.	C2	
4.5	17th editing consumer unit.	C3	

**C1** - Danger present, risk of injury and/or immediate action required

**C2** - Potentially dangerous, urgent remedial action is required

**C3** - Improvement recommended

**FI** - Further investigation required without delay

Immediate remedial action required for:	
Urgent remedial action required for:	4.4
Improvement recommended for:	1, 2, 3, 4, 4.3, 4.5
Further investigation required for:	

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
1.0	<b>Intake Equipment (Visual Inspection Only)</b> An outcome against an item in this section, other than access to live parts, should not be used to determine the installation's overall outcome.		
1.1	Service cable		AC
1.1	Service head		AC
1.1	Earthing Arrangement		AC
1.1	Meter tails		AC
1.1	Metering equipment		AC
1.1	Isolator (if present)		N/A
1.1	<b>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</b> Has the person ordering the work and/or the dutyholder been notified?		
1.2	Consumer's isolator (if present)		AC
1.3	Consumer's meter tails		AC
2.0	<b>Presence of Adequate Arrangements for Other Sources</b>		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)		N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)		N/A
3.0	<b>Earthing/Bonding Arrangements</b>		
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)		AC
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)		N/A
3.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)		AC
3.4	Adequacy of earthing conductor size (542.3; 543.1.1)		AC
3.5	Accessibility of earthing conductor connections (543.3.2)		AC
3.6	Adequacy of main protective bonding conductor sizes (544.1)		AC
3.7	Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2)		AC
3.8	Condition and accessibility of other protective bonding connections (543.3.1; 543.3.2)		AC
4.0	<b>Distribution Board(s) and Consumer Unit(s)</b>		
4.1	Adequacy of working space and accessibility to equipment (132.12; 513.1)		AC
4.2	Security of fixings (134.1.1)		AC
4.3	Adequacy of enclosures in terms of fire rating (421.1.201; 526.5)	17th editing consumer unit.	C3
4.4	Adequacy of enclosures in terms of IP rating (416.2)	Blanking plate missing.	C2

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
4.5	Condition of enclosures (651.2)	17th editing consumer unit.	C3
4.6	Presence of main linked switch (requirement of 462.1.201)		AC
4.7	Check of operation of main switch (643.10)		AC
4.8	Manual operation of RCDs, AFDDs and circuit-breakers to ensure functionality (643.10)		AC
4.9	Circuit details and protective devices identified correctly (514.8.1; 514.9.1)		AC
4.10	Presence of RCD six-monthly test notice, if required (514.12.2)		AC
4.11	Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15)		N/A
4.12	Presence of next inspection recommendation label, if required (514.12.1)		AC
4.13	Presence of any other required labelling (514)		AC
4.14	Compatibility of protective devices, bases and other components; correct type and rating (No signs of excessive damage, arcing or overheating) (432; 433; 434)		AC
4.15	Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.3)		AC
4.16	Mechanical damage protection where cables enter consumer unit/distribution board (522.8.1; 522.8.5; 522.8.11)		AC
4.17	Protection from electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)		AC
4.18	RCD(s) (including RCBOs) provided for fault protection (411.4.204; 411.5.2; 531.2)		N/A
4.19	RCD(s) (including RCBOs) provided for additional protection, if required (411.3.3; 415.1)		AC
4.20	Confirmation of indication that SPD is functional (651.4)		N/A
4.21	Confirmation that ALL conductor connections (including connections to busbars) are correctly located in terminals and are tight and secure (526.1)		AC
5.0	<b>Final Circuits</b>		
5.1	Identification of conductors (514.3.1)		AC
5.2	Coordination between conductors and overload protective devices (433.1; 533.2.1)		AC
5.3	Adequacy of protective devices: type and rated current for fault protection (411.3)		AC
5.4	Condition of live parts insulation (416.1)		AC
5.5	Wiring system(s) appropriate for the types and nature of the installation and external influences (522)		AC
5.6	Non-sheathed cables protected by enclosure in conduit, trunking or ducting (521.10.1)		AC
5.7	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)		AC

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
5.8	Cables correctly supported throughout their run (521.10.202; 522.8.5)		AC
5.9	Concealed cables installed in prescribed zones (see <b>Extent of Limitations of Inspection and Testing</b> section above) (522.6.202)		N/V
5.10	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (see <b>Extent of Limitations of Inspection and Testing</b> section above) (522.6.2.4)		N/A
5.11	Provision of additional requirements for protection by RCD not exceeding 30 mA <ul style="list-style-type: none"> <li>• for all socket-outlets of rating 32 A or less, unless an exception is permitted (411.3.3)</li> <li>• for the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)</li> <li>• for cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203)</li> <li>• for cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203)</li> <li>• Final circuits supplying luminaires within domestic (household) premises (411.3.4)</li> </ul>		AC
5.12	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)		AC
5.13	Band II cables segregated / separated from Band I cables (528.1)		N/A
5.14	Cables segregated/separated from non-electrical services (528.3)		N/A
5.15	Cables segregated/separated from communications cabling (528.2)		N/A
5.16	Termination of cables at enclosures - indicate extent of sampling in the <b>Extent of Limitations of Inspection and Testing</b> section of this report (Section 526) <ul style="list-style-type: none"> <li>• Connections soundly made and under no undue strain (526.6)</li> <li>• No basic insulation of a conductor visible outside enclosure (526.8)</li> <li>• Connections of live conductors adequately enclosed (526.5)</li> <li>• Adequately connected at point of entry to enclosure (522.8.5)</li> </ul>		AC
5.17	Condition of accessories including socket-outlets, switches and joint boxes (651.2)		AC
5.18	Suitability of accessories for external influences (512.2)		AC
5.19	Adequacy of working space/accessibility to equipment (132.12; 513.1)		AC
5.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)		AC
6.0	<b>Special Installations and Locations</b>		
6.1	Additional protection for all LV (low voltage) circuits by RCD not exceeding 30mA (701.411.3.3)		AC
6.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)		N/A
6.3	Shaver supply units comply with BS EN 61558-2-5 (formerly BS 3535) (701.512.3)		N/A
6.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2018+A3:2024 (701.415.2)		N/A

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
6.5	Low voltage (for example, 230V) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)		N/A
6.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)		AC
6.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)		N/A
6.8	Suitability of current-using equipment for particular position within the location (701.55)		AC
7.0	Other Special Installations or Locations		
7.1	List all other special installations or locations		
7.1.1	N/A		
7.1.2	N/A		
7.1.3	N/A		
8.0	Prosumer's Low Voltage Installation		
8.1	Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional inspection items should be added to the checklist		N/A
Outcomes			
AC	Acceptable Condition	C1	Unacceptable Condition
C2	Unacceptable Condition	C3	Improvement Recommended
FI	Further Investigation	N/V	Not Verified
LIM	Limitation	N/A	Not Applicable

**Schedule of Items Inspected By**

Name	Michael Cotton	Signature	<i>Michael Cotton</i>
Date	28/04/2025		

Generic Schedule of Circuit Details													
Distribution Board Details			Distribution Circuit OCPD			SPD Details							
ID	Distribution Board Reference	Location	Supplied From		BS (EN) and Type	Rating/Setting (A)	Type						
1	Supply Point (1)	Top Of Fore Street Saltash, Metal Enclosure	Mains		N/A	N/A	N/A						
Circuit Details													
Circuit Number	Circuit Description	Conductor Details				Overcurrent Protective Device		RCD					
		Type of Wiring	Reference Method*	Number of Points Served	Live (mm <sup>2</sup> )	cpc (mm <sup>2</sup> )	BS (EN) and Type	Rating (A)	Short Circuit Capacity (kA)	Maximum Permitted Zs (Ω)	BS (EN) and Type	Rating (A)	Operating Current IΔn (mA)
1	Spare			0			BS EN 60898 MCB - Type B	16	6	2.73	RCD Type AC	100	30
2	Socket	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.3	RCD Type AC	100	30
3	MCB Feeding Time Clock And Contactor	A	B	2	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	RCD Type AC	100	30
4	Contactor	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	RCD Type AC	100	30
5	Time Clock	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	RCD Type AC	100	30
6													
7													
8													
9													
10													

For more information see Appendix 4, section 7.1 of BS 7671:2018+ A3:2024

Codes for Types of Wiring				
A	Thermoplastic insulated/sheathed cables	B	Thermoplastic cables in metallic conduit	
C	Thermoplastic cables in non-metallic conduit	D	Thermoplastic cables in metallic trunking	
E	Thermoplastic cables in non-metallic trunking	F	Thermoplastic SWA cables	
G	Thermosetting SWA cables	H	Mineral insulated cables	



Generic Schedule of Test Results																		
Distribution Board Details				Confirmed			Test Instrument Serial Numbers											
ID	Distribution Board Reference			Z <sub>db</sub> (Ω)	I <sub>p</sub> (kA)	Correct Polarity	Phase Sequence	SPD	Multifunction		Fluke 1653B	Continuity	N/A	RCD	N/A			
1	Supply Point (1)			0.19	1.3	Yes	N/A	N/A	Insulation Resistance		N/A	Earth Fault Loop Impedance	N/A	Earth Electrode Resistance	N/A			
Test Result Details																		
Circuit Number				Continuity (Ω)		Insulation Resistance			Maximum Measured Z <sub>s</sub> (Ω)		RCD		AFDD	Additional Information and Remarks				
						Test Voltage (V)	Live/Live (MΩ)	Live/Earth (MΩ)			Operating Time (ms)	Test Button Operation						
				r <sub>1</sub> (line)	r <sub>n</sub> (Neutral)	r <sub>2</sub> (cpc)	(R <sub>1</sub> +R <sub>2</sub> )	(R <sub>1</sub> +R <sub>2</sub> ) or R <sub>2</sub>	N/A	N/A	N/A	Pass	N/A			107.4	Pass	N/A
1	n/a	n/a	n/a	N/A	N/A	N/A	N/A	Pass <td>N/A</td> <td>N/A</td> <td>107.4</td> <td>Pass<td>N/A</td><td></td><td></td></td>	N/A	N/A	107.4	Pass <td>N/A</td> <td></td> <td></td>	N/A					
2	n/a	n/a	n/a	N/A	250	>200	>200	Pass <td>N/A</td> <td>0.63</td> <td>107.4</td> <td>Pass<td>N/A</td><td></td><td></td></td>	N/A	0.63	107.4	Pass <td>N/A</td> <td></td> <td></td>	N/A					
3	n/a	n/a	n/a	N/A	250	>200	>200	Pass <td>N/A</td> <td>0.20</td> <td>107.4</td> <td>Pass<td>N/A</td><td></td><td></td></td>	N/A	0.20	107.4	Pass <td>N/A</td> <td></td> <td></td>	N/A					
4	n/a	n/a	n/a	N/A	250	>200	>200	Pass <td>N/A</td> <td>0.20</td> <td>107.4</td> <td>Pass<td>N/A</td><td></td><td></td></td>	N/A	0.20	107.4	Pass <td>N/A</td> <td></td> <td></td>	N/A					
5	n/a	n/a	n/a	N/A	250	>200	>200	Pass <td>N/A</td> <td>0.20</td> <td>107.4</td> <td>Pass<td>N/A</td><td></td><td></td></td>	N/A	0.20	107.4	Pass <td>N/A</td> <td></td> <td></td>	N/A					
6																		
7																		
8																		
9																		
10																		
Tester																		
Tested By				Michael Colton				Signature				Michael Colton			Date		28/04/2025	

## GUIDANCE FOR RECIPIENTS

This Electrical Installation Condition Report has been issued to confirm that the electrical installation is in satisfactory condition for continued use. This report should identify any damage, defects, deterioration, and/or conditions which may give rise to danger. This report is only valid if it includes a completed Inspection Schedule AND Schedule of Circuit Details and Test Results.

You should have received the original Report and the person issuing the Report should have retained a copy for their records. If you were the person ordering the Report but not the owner of the installation, you should pass this Report (or a copy) to the owner of the installation.

You should keep this Report in a safe place and show it to any person inspecting or undertaking further work on the electrical installation in the future. Should you ever vacate the property, this Report will provide the new owner with details of the condition of the electrical installation, and prove that it complied with the requirements of BS 7671:2018 + A3:2024 at the time the Report was issued.

The "Extent and Limitations of Inspection and Testing" section of this Report should identify fully the extent of the installation covered by this Report, and any limitations on the inspection and testing. The Inspector should have agreed these aspects with the person ordering the Report and other interested parties prior to the inspection being carried out. Any operational limitations, such as the inability to gain access to sections of the installation or the inability to gain access to a piece of equipment, will also be noted in the Extent and Limitations of Inspection and Testing section of this Report.

### Guidance on Classification Codes

For items in the Observation section classified as **C1 - "Danger Present"**, the safety of those using the installation is at risk. It is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.

For items in the Observation section classified as **C2 - "Potentially Dangerous"**, the safety of those using the installation may be at risk. It is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

For items in the Observation section classified **FI - "Further Investigation"**, the inspection has revealed an apparent deficiency and further investigation is required. **This investigation may result in a code C1 or C2**, but could not be fully identified due to the extent or limitations of the inspection. **Such observations should be investigated without delay.** To fully determine the nature and extent of the apparent deficiency further examination of the installation will be necessary.

**For safety reasons, the electrical installation will need to be inspected at appropriate intervals by a skilled person(s) competent in such work. The Maximum time interval recommended before the next inspection is stated in the "Declaration and Recommendations" section of page 1.**

This Certificate is intended to be issued only for a new electrical installation, or for new work associated with additions or alterations to an existing installation. It should not have been issued for the inspection and testing of an existing electrical installation as an 'Electrical Installation Condition Report' (EICR) should be issued for this type of inspection. This Certificate is only valid if the Schedule of Inspections has been completed to confirm that all relevant inspections have been carried out and where accompanied by Schedule(s) of Circuit Details and Test Results.

Where an installation includes a residual current device (RCD) it should be tested every 6 months. This test is performed by pressing the button marked "Test" (or "T"). Pressing this button should cause the device to switch off the supply, switching the device back on should then restore the supply. Seek expert advice if the device does not switch off the supply when the button is pressed. **For safety reasons, it is important that this instruction is followed.**

Where an installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested every 6 months by pressing the test button. Where an AFDD has both a test button and automatic test function, the manufacturer's instructions shall be followed with respect to test button operation.

Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with the manufacturer's information. Seek expert advice if the indicator shows that the device is not operational. **For safety reasons, it is important that this instruction is followed.**

Additionally and where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Electrical Supply Point 1 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Extra Notes

### Summary And Recommendations.

No Immediate remedial works required from this inspection to supply point 1. Installation is in a satisfactory condition for continued Use.

(As long as continued to be maintained by skilled and competent electrical staff)

However, a few important recommendations and considerations are to be noted for future maintenance considerations.

(1) Ongoing routine yearly EICR to all external DBs for signs of environmental wear to ensure safety and equipment operates accordingly.

(2) Again if possible, upgrade the consumer unit for a 18th edition board with surge protection.

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## Attachment



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## Attachment



# Electrical Installation Condition Report

Reference number: **EICRA224042026** | Issue Date **28/04/2025**

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Electrical Supply Point 2 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

Reason For Report	
Reason for creating this Report	
to access the electrical installation for safety and continued use.	
Date on which the inspection and testing were completed	28/04/2025

Details of the Installation			
Premises Type	Commercial	Estimated age of wiring system	18 years
Evidence of any alterations or additions?	Yes	If yes, provide the estimated age	2-3 year
Are installation records available? (Reg. 651.1)			Yes
Are previous inspection reports available? (Reg. 651.1)	Yes	Date of last inspection	10/11/2023

Summary of the Condition of the Installation	
General condition of the installation (in terms of electrical safety)	
My general assessment of the installation is safe for continued use.	
Overall assessment of the installation for continued use*	Satisfactory
*An unsatisfactory assessment indicates that potentially dangerous (code C2) and/or dangerous (code C1) conditions have been identified.	

**Extent and Limitations of Inspection and Testing**

Extent of the electrical installation covered by this report

All fixed wiring only.

Agreed limitations including the reasons, where applicable: (Reg. 653.2)

Only main fixed wiring no secondary socket outlets or connection through plugs.

Agreed with

SERVICE DELIVERY MANAGER

Operational limitations, including the reasons

Test at low peak times to avoid heavy pedestrian foot traffic and vehicles using the high street while testing the high level parts of the installation.  
(See risk assessment for exact details)

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018+A3:2024. Any cables concealed within trunking and conduits, under floors, in inaccessible roof spaces, and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the client and inspector prior to the inspection.

**Declaration and Recommendations****Recommendation**

If the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/we recommend that any observations classified as "Danger Present" (identified as Code C1) or "Potentially Dangerous" (identified as Code C2) are acted upon as a matter of urgency.

Investigation without delay is recommended for observations identified as "Further Investigation Required" (identified as Code FI).

Any observations classified as "Improvement recommended" (identified as Code C3) should also be given appropriate consideration.

I/We further recommend, subject to the necessary remedial action being taken, that the installation is inspected and tested by

01/05/2026

Reason for recommendation

Due to the installation being externally and out on the main high street of Saltash town, primarily for Christmas lighting displays, regular inspection and testing is advised to ensure all RCD are protecting the installation accordingly.

**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 above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provide an accurate assessment of the condition of the electrical installation taking into account the details stated in the **Extent and Limitations of Inspection and Testing** section of this report.

Inspector and Tester		Report authorised for issue by	
Name	Michael Cotton	Name	Michael Cotton
Signature	<i>Michael Cotton</i>	Signature	<i>Michael Cotton</i>
Position	Electrician	Position	Assistant Manager
Date	28/04/2025	Date	28/05/2025
For/On behalf of		For/On behalf of	
Company Name	Saltash Town Council	Company Name	Saltash Town Council
Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX	Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX
Registration Number		Registration Number	
Phone Number	01752 844846	Phone Number	01752 844846

**Supply Characteristics and Earthing Arrangements**

Earthing arrangements				TN-C-S
Type and Number of Live Conductors				
AC Type	1-phase, 2-wire		Confirmation of supply polarity	Yes
Nature of Supply Parameters				
Nominal Voltage, U/U0	230 V	Nominal Frequency		50 Hz
Prospective Fault Current, Ipf	1.2 kA	External Earth Fault Loop Impedance, Ze		0.20 Ω
Supply Protective Device				
BS (EN) and Type	BS 1361 Type 2		Rated Current	80 A

**Particulars of the Installation Referred to in This Report**

Means of Earthing	Distributor's Facility	
Details of Installation Earth Electrode		
Type	Location	
N/A	Supply Point 2 - Main DB, Out side Super Drugs. (Previously On Old Records, Supply Point 4)	
Electrode resistance to Earth		
N/A		
Maximum Demand		
Maximum Demand (load)	10 A	

**Mains Protective Conductors**

<b>Earthing Conductor</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
<b>Main Protective Bonding Conductors</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
To Water Installation Pipes	N/A	To Gas Installation Pipes	N/A	To Oil Installation Pipes	
To Lightning Installation Protection	N/A	To Structural Steel	Yes	To Other Services	

**Main Switch/ Switch Fuse/ Circuit Breaker/ RCD**

Location	Supply Point (2)		BS (EN)	BS EN 60947-3 Isolator	
Number of Poles	2	Current Rating	100 A	Device/Fuse Rating	N/A A
Voltage Rating	240 V	Supply Conductor Material	Copper	Supply Conductor CSA	16 mm <sup>2</sup>
<b>If RCD Main Switch</b>					
RCD Type	N/A				
Rated Residual Operating Current (I <sub>Δn</sub> )	N/A mA	Rated Time Delay	N/A ms	Measured Operating Time (at I <sub>Δn</sub> )	N/A ms

**Observations**

Item Number	Description	Code	Action taken
1	17th edition plastic distribution board, with no SPD. (Recommend upgrading the board to a 18th edition board with surge protection, to protect the sensitive electrical components)	C3	None
2	x6 BS EN 60309 Socket Outlets Being Supplied/Fed From The Festoon River Of Lights At Various Locations. No CPC at socket outlets.	C3	Informed Responsible persons that only skilled & instructed staff are to use the socket outlets which are not earthed. And clear warning labels to be displayed at each point for safety.
4.2	Old 17th edition consumer unit with signs of age.	C3	Recommend for upgrading if possible in the future.
4.4	Missing front cover lid on the distribution board, and blank module missing compromising IP rating.	C3	Had spare blank spare on the van and installed.
4.5	Showing sign of age.	C3	
4.21	Main switch to busbar link with 4mm single core brown cable.	C3	Suitable for maximum demand, but recommended to install suitable busbar.

**C1** - Danger present, risk of injury and/or immediate action required

**C2** - Potentially dangerous, urgent remedial action is required

**C3** - Improvement recommended

**FI** - Further investigation required without delay

Immediate remedial action required for:	
Urgent remedial action required for:	
Improvement recommended for:	1, 2, 4.2, 4.4, 4.5, 4.21
Further investigation required for:	

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
1.0	<b>Intake Equipment (Visual Inspection Only)</b> An outcome against an item in this section, other than access to live parts, should not be used to determine the installation's overall outcome.		
1.1	Service cable		AC
1.1	Service head		AC
1.1	Earthing Arrangement		AC
1.1	Meter tails		AC
1.1	Metering equipment		AC
1.1	Isolator (if present)		N/A
1.1	<b>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</b> Has the person ordering the work and/or the dutyholder been notified?		N/A
1.2	Consumer's isolator (if present)		AC
1.3	Consumer's meter tails		AC
2.0	<b>Presence of Adequate Arrangements for Other Sources</b>		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)		N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)		N/A
3.0	<b>Earthing/Bonding Arrangements</b>		
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)		AC
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)		N/A
3.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)	Only skilled and instructed person to access the supply point enclosure.	AC
3.4	Adequacy of earthing conductor size (542.3; 543.1.1)		AC
3.5	Accessibility of earthing conductor connections (543.3.2)		AC
3.6	Adequacy of main protective bonding conductor sizes (544.1)	All extraneous conductive parts are bonded to the MET inside the distribution board.	AC
3.7	Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2)		AC
3.8	Condition and accessibility of other protective bonding connections (543.3.1; 543.3.2)		AC
4.0	<b>Distribution Board(s) and Consumer Unit(s)</b>		
4.1	Adequacy of working space and accessibility to equipment (132.12; 513.1)		AC
4.2	Security of fixings (134.1.1)	Old 17th edition consumer unit with signs of age.	C3
4.3	Adequacy of enclosures in terms of fire rating (421.1.201; 526.5)		AC
4.4	Adequacy of enclosures in terms of IP rating (416.2)	Missing front cover lid on the distribution board, and blank module missing compromising IP rating.	C3

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
4.5	Condition of enclosures (651.2)	Showing sign of age.	C3
4.6	Presence of main linked switch (requirement of 462.1.201)		AC
4.7	Check of operation of main switch (643.10)		AC
4.8	Manual operation of RCDs, AFDDs and circuit-breakers to ensure functionality (643.10)		AC
4.9	Circuit details and protective devices identified correctly (514.8.1; 514.9.1)		AC
4.10	Presence of RCD six-monthly test notice, if required (514.12.2)		AC
4.11	Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15)		N/A
4.12	Presence of next inspection recommendation label, if required (514.12.1)		N/A
4.13	Presence of any other required labelling (514)		AC
4.14	Compatibility of protective devices, bases and other components; correct type and rating (No signs of excessive damage, arcing or overheating) (432; 433; 434)		AC
4.15	Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.3)		AC
4.16	Mechanical damage protection where cables enter consumer unit/distribution board (522.8.1; 522.8.5; 522.8.11)		AC
4.17	Protection from electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)		AC
4.18	RCD(s) (including RCBOs) provided for fault protection (411.4.204; 411.5.2; 531.2)		AC
4.19	RCD(s) (including RCBOs) provided for additional protection, if required (411.3.3; 415.1)		AC
4.20	Confirmation of indication that SPD is functional (651.4)		N/A
4.21	Confirmation that ALL conductor connections (including connections to busbars) are correctly located in terminals and are tight and secure (526.1)	Main switch to busbar link with 4mm single core brown cable.	C3
5.0	<b>Final Circuits</b>		
5.1	Identification of conductors (514.3.1)		AC
5.2	Coordination between conductors and overload protective devices (433.1; 533.2.1)		AC
5.3	Adequacy of protective devices: type and rated current for fault protection (411.3)		AC
5.4	Condition of live parts insulation (416.1)		AC
5.5	Wiring system(s) appropriate for the types and nature of the installation and external influences (522)		AC
5.6	Non-sheathed cables protected by enclosure in conduit, trunking or ducting (521.10.1)		AC
5.7	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)		AC



**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
5.8	Cables correctly supported throughout their run (521.10.202; 522.8.5)		AC
5.9	Concealed cables installed in prescribed zones (see <b>Extent of Limitations of Inspection and Testing</b> section above) (522.6.202)		N/A
5.10	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (see <b>Extent of Limitations of Inspection and Testing</b> section above) (522.6.2.4)		N/A
5.11	Provision of additional requirements for protection by RCD not exceeding 30 mA <ul style="list-style-type: none"> <li>• for all socket-outlets of rating 32 A or less, unless an exception is permitted (411.3.3)</li> <li>• for the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)</li> <li>• for cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203)</li> <li>• for cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203)</li> <li>• Final circuits supplying luminaires within domestic (household) premises (411.3.4)</li> </ul>		N/A
5.12	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)		AC
5.13	Band II cables segregated / separated from Band I cables (528.1)		N/A
5.14	Cables segregated/separated from non-electrical services (528.3)		N/A
5.15	Cables segregated/separated from communications cabling (528.2)		N/A
5.16	Termination of cables at enclosures - indicate extent of sampling in the <b>Extent of Limitations of Inspection and Testing</b> section of this report (Section 526) <ul style="list-style-type: none"> <li>• Connections soundly made and under no undue strain (526.6)</li> <li>• No basic insulation of a conductor visible outside enclosure (526.8)</li> <li>• Connections of live conductors adequately enclosed (526.5)</li> <li>• Adequately connected at point of entry to enclosure (522.8.5)</li> </ul>		AC
5.17	Condition of accessories including socket-outlets, switches and joint boxes (651.2)	All observed sections satisfactory	AC
5.18	Suitability of accessories for external influences (512.2)		AC
5.19	Adequacy of working space/accessibility to equipment (132.12; 513.1)		AC
5.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)		AC
6.0	<b>Special Installations and Locations</b>		
6.1	Additional protection for all LV (low voltage) circuits by RCD not exceeding 30mA (701.411.3.3)		AC
6.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)		N/A
6.3	Shaver supply units comply with BS EN 61558-2-5 (formerly BS 3535) (701.512.3)		N/A
6.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2018+A3:2024 (701.415.2)		N/A



**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
6.5	Low voltage (for example, 230V) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)		N/A
6.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)		AC
6.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)		N/A
6.8	Suitability of current-using equipment for particular position within the location (701.55)		N/A
7.0	<b>Other Special Installations or Locations</b>		
7.1	List all other special installations or locations		
7.1.1			
7.1.2			
7.1.3			
8.0	<b>Prosumer's Low Voltage Installation</b>		
8.1	Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional inspection items should be added to the checklist		N/A
<b>Outcomes</b>			
<b>AC</b>	Acceptable Condition	<b>C1</b>	Unacceptable Condition
<b>C2</b>	Unacceptable Condition	<b>C3</b>	Improvement Recommended
<b>FI</b>	Further Investigation	<b>N/V</b>	Not Verified
<b>LIM</b>	Limitation	<b>N/A</b>	Not Applicable

**Schedule of Items Inspected By**

Name	Michael Cotton	Signature	<i>Michael Cotton</i>
Date	25/04/2025		

**Generic Schedule of Circuit Details**

ID	Distribution Board Details			Distribution Circuit OCPD				SPD Details					
	Distribution Board Reference	Location	Supplied From	BS (EN) and Type		Rating/Setting (A)	Type						
1	Supply Point 2	Fore Street Saltash, Supply Metal Enclosure	Mains	N/A		N/A	N/A						
Circuit Details													
Circuit Number	Circuit Description	Conductor Details					Overcurrent Protective Device			RCD			
		Type of Wiring	Reference Method*	Number of Points Served	Live (mm <sup>2</sup> )	cpc (mm <sup>2</sup> )	BS (EN) and Type	Rating (A)	Short Circuit Capacity (kA)	Maximum Permitted Zs (Ω)	BS (EN) and Type	Rating (A)	Operating Current IΔn (mA)
1	Festoon Lights (A) Top Of Town Sections (Plus The 3 Socket Outlets To BS EN 60309)	A	B	4	1.5	1.5	BS EN 61009 RCD/RCBO - TYPE C	6	6	3.64	BS EN 61009 RCD/RCBO - TYPE C	6	30
2	Festoon Lights (B) Top Of Town Sections (Plus The 4 Socket Outlets To BS EN 60309)	A	B	5	1.5	1.5	BS EN 61009 RCD/RCBO - TYPE B	6	6	7.28	BS EN 61009 RCD/RCBO - TYPE B	6	30
3	MCB Feeding the Time Clock And Contactor	A	B	2	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
4	Contactor	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
5	Timer	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
6													
7													
8													
9													
10													

\*For more information see Appendix 4, section 7.1 of BS 7671:2018+ A3:2024

Codes for Types of Wiring				
A	Thermoplastic insulated/sheathed cables	B	Thermoplastic cables in metallic conduit	O
C	Thermoplastic cables in non-metallic conduit	D	Thermoplastic cables in metallic trunking	
E	Thermoplastic cables in non-metallic trunking	F	Thermoplastic SWA cables	
G	Thermosetting SWA cables	H	Mineral insulated cables	

**Generic Schedule of Test Results**

ID	Distribution Board Details			Confirmed			Test Instrument Serial Numbers							
	Distribution Board Reference	Zdb(Ω)	Ipf(kA)	Correct Polarity	Phase Sequence	SPD	Multifunction	FLUKE 1653B	Continuity	N/A	RCD	N/A		
1	Supply Point (2)	0.20	1.2	Yes	N/A	N/A	Insulation Resistance	N/A	Earth Fault Loop Impedance	N/A	Earth Electrode Resistance	N/A		
Test Result Details														
Circuit Number	Continuity (Ω)					Insulation Resistance			Polarity	Maximum Measured Zs (Ω)	RCD		AFDD	Additional Information and Remarks
	Ring Final Circuit			(R <sub>1</sub> +R <sub>2</sub> ) or R <sub>2</sub>		Test Voltage (V)	Live/Live (MΩ)	Live/Earth (MΩ)			Operating Time (ms)	Test Button Operation	AFDD Test Button Operation	
	r <sub>1</sub> (line)	r <sub>n</sub> (Neutral)	r <sub>2</sub> (cpc)	(R <sub>1</sub> +R <sub>2</sub> )	R <sub>2</sub>									
1	n/a	n/a	n/a	N/A		250	200	200	Pass	2.22	8.1	Pass	N/A	High Zs reading likely due to the fact the circuit closes thorough an old contactor within the consumer unit. Still well within the maximum permitted Zs value.
2	n/a	n/a	n/a	N/A		250	200	200	Pass	2.22	8.1	Pass	N/A	High Zs reading likely due to the fact the circuit closes thorough an old contactor within the consumer unit. Still well within the maximum permitted Zs value.
3	N/A	N/A	N/A	N/A		250	200	200	Pass	0.21		N/A	N/A	
4														
5														
6														
7														
8														
9														
10														

**Tester**

Tested By	Michael Cotton	Signature	Michael Cotton	Date	28/04/2025
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## GUIDANCE FOR RECIPIENTS

This Electrical Installation Condition Report has been issued to confirm that the electrical installation is in satisfactory condition for continued use. This report should identify any damage, defects, deterioration, and/or conditions which may give rise to danger. This report is only valid if it includes a completed Inspection Schedule AND Schedule of Circuit Details and Test Results.

You should have received the original Report and the person issuing the Report should have retained a copy for their records. If you were the person ordering the Report but not the owner of the installation, you should pass this Report (or a copy) to the owner of the installation.

You should keep this Report in a safe place and show it to any person inspecting or undertaking further work on the electrical installation in the future. Should you ever vacate the property, this Report will provide the new owner with details of the condition of the electrical installation, and prove that it complied with the requirements of BS 7671:2018 + A3:2024 at the time the Report was issued.

The “Extent and Limitations of Inspection and Testing” section of this Report should identify fully the extent of the installation covered by this Report, and any limitations on the inspection and testing. The Inspector should have agreed these aspects with the person ordering the Report and other interested parties prior to the inspection being carried out. Any operational limitations, such as the inability to gain access to sections of the installation or the inability to gain access to a piece of equipment, will also be noted in the Extent and Limitations of Inspection and Testing section of this Report.

### Guidance on Classification Codes

For items in the Observation section classified as **C1 - “Danger Present”**, the safety of those using the installation is at risk. It is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.

For items in the Observation section classified as **C2 - “Potentially Dangerous”**, the safety of those using the installation may be at risk. It is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

For items in the Observation section classified **FI - “Further Investigation”**, the inspection has revealed an apparent deficiency and further investigation is required. **This investigation may result in a code C1 or C2**, but could not be fully identified due to the extent or limitations of the inspection. **Such observations should be investigated without delay.** To fully determine the nature and extent of the apparent deficiency further examination of the installation will be necessary.

**For safety reasons, the electrical installation will need to be inspected at appropriate intervals by a skilled person(s) competent in such work. The Maximum time interval recommended before the next inspection is stated in the “Declaration and Recommendations” section of page 1.**

This Certificate is intended to be issued only for a new electrical installation, or for new work associated with additions or alterations to an existing installation. It should not have been issued for the inspection and testing of an existing electrical installation as an ‘Electrical Installation Condition Report’ (EICR) should be issued for this type of inspection. This Certificate is only valid if the Schedule of Inspections has been completed to confirm that all relevant inspections have been carried out and where accompanied by Schedule(s) of Circuit Details and Test Results.

Where an installation includes a residual current device (RCD) it should be tested every 6 months. This test is performed by pressing the button marked “Test” (or “T”). Pressing this button should cause the device to switch off the supply, switching the device back on should then restore the supply. Seek expert advice if the device does not switch off the supply when the button is pressed. **For safety reasons, it is important that this instruction is followed.**

Where an installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested every 6 months by pressing the test button. Where an AFDD has both a test button and automatic test function, the manufacturer’s instructions shall be followed with respect to test button operation.

Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with the manufacturer’s information. Seek expert advice if the indicator shows that the device is not operational. **For safety reasons, it is important that this instruction is followed.**

Additionally and where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Electrical Supply Point 2 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Extra Notes

### Summary And Recommendations.

No immediate remedial works required from this inspection to supply point 2. Installation in satisfactory condition for continued service.

(As long as continued to be maintained by skilled and competent electrical staff)

However, a few important recommendations and considerations are to be noted for future maintenance considerations.

(1) Ongoing routine yearly EICR to all external DBs for signs of environmental wear to ensure safety and equipment operates accordingly.

(2) Warning labels are to be clearly put in place on the BS EN 60309 socket outlets being fed from the festoon river of lights which are not earthed.(warning labels to be clearly mark on the sockets "Warning No CPC At This Socket Class 2 Equipment Only")

(3) If possible, in the future invest in suppling the sockets from there own designated final circuits, this would make it much safer and wont inconveniently disconnect the festoon river of lights if a fault was present on the appliance being plugged it to the supply.

(4) Again if possible, upgrade the consumer unit for a 18th edition board with surge protection.



Company Details		Installation Address	Customer Details
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## Attachment



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## Attachment





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## Attachment





# Electrical Installation Condition Report

Reference number: **EICRA224042029** | Issue Date **28/04/2025**

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 4 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

Reason For Report	
Reason for creating this Report	
To access the electrical installation for safety and continued use.	
Date on which the inspection and testing were completed	28/04/2025

Details of the Installation			
Premises Type	Commercial	Estimated age of wiring system	18 years
Evidence of any alterations or additions?	Yes	If yes, provide the estimated age	2-3 year
Are installation records available? (Reg. 651.1)			Yes
Are previous inspection reports available? (Reg. 651.1)	Yes	Date of last inspection	10/11/2023

Summary of the Condition of the Installation	
General condition of the installation (in terms of electrical safety)	
My general assessment of the electrical installation is safe for continued use.	
Overall assessment of the installation for continued use*	Satisfactory
*An unsatisfactory assessment indicates that potentially dangerous (code C2) and/or dangerous (code C1) conditions have been identified.	

**Extent and Limitations of Inspection and Testing**

Extent of the electrical installation covered by this report

All fixed wiring only.

Agreed limitations including the reasons, where applicable: (Reg. 653.2)

Only main fixed wiring no secondary socket outlets or connections through plugs.

Agreed with

Ian Bovis (Service Delivery Manager)

Operational limitations, including the reasons

Test at low peak times to avoid heavy pedestrian foot traffic and vehicles using the high street while testing the high level parts of the installation.  
(See risk assessment for exact details)

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018+A3:2024. Any cables concealed within trunking and conduits, under floors, in inaccessible roof spaces, and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the client and inspector prior to the inspection.

**Declaration and Recommendations****Recommendation**

If the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY, I/we recommend that any observations classified as "Danger Present" (identified as Code C1) or "Potentially Dangerous" (identified as Code C2) are acted upon as a matter of urgency.

Investigation without delay is recommended for observations identified as "Further Investigation Required" (identified as Code FI).

Any observations classified as "Improvement recommended" (identified as Code C3) should also be given appropriate consideration.

I/We further recommend, subject to the necessary remedial action being taken, that the installation is inspected and tested by

01/05/2026

Reason for recommendation

Due to the installation being externally and out on the main high street of Saltash town, primarily for Christmas lighting displays, regular inspection and testing is advised to ensure all RCD are protecting the installation accordingly.

**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 above, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provide an accurate assessment of the condition of the electrical installation taking into account the details stated in the **Extent and Limitations of Inspection and Testing** section of this report.

Inspector and Tester		Report authorised for issue by	
Name	Michael Cotton	Name	Michael Cotton
Signature	<i>Michael Cotton</i>	Signature	<i>Michael Cotton</i>
Position	Electrician	Position	Assistant Manager
Date	28/04/2025	Date	28/04/2025
For/On behalf of		For/On behalf of	
Company Name	Saltash Town Council	Company Name	Saltash Town Council
Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX	Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX
Registration Number	502788	Registration Number	
Phone Number	07932429510	Phone Number	01752 844846

**Supply Characteristics and Earthing Arrangements**

Earthing arrangements				TN-C-S
Type and Number of Live Conductors				
AC Type	1-phase, 2-wire		Confirmation of supply polarity	Yes
Nature of Supply Parameters				
Nominal Voltage, U/U0	230 V	Nominal Frequency	50 Hz	
Prospective Fault Current, Ipf	1.2 kA	External Earth Fault Loop Impedance, Ze	0.19 Ω	
Supply Protective Device				
BS (EN) and Type	BS 1361 Type 2		Rated Current	80 A

**Particulars of the Installation Referred to in This Report**

Means of Earthing	Distributor's Facility		
Details of Installation Earth Electrode			
Type	Location		
N/A	N/A		
Electrode resistance to Earth			
N/A			
Maximum Demand			
Maximum Demand (load)		10 A	

**Mains Protective Conductors**

<b>Earthing Conductor</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
<b>Main Protective Bonding Conductors</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
To Water Installation Pipes	N/A	To Gas Installation Pipes	N/A	To Oil Installation Pipes	N/A
To Lightning Installation Protection	N/A	To Structural Steel	Yes	To Other Services	

**Main Switch/ Switch Fuse/ Circuit Breaker/ RCD**

Location	Supply Point 4 (Consumer Unit)		BS (EN)	BS EN 60947-3 Isolator	
Number of Poles	2	Current Rating	100 A	Device/Fuse Rating	N/A A
Voltage Rating	240 V	Supply Conductor Material	Copper	Supply Conductor CSA	16 mm <sup>2</sup>
<b>If RCD Main Switch</b>					
RCD Type	N/A				
Rated Residual Operating Current (I <sub>Δn</sub> )	N/A mA	Rated Time Delay	N/A ms	Measured Operating Time (at I <sub>Δn</sub> )	N/A ms

**Observations**

Item Number	Description	Code	Action taken
4.4	Blank module missing compromising IP rating on consumer unit (Reg134.11)	C3	None - as protected by the main metal enclosure and only accessible to skilled and instructed people
5.3	Mixed brand RCBO's in consumer unit.	C3	None

**C1** - Danger present, risk of injury and/or immediate action required

**C2** - Potentially dangerous, urgent remedial action is required

**C3** - Improvement recommended

**FI** - Further investigation required without delay

Immediate remedial action required for:	
Urgent remedial action required for:	
Improvement recommended for:	4.4, 5.3
Further investigation required for:	

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
1.0	<b>Intake Equipment (Visual Inspection Only)</b> An outcome against an item in this section, other than access to live parts, should not be used to determine the installation's overall outcome.		
1.1	Service cable		AC
1.1	Service head		AC
1.1	Earthing Arrangement		AC
1.1	Meter tails		AC
1.1	Metering equipment		AC
1.1	Isolator (if present)		N/A
1.1	<b>Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority.</b> Has the person ordering the work and/or the dutyholder been notified?		
1.2	Consumer's isolator (if present)		AC
1.3	Consumer's meter tails		AC
2.0	<b>Presence of Adequate Arrangements for Other Sources</b>		
2.1	Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)		N/A
2.2	Adequate arrangements where a generating set operates in parallel with the public supply (551.7)		N/A
3.0	<b>Earthing/Bonding Arrangements</b>		
3.1	Presence and condition of distributor's earthing arrangement (542.1.2.1; 542.1.2.2)		AC
3.2	Presence and condition of earth electrode connection where applicable (542.1.2.3)		N/A
3.3	Provision of earthing/bonding labels at all appropriate locations (514.13.1)		AC
3.4	Adequacy of earthing conductor size (542.3; 543.1.1)		AC
3.5	Accessibility of earthing conductor connections (543.3.2)		AC
3.6	Adequacy of main protective bonding conductor sizes (544.1)		AC
3.7	Condition and accessibility of main protective bonding conductor connections (543.3.2; 544.1.2)		AC
3.8	Condition and accessibility of other protective bonding connections (543.3.1; 543.3.2)		AC
4.0	<b>Distribution Board(s) and Consumer Unit(s)</b>		
4.1	Adequacy of working space and accessibility to equipment (132.12; 513.1)		AC
4.2	Security of fixings (134.1.1)		AC
4.3	Adequacy of enclosures in terms of fire rating (421.1.201; 526.5)		AC
4.4	Adequacy of enclosures in terms of IP rating (416.2)	Blank module missing compromising IP rating on consumer unit (Reg134.11)	C3

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
4.5	Condition of enclosures (651.2)		AC
4.6	Presence of main linked switch (requirement of 462.1.201)		AC
4.7	Check of operation of main switch (643.10)		AC
4.8	Manual operation of RCDs, AFDDs and circuit-breakers to ensure functionality (643.10)		AC
4.9	Circuit details and protective devices identified correctly (514.8.1; 514.9.1)		AC
4.10	Presence of RCD six-monthly test notice, if required (514.12.2)		AC
4.11	Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15)		N/A
4.12	Presence of next inspection recommendation label, if required (514.12.1)		AC
4.13	Presence of any other required labelling (514)		AC
4.14	Compatibility of protective devices, bases and other components; correct type and rating (No signs of excessive damage, arcing or overheating) (432; 433; 434)		AC
4.15	Single-pole switching or protective devices in line conductor only (132.14.1; 530.3.3)		AC
4.16	Mechanical damage protection where cables enter consumer unit/distribution board (522.8.1; 522.8.5; 522.8.11)		AC
4.17	Protection from electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1)		AC
4.18	RCD(s) (including RCBOs) provided for fault protection (411.4.204; 411.5.2; 531.2)		N/A
4.19	RCD(s) (including RCBOs) provided for additional protection, if required (411.3.3; 415.1)		AC
4.20	Confirmation of indication that SPD is functional (651.4)		N/A
4.21	Confirmation that ALL conductor connections (including connections to busbars) are correctly located in terminals and are tight and secure (526.1)		AC
5.0	<b>Final Circuits</b>		
5.1	Identification of conductors (514.3.1)		AC
5.2	Coordination between conductors and overload protective devices (433.1; 533.2.1)		AC
5.3	Adequacy of protective devices: type and rated current for fault protection (411.3)	Mixed brand RCBO's in consumer unit.	C3
5.4	Condition of live parts insulation (416.1)		AC
5.5	Wiring system(s) appropriate for the types and nature of the installation and external influences (522)		AC
5.6	Non-sheathed cables protected by enclosure in conduit, trunking or ducting (521.10.1)		AC
5.7	Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (523)		AC



**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
5.8	Cables correctly supported throughout their run (521.10.202; 522.8.5)		AC
5.9	Concealed cables installed in prescribed zones (see <b>Extent of Limitations of Inspection and Testing</b> section above) (522.6.202)		N/A
5.10	Cables concealed under floors, above ceilings or in walls/partitions, adequately protected against damage (see <b>Extent of Limitations of Inspection and Testing</b> section above) (522.6.2.4)		N/A
5.11	Provision of additional requirements for protection by RCD not exceeding 30 mA <ul style="list-style-type: none"> <li>• for all socket-outlets of rating 32 A or less, unless an exception is permitted (411.3.3)</li> <li>• for the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)</li> <li>• for cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203)</li> <li>• for cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203)</li> <li>• Final circuits supplying luminaires within domestic (household) premises (411.3.4)</li> </ul>		AC
5.12	Provision of fire barriers, sealing arrangements and protection against thermal effects (527)		AC
5.13	Band II cables segregated / separated from Band I cables (528.1)		N/A
5.14	Cables segregated/separated from non-electrical services (528.3)		N/A
5.15	Cables segregated/separated from communications cabling (528.2)		N/A
5.16	Termination of cables at enclosures - indicate extent of sampling in the <b>Extent of Limitations of Inspection and Testing</b> section of this report (Section 526) <ul style="list-style-type: none"> <li>• Connections soundly made and under no undue strain (526.6)</li> <li>• No basic insulation of a conductor visible outside enclosure (526.8)</li> <li>• Connections of live conductors adequately enclosed (526.5)</li> <li>• Adequately connected at point of entry to enclosure (522.8.5)</li> </ul>		AC
5.17	Condition of accessories including socket-outlets, switches and joint boxes (651.2)		AC
5.18	Suitability of accessories for external influences (512.2)		AC
5.19	Adequacy of working space/accessibility to equipment (132.12; 513.1)		AC
5.20	Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3)		AC
6.0	<b>Special Installations and Locations</b>		
6.1	Additional protection for all LV (low voltage) circuits by RCD not exceeding 30mA (701.411.3.3)		N/A
6.2	Where used as a protective measure, requirements for SELV or PELV met (701.414.4.5)		N/A
6.3	Shaver supply units comply with BS EN 61558-2-5 (formerly BS 3535) (701.512.3)		N/A
6.4	Presence of supplementary bonding conductors, unless not required by BS 7671:2018+A3:2024 (701.415.2)		N/A

**Condition Report Inspection Schedule**

Item Number	Description	Comment	Outcome
6.5	Low voltage (for example, 230V) socket-outlets sited at least 2.5 m from zone 1 (701.512.3)		N/A
6.6	Suitability of equipment for external influences for installed location in terms of IP rating (701.512.2)		N/A
6.7	Suitability of accessories and controlgear etc. for a particular zone (701.512.3)		N/A
6.8	Suitability of current-using equipment for particular position within the location (701.55)		N/A
7.0	Other Special Installations or Locations		
7.1	List all other special installations or locations		
7.1.1	N/A		
7.1.2			
7.1.3			
8.0	Prosumer's Low Voltage Installation		
8.1	Where elements of a prosuming installation falling within the scope of Chapter 82 are covered by the report, additional inspection items should be added to the checklist		N/A
Outcomes			
AC	Acceptable Condition	C1	Unacceptable Condition
C2	Unacceptable Condition	C3	Improvement Recommended
FI	Further Investigation	N/V	Not Verified
LIM	Limitation	N/A	Not Applicable

**Schedule of Items Inspected By**

Name	Michael Cotton	Signature	<i>Michael Cotton</i>
Date	28/04/2025		

## Generic Schedule of Circuit Details

ID	Distribution Board Details					Distribution Circuit OCPD					SPD Details		
	Distribution Board Reference	Location			Supplied From		BS (EN) and Type		Rating/Setting (A)		Type		
1	Supply Point 4	Fore Street Saltash, Supply Metal Enclosure			Mains		N/A		N/A		N/A		
Circuit Details													
Circuit Number	Circuit Description	Conductor Details					Overcurrent Protective Device				RCD		
		Type of Wiring	Reference Method*	Number of Points Served	Live (mm <sup>2</sup> )	cpc (mm <sup>2</sup> )	BS (EN) and Type	Rating (A)	Short Circuit Capacity (kA)	Maximum Permitted Zs (Ω)	BS (EN) and Type	Rating (A)	Operating Current IΔn (mA)
1	Socket 1	A	B	1	1.5	1.5	BS EN 61009 RCD/RCBO - TYPE B	6	6	7.28	RCD Type A	6	30
2	Socket 2	A	B	1	1.5	1.5	BS EN 61009 RCD/RCBO - TYPE B	6	6	7.28	RCD Type A	6	30
3	MCB Feeding Time Clock And Contactor	A	B	2	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
4	Contactor	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
5	Time Clock	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
6													
7													
8													
9													
10													

\*For more information see Appendix 4, section 7.1 of BS 7671:2018+ A3:2024

## Codes for Types of Wiring

A	Thermoplastic insulated/sheathed cables	B	Thermoplastic cables in metallic conduit	O	
C	Thermoplastic cables in non-metallic conduit	D	Thermoplastic cables in metallic trunking		
E	Thermoplastic cables in non-metallic trunking	F	Thermoplastic SWA cables		
G	Thermosetting SWA cables	H	Mineral insulated cables		

## Generic Schedule of Test Results

ID	Distribution Board Details			Confirmed			Test Instrument Serial Numbers								
	Distribution Board Reference	Z <sub>db</sub> (Ω)	I <sub>p</sub> (kA)	Correct Polarity	Phase Sequence	SPD	Multifunction	Fluke 1653B	Continuity	N/A	RCD	N/A			
1	Supply Point 4	0.19	1.2	Yes	N/A	N/A	Insulation Resistance	N/A	Earth Fault Loop Impedance	N/A	Earth Electrode Resistance	N/A			
Test Result Details															
Circuit Number	Continuity (Ω)					Insulation Resistance			Polarity	Maximum Measured Z <sub>s</sub> (Ω)	RCD		AFDD	Additional Information and Remarks	
	Ring Final Circuit			(R <sub>1</sub> +R <sub>2</sub> ) or R <sub>2</sub>		Test Voltage (V)	Live/Live (MΩ)	Live/Earth (MΩ)			Operating Time (ms)	Test Button Operation	AFDD Test Button Operation		
	I <sub>1</sub> (line)	I <sub>n</sub> (Neutral)	I <sub>2</sub> (cpc)	(R <sub>1</sub> +R <sub>2</sub> )	R <sub>2</sub>										
1	n/a	n/a	n/a	0.39	N/A	250	>500	>500	Pass	0.58	28.2	Pass	N/A		
2	n/a	n/a	n/a	0.64	N/A	500	>500	>500	Pass	0.83	28.2	Pass	N/A		
3	n/a	n/a	n/a	N/A	N/A	250	>200	>200	Pass	0.20		N/A	N/A		
4	n/a	n/a	n/a	N/A	N/A	250	>200	>200	Pass	0.20		N/A	N/A		
5	n/a	n/a	n/a	N/A	N/A	250	>200	>200	Pass	0.20		N/A	N/A		
6															
7															
8															
9															
10															
Tester															
Tested By		Michael Cotton				Signature		Michael Cotton				Date		28/04/2025	

## GUIDANCE FOR RECIPIENTS

This Electrical Installation Condition Report has been issued to confirm that the electrical installation is in satisfactory condition for continued use. This report should identify any damage, defects, deterioration, and/or conditions which may give rise to danger. This report is only valid if it includes a completed Inspection Schedule AND Schedule of Circuit Details and Test Results.

You should have received the original Report and the person issuing the Report should have retained a copy for their records. If you were the person ordering the Report but not the owner of the installation, you should pass this Report (or a copy) to the owner of the installation.

You should keep this Report in a safe place and show it to any person inspecting or undertaking further work on the electrical installation in the future. Should you ever vacate the property, this Report will provide the new owner with details of the condition of the electrical installation, and prove that it complied with the requirements of BS 7671:2018 + A3:2024 at the time the Report was issued.

The “Extent and Limitations of Inspection and Testing” section of this Report should identify fully the extent of the installation covered by this Report, and any limitations on the inspection and testing. The Inspector should have agreed these aspects with the person ordering the Report and other interested parties prior to the inspection being carried out. Any operational limitations, such as the inability to gain access to sections of the installation or the inability to gain access to a piece of equipment, will also be noted in the Extent and Limitations of Inspection and Testing section of this Report.

### Guidance on Classification Codes

For items in the Observation section classified as **C1 - “Danger Present”**, the safety of those using the installation is at risk. It is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.

For items in the Observation section classified as **C2 - “Potentially Dangerous”**, the safety of those using the installation may be at risk. It is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.

For items in the Observation section classified **FI - “Further Investigation”**, the inspection has revealed an apparent deficiency and further investigation is required. **This investigation may result in a code C1 or C2**, but could not be fully identified due to the extent or limitations of the inspection. **Such observations should be investigated without delay.** To fully determine the nature and extent of the apparent deficiency further examination of the installation will be necessary.

**For safety reasons, the electrical installation will need to be inspected at appropriate intervals by a skilled person(s) competent in such work. The Maximum time interval recommended before the next inspection is stated in the “Declaration and Recommendations” section of page 1.**

This Certificate is intended to be issued only for a new electrical installation, or for new work associated with additions or alterations to an existing installation. It should not have been issued for the inspection and testing of an existing electrical installation as an ‘Electrical Installation Condition Report’ (EICR) should be issued for this type of inspection. This Certificate is only valid if the Schedule of Inspections has been completed to confirm that all relevant inspections have been carried out and where accompanied by Schedule(s) of Circuit Details and Test Results.

Where an installation includes a residual current device (RCD) it should be tested every 6 months. This test is performed by pressing the button marked “Test” (or “T”). Pressing this button should cause the device to switch off the supply, switching the device back on should then restore the supply. Seek expert advice if the device does not switch off the supply when the button is pressed. **For safety reasons, it is important that this instruction is followed.**

Where an installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested every 6 months by pressing the test button. Where an AFDD has both a test button and automatic test function, the manufacturer’s instructions shall be followed with respect to test button operation.

Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with the manufacturer’s information. Seek expert advice if the indicator shows that the device is not operational. **For safety reasons, it is important that this instruction is followed.**

Additionally and where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 4 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Extra Notes

### Summary And Recommendations.

Installation is in a satisfactory condition for continued use.

Important recommendations and considerations are to be noted for future maintenance:

- (1) Only to be maintained by skilled and competent electrical staff
- (2) Blanking module to be installed in the consumer unit to correct IP rating (C3 and not C2 because the installation is within a street supply metal enclosure)
- (3) Ongoing routine yearly EICR to all external DBs for signs of environmental wear to ensure safety and equipment operates accordingly.
- (4) Again if possible, upgrade the consumer unit for a 18th edition board with surge protection.



Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 4 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Attachment



Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 4 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Attachment





Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 4 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Attachment



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Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 4 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Attachment





# Electrical Installation Certificate

Reference number: **EIC001** | Issue Date **09/05/2025**

Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 5 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

Description and Extent of the Installation	
Description of the Installation	Extent of the installation covered by this certificate
Saltash Town Council's Fore Street Electrical Supply Point 5.	Replacement of existing consumer unit at Electrical Supply Point 5, including connections of all existing final circuits. All Circuits tested and verified as part of remedial works raised on the EICR dated 28/04/2025.
Installation Type	
Alteration to an existing installation	

Declarations	
For the Design	
I/We, being the person(s) responsible for the DESIGN of the Electrical Installation (indicated by my/our signature(s) below), the particulars of which are described above, having exercised reasonable skill and care when carrying out the DESIGN, hereby CERTIFY that the work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671:2018+A3:2024 except for the departures, if any, detailed below.	
Details of departures from BS 7671:2018+A3:2024 (Reg 120.3, 133.1.3 and 133.5)	
None	
Details of permitted exceptions (Reg 411.3.3)	
None	
If applicable, suitable risk assessment(s) are attached	N/A



**Declarations**

The extent of the liability of the signatory is limited to the work described above.

**Designer Number 1**

Name	Michael Cotton	Signature	<i>Michael Cotton</i>
Date	09/05/2025		
Company Name	Saltash Town Council	Company Address	Saltash Town Council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX
Registration Number		Phone Number	07932429510

**Designer Number 2**

Name	N/A	Signature	<i>N/A</i>
Date	09/05/2025		
Company Name		Company Address	
Registration Number		Phone Number	

**For the Construction**

I, being the person responsible for the CONSTRUCTION of the Electrical Installation (indicated by my signature below), the particulars of which are described above, having exercised reasonable skill and care when carrying out the CONSTRUCTION, hereby CERTIFY that the work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671:2018+A3:2024 except for the departures, if any, detailed below.

Details of departures from BS 7671:2018+A3:2024 (Reg 120.3 and 133.5)

None

The extent of the liability of the signatory is limited to the work described above.

Constructor Name	Michael Cotton	Signature	<i>Michael Cotton</i>
Date	09/05/2025		
Company Name	Saltash Town Council	Company Address	Saltash Town Council, The Guildhall,
Registration Number		Phone Number	01752 844846

**For the Inspection and Testing**

I, being the person responsible for the INSPECTION & TESTING of the Electrical Installation (indicated by my signature below), the particulars of which are described above, having exercised reasonable skill and care when carrying out the INSPECTION & TESTING, hereby CERTIFY that the work for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671:2018+A3:2024 except for the departures, if any, detailed below.

Details of departures from BS 7671:2018+A3:2024 (Reg 120.3 and 133.5)

None

The extent of the liability of the signatory is limited to the work described above.

Inspector Name	Michael Cotton	Signature	<i>Michael Cotton</i>
Date	09/05/2025		
Company Name	Saltash Town Council	Company Address	Saltash Town Council, The Guildhall,
Registration Number		Phone Number	01752 844846

**Next Inspection**

I/We, the designer(s), recommend that this installation is further inspected and tested after an interval of no more than **1 Years**.

**Supply Characteristics and Earthing Arrangements**

Earthing arrangements				TN-C-S
Type and Number of Live Conductors				
AC Type	2-phase, 3-wire		Confirmation of supply polarity	Yes
Nature of Supply Parameters				
Nominal Voltage, U/U0	230 V	Nominal Frequency	50 Hz	
Prospective Fault Current, Ipf	1.27 kA	External Earth Fault Loop Impedance, Ze	0.19 Ω	
Supply Protective Device				
BS (EN) and Type	BS 1361 Type 2		Rated Current	80 A

**Particulars of the Installation Referred to in This Certificate**

Means of Earthing		Distributor's Facility	
Details of Installation Earth Electrode			
Type		Location	
N/A		N/A	
Electrode resistance to Earth			
N/A			
Maximum Demand			
Maximum Demand (load)			10 A

**Mains Protective Conductors**

<b>Earthing Conductor</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
<b>Main Protective Bonding Conductors</b>					
Conductor Material	Copper	Conductor csa	10 mm <sup>2</sup>	Connection/Continuity Verified	Yes
To Water Installation Pipes	N/A	To Gas Installation Pipes	N/A	To Oil Installation Pipes	N/A
To Lightning Installation Protection	N/A	To Structural Steel	Yes	To Other Services	

**Main Switch/ Switch Fuse/ Circuit Breaker/ RCD**

Location	Supply Point (1)	BS (EN)	BS EN 60947-3 Isolator		
Number of Poles	2	Current Rating	100 A	Device/Fuse Rating	N/A A
Voltage Rating	240 V	Supply Conductor Material	Copper	Supply Conductor CSA	16 mm <sup>2</sup>
<b>If RCD Main Switch</b>					
RCD Type	N/A				
Rated Residual Operating Current (I $\Delta$ n)	N/A mA	Rated Time Delay	N/A ms	Measured Operating Time (at I $\Delta$ n)	N/A ms

**Inspection Schedule**

Item Number	Description	Outcome	Item Number	Description	Outcome
1.0	Condition of consumer's intake equipment	Pass	8.0	Circuits (Distribution and Final)	Pass
2.0	Parallel or switched alternative sources of supply	N/A	9.0	Isolation and Switching	Pass
3.0	Protective Measure: Automatic Disconnection of Supply (ADS)	Pass	10.0	Current-using Equipment (Permanently Connected)	Pass
4.0	Basic Protection	Pass	11.0	Notices and Identification	Pass
5.0	Protective measures other than ADS	Pass	12.0	Location(s) containing a bath or shower	N/A
6.0	Additional Protection	Pass	13.0	Other special installations or locations	N/A
7.0	Distribution Equipment	Pass	14.0	Prosumer's low voltage electrical installation(s)	N/A

**Comments on Existing Installation**

(see Reg 644.1.2 in the case of an addition or alteration)

Installation previously assessed as "Unsatisfactory" in EICR dated 28/04/2025 due to C2 faults, including oversized protective devices, lack of RCD protection, and corroded terminals. This certificate relates to the remedial works only, including consumer unit replacement and reconnection of circuits. All circuits within the scope of the work have been tested and confirmed compliant. No further hazardous defects observed during this visit.

## Generic Schedule of Circuit Details

ID	Distribution Board Details						Distribution Circuit OCPD				SPD Details		
	Distribution Board Reference	Location			Supplied From		BS (EN) and Type		Rating/Setting (A)		Type		
1	DB1	Supply Point 5			Mains		N/A		N/A		T2		
Circuit Details													
Circuit Number	Circuit Description	Conductor Details					Overcurrent Protective Device				RCD		
		Type of Wiring	Reference Method*	Number of Points Served	Live (mm <sup>2</sup> )	cpc (mm <sup>2</sup> )	BS (EN) and Type	Rating (A)	Short Circuit Capacity (kA)	Maximum Permitted Zs (Ω)	BS (EN) and Type	Rating (A)	Operating Current IΔn (mA)
1	Festoon Lights	A	B	1	1.5	1.5	BS EN 61009 RCD/RCBO - TYPE B	6	6	7.28	BS EN 61009 RCD/RCBO - TYPE B	6	30
2	MCB Timer / Contactor	A	B	2	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
3	Sockets	A	B	2	1.5	1.5	BS EN 61009 RCD/RCBO - TYPE B	10	6	4.37	BS EN 61009 RCD/RCBO - TYPE B	10	30
4	Contactor	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	N/A	N/A	7.28	N/A	N/A	N/A
5	Time Clock	A	B	1	1.5	1.5	BS EN 60898 MCB - Type B	6	6	7.28	N/A	N/A	N/A
6													
7													
8													
9													
10													

\*For more information see Appendix 4, section 7.1 of BS 7671:2018+ A3:2024

## Codes for Types of Wiring

A	Thermoplastic insulated/sheathed cables	B	Thermoplastic cables in metallic conduit	O	
C	Thermoplastic cables in non-metallic conduit	D	Thermoplastic cables in metallic trunking		
E	Thermoplastic cables in non-metallic trunking	F	Thermoplastic SWA cables		
G	Thermosetting SWA cables	H	Mineral insulated cables		

## Generic Schedule of Test Results

ID	Distribution Board Details			Confirmed			Test Instrument Serial Numbers								
	Distribution Board Reference		Z <sub>db</sub> (Ω)	I <sub>p</sub> (kA)	Correct Polarity	Phase Sequence	SPD	Multifunction		FLUKE 1653B	Continuity	N/A	RCD	N/A	
1	DB1		0.19	1.2	Yes	N/A	Operational status confirmed	Insulation Resistance		N/A	Earth Fault Loop Impedance	N/A	Earth Electrode Resistance	N/A	
Test Result Details															
Circuit Number	Continuity (Ω)					Insulation Resistance			Polarity	Maximum Measured Z <sub>s</sub> (Ω)	RCD		AFDD	Additional Information and Remarks	
	Ring Final Circuit			(R <sub>1</sub> +R <sub>2</sub> ) or R <sub>2</sub>		Test Voltage (V)	Live/Live (MΩ)	Live/Earth (MΩ)			Operating Time (ms)	Test Button Operation	AFDD Test Button Operation		
	I <sub>1</sub> (line)	I <sub>n</sub> (Neutral)	I <sub>2</sub> (cpc)	(R <sub>1</sub> +R <sub>2</sub> )	R <sub>2</sub>										
1	n/a	n/a	n/a	0.35	N/A	250	200	200	Pass	0.54	6.8	Pass	N/A		
2	n/a	n/a	n/a	N/A	N/A	250	200	200	Pass	0.20		N/A	N/A		
3	n/a	n/a	n/a	0.35	N/A	250	200	200	Pass	0.55	6.8	Pass	N/A		
4	n/a	n/a	n/a	N/A	N/A	250	200	200	Pass	0.20		N/A	N/A		
5	n/a	n/a	n/a	N/A	N/A	250	200	200	Pass	0.20		N/A	N/A		
6															
7															
8															
9															
10															
Tester															
Tested By		Michael Cotton				Signature		Michael Cotton					Date		09/05/2025

## GUIDANCE FOR RECIPIENTS

This Electrical Installation Certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected and tested in accordance with BS 7671: 2018+ A3:2024.

You should have received the original Certificate and the person issuing the Certificate should have retained a copy for their records. If you were the person ordering the work but not the owner of the installation, you should pass this Certificate (or a copy) to the owner of the installation.

You should keep this Certificate in a safe place and show it to any person inspecting or undertaking further work on the electrical installation in the future. Should you ever vacate the property, this Certificate will demonstrate to the new owner that the electrical installation complied with the requirements of BS 7671:2018 + A3:2024 at the time the Certificate was issued. The Construction (Design and Management) Regulations require that, for a project covered by those Regulations, a copy of this Certificate, together with schedules, is included in the project health and safety documentation.

**For safety reasons, the electrical installation will need to be inspected at appropriate intervals by a skilled person(s) competent in such work. The Maximum time interval recommended before the next inspection is stated in the “Next Inspection” section of page 1.**

This Certificate is intended to be issued only for a new electrical installation, or for new work associated with additions or alterations to an existing installation. It should not have been issued for the inspection and testing of an existing electrical installation as an ‘Electrical Installation Condition Report’ (EICR) should be issued for this type of inspection. This Certificate is only valid if the Schedule of Inspections has been completed to confirm that all relevant inspections have been carried out and where accompanied by Schedule(s) of Circuit Details and Test Results.

Where an installation includes a residual current device (RCD) it should be tested every 6 months. This test is performed by pressing the button marked “Test” (or “T”). Pressing this button should cause the device to switch off the supply, switching the device back on should then restore the supply. Seek expert advice if the device does not switch off the supply when the button is pressed. **For safety reasons, it is important that this instruction is followed.**

Where an installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested every 6 months by pressing the test button. Where an AFDD has both a test button and automatic test function, the manufacturer’s instructions shall be followed with respect to test button operation.

Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with the manufacturer’s information. Seek expert advice if the indicator shows that the device is not operational. **For safety reasons, it is important that this instruction is followed.**

Additionally and where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.



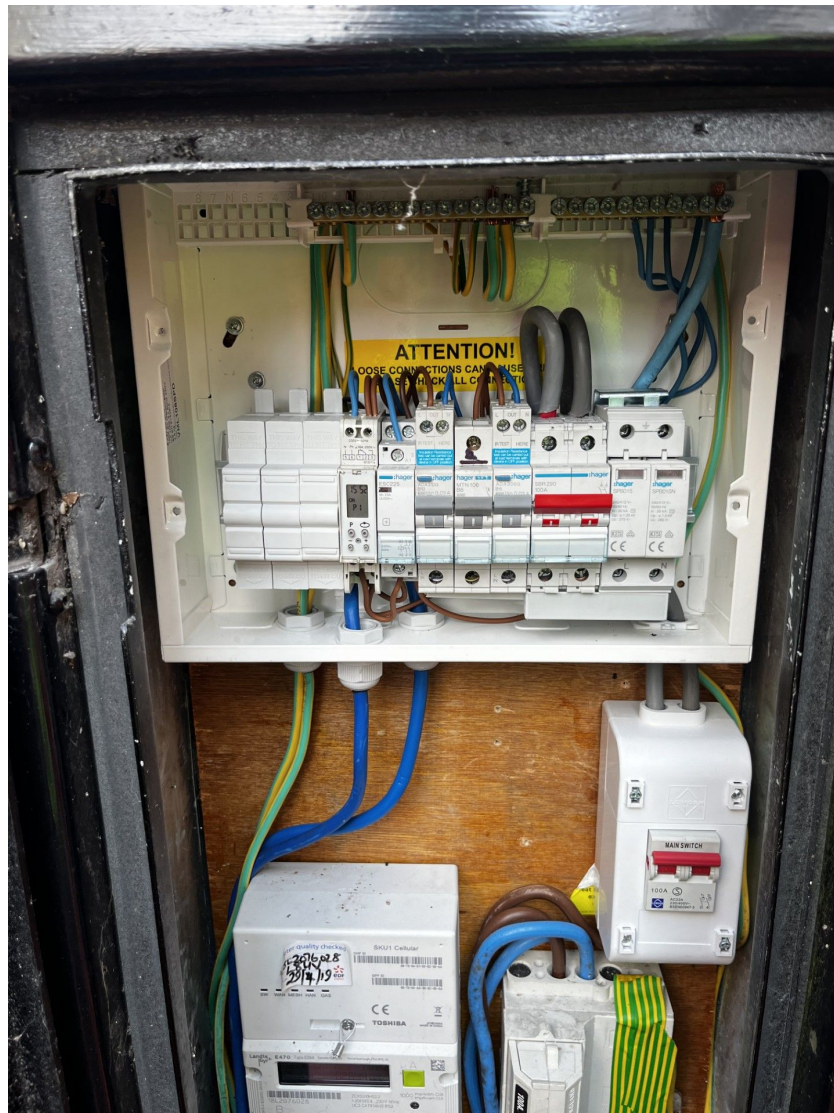
Company Details		Installation Address	Customer Details
Company name: Saltash Town Council Phone: 07932429510 Contractor name: Michael Cotton Domestic Electrical Installation registration number: 502788 Electrical Scheme Registration Number: 502788	Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX	Saltash Town Council - Electrical Supply Point 5 Fore Street Saltash Cornwall PL12	Ian Bovis Saltash Town Council The Guildhall 12 Lower Fore Street Saltash Cornwall PL12 6XG

## Attachment



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## Attachment





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**FW: Fitting of Christmas Lights**

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**From** Ian Bovis <ian.bovis@saltash.gov.uk>  
**Date** Mon 12/05/2025 08:28  
**To** Dawn Joyce <dawn.joyce@saltash.gov.uk>

Hi Dawn

See below a reply from the contractors who carried out the catenary wire inspection in Fore Street.

Regards



**Ian Bovis**  
**Service Delivery Manager, Saltash Town Council**

t: +44 1752 844846  
e: [ian.bovis@saltash.gov.uk](mailto:ian.bovis@saltash.gov.uk) | w: [www.saltash.gov.uk](http://www.saltash.gov.uk)  
a: The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX



The banner features the Saltash 2025 Market logo, which includes the Saltash Town Council crest and the Cornwall Council logo. The text 'SALTASH 2025 MARKET' is prominently displayed. Below the text is an illustration of a market scene with various stalls, including a flower stall, a food stall, a stall with hanging items, a stall with a striped awning, and a stall with a yellow awning. The text 'Third Saturday of the month' is written in a pink, cursive font. At the bottom, there is a calendar icon showing the dates from March to August, a clock icon indicating the time from 10am until 3pm, and a location pin icon indicating the location as Fore Street, Saltash.

**Privacy Notice**

This Council recognises that it has a duty to people whose information it holds to treat that information in accordance with statute. Click [here](#) to download our privacy notice which explains how we use any personal information we collect about you.

**Confidentiality Notice**

This email and its attachments are confidential and are intended for the above named recipient only. If this has come to you in error, please notify the sender immediately and delete this email from your system. You must take no action based on this, nor must you copy or disclose it or any part of its contents to any person or organisation. Statements and opinions contained in this email may not necessarily represent those of the Council. As a public body, the Council may be required to disclose this email under the Freedom of Information Act 2000, unless the information in it is covered by one of the exemptions in the Act.

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**From:** Karen Searle <[Karen@mhsltd.org.uk](mailto:Karen@mhsltd.org.uk)>  
**Sent:** Thursday, May 8, 2025 1:20 PM  
**To:** Ian Bovis <ian.bovis@saltash.gov.uk>  
**Cc:** Mike Harding <[mike@mhsltd.org.uk](mailto:mike@mhsltd.org.uk)>  
**Subject:** Re: Fitting of Christmas Lights

Hi Ian,

We can confirm that when we put up the festive lights, the catenary wires and eyelets were in good order and passed inspection on 03/10/2024.

We are unable confirm what they are like now.

Kind regards

*Karen*

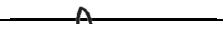
**Karen Searle**  
**Office Manager**  
MHLS Ltd  
The Old Market  
School Way  
Okehampton  
Devon  
EX20 1EU  
01837 55575


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**Cornwall Council**  
**Transportation Service, Environment Directorate**  
**Application to Hang Seasonal Lighting over the Highway**  
(In accordance with s.178 of the Highways Act 1980)



<b>Name of Applicant:</b> Saltash Town Council		
<b>Address:</b> The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX		
<b>Telephone numbers:</b>	<b>Day:</b> 01752 844846	<b>Evening:</b>
<b>Email:</b>		
<b>Location of seasonal lighting (include house or building names and numbers, street names and other highway fixtures that seasonal lighting will be attached to):</b>  Along Jubilee Green and Brunel at the waterside. As previous applications Along Fore Street and lower fore street lampposts - R006, R018, R016, R015, R014, R013, R012, R011, R010, R008, R007 Bolts and catenary wire being used to install to buildings by supplier – TBC To be extended from lamppost R018 to Railway Hotel 1-3 Lower Fore Street – permission given Saltash Heritage, 17 Lower Fore Street – STC property Truly Scrumptious, 10 Lower Fore Street – permission given.		
<b>Date seasonal lighting to be erected:</b>		
<b>Date seasonal lighting to be removed:</b>		

<b>Name of operator:</b>		
<b>Address:</b>		
<b>Telephone numbers:</b>	<b>Day:</b>	<b>Evening:</b>
<b>Signature:</b> 		
I have read and accept the conditions attached.		

<b>Name of Technical Expert:</b> Same as above		
<b>Address:</b>		
<b>Telephone numbers:</b>	<b>Day:</b>	<b>Evening:</b>
<b>Signature:</b> 		
I accept the nomination as the Technical Expert for the purposes set out above.		

<b>Name of contractor/installer:</b> Same as above		
<b>Address:</b>		
<b>Telephone numbers:</b>	<b>Day:</b>	<b>Evening:</b>
<b>Signature:</b> 		

### Special Conditions

### Checklist

**Please tick**

- ☒ I have enclosed the completed application form
- ☒ I have attached a copy of the £5 Million for any one incident Public Liability Insurance Certificate
- ☒ I have read, understand and agree with the attached General Conditions
- ☒ I have attached a copy of the certification of the technical expert
- ☒ I have attached a copy of the method statement for erecting the seasonal lighting
- ☒ I have attached a copy of the structural integrity calculations

**Signature of Applicant**

**Date:**

APPLICATIONS MUST BE RECEIVED AT LEAST 6 WEEKS BEFORE THE PROPOSED ERECTION OF ANY ATTACHMENT. INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED AFTER THE SPECIFIED TIME MAY BE RETURNED TO THE APPLICANT.

### **Electrical Installations**

Application reference \_\_\_\_\_ has been    Approved    Refused ☐

Signed.....Designation .....Date.....  
(Highway Electrical officer of the Council)

### **Licence Agreement**

Application Reference \_\_\_\_\_ Is hereby approved.  
This Licence is granted, subject to the conditions set out in the application.

Signed.....Designation .....Date.....  
(Authorised Officer of the Council)

Transportation Service  
Environment Directorate  
Street works  
Western Group Centre, Radnor Road, Scorrier  
Redruth TR16 5EH  
Telephone: 0300 1234222  
Fax: (01209) 614400  
Email: [Streetworks@cornwall.gov.uk](mailto:Streetworks@cornwall.gov.uk)

### **General Conditions**

1. Seasonal lighting shall not be affixed to a street lighting column or other highway features without the written consent of the Highway Authority.
2. The applicant will carry out all necessary consultations and obtain all necessary consents prior to the submission of the application to the council.
3. No attachment shall be suspended or allowed to hang so that any part of it is less than 5.7 metres above the public highway or 2.5m above a pavement. Any variation to this height restriction will need to be approved in writing by the Highway Authority.
4. Seasonal lighting shall only be erected for a period agreed by the Highway Authority and shall be removed at the end of such period, unless an extension of that period has been granted in writing by the Highway Authority.
5. The applicant shall indemnify the Council against any claims, costs and proceedings, howsoever arising, as a result of its erection, retention and maintenance, and evidence of Public Liability Insurance cover of up to £5m for any one incident, shall be submitted with the application.
6. The applicant shall arrange for and meet the cost of any traffic management measures considered necessary by the Highway Authority during the erection or removal of any seasonal lighting.
7. Seasonal lighting shall be erected, maintained and removed by a competent person.
8. The progress of traffic and pedestrians must not be impeded during the erection or removal of seasonal lighting.
9. Seasonal lighting must not obscure any traffic signs, street lights, CCTV cameras or signals or restrict the visibility of motorists.
10. Ensure that during the erection and removal of seasonal lighting that particular consideration is given to visually impaired, disabled and persons with prams and wheelchairs.
11. It is a legal requirement that everyone undertaking electrical work is a competent person and does not cause damage to themselves and others.
12. All electrical works shall comply with the current editions of BS7671 – Requirements for Electrical Installations and the County Surveyor's code of Practice for the Installation, Operation and Removal of Seasonal Decorations (copy available on request).
13. Written approval must be obtained by the operator for the attachment to any statutory structures (ie electricity and telephone poles).
14. Any operation involving connections to apparatus that is the responsibility of the Highway Authority must only be undertaken by the Highway Authority or its approved agent or contractor. The cost of this work will be rechargeable to the operator.
15. The following information is required at the time of application.

**A detailed plan illustrating:**

- a) Fixing points
- b) Route of lighting spans

- c) Circuit protection details
- d) Isolation points
- e) Name of contractor/installer

### **Detailed Electrical Inspection Certificate:**

Supplied within 5 working days of the decorations being energised, a copy of the Electrical Test Certificate for each circuit from each supply point.

16. Due to the potentially dangerous situation associated with electrical decorations all electrical equipment installed on or over the highway shall incorporate a 30mA residual current circuit device (RCD). The only exception to the RCD requirements is where a SELV 25-volt system is adopted.

### **17. REC Electrical Supplies and Energy**

In most cases Highway electrical equipment is supplied un-metered direct from the Regional Electricity Company (REC) cable located in the Highway through a REC cut-out. This interface is where the supply responsibility changes from the REC to the Highway Authority and is the main point for isolation.

No electrical supply is to be taken from any apparatus which is the responsibility of the Highway Authority without its prior written approval.

The operator is responsible for the arrangement of electrical supplies and the payment of charges in relation to energy consumption.

**Note: If the operator fails to supply the required Electrical Test Certificate for the decoration, the Highway Authority will remove the attachment and recover from the operator the cost of doing so.**

18. Seasonal lighting shall only be erected on street lighting columns specially designed or strengthened for the purpose, and approved by the Council's Street Lighting Engineer in each case.
19. Any additional cost, arising from the supply and erection of new specialised columns, or the strengthening of existing columns, shall be borne by the operator.
20. Attachments shall only be affixed to specified columns indicated by their column numbers, as shown on a plan submitted by the operator, and shall only be erected on receipt of a licence signed and issued by an authorised officer of the Council.
21. The operator will give specific details as to how each attachment is to be affixed to a column.
22. No attachment is to be made to any bracket, arm or extension of a column without the specific approval of the Highway Authority, and no hole is to be drilled into a lighting column.
23. Approval for attachments will only be given when the operator has demonstrated, by testing and calculation, that the structural integrity of the column will not be compromised. Such demonstration to be at the operators own cost.
24. The operator will be held responsible for any damage to any column, including the painted finish, galvanising or other protective systems, as a consequence of the affixing of any seasonal lighting to the column.





**Quotation Document – Saltash Festive / Event Light Display**

**To be returned by <INSERT DATE AND TIME> along with other tender documents**

<b>Contact Name:</b>	
<b>Title/Position Of Person Applying On Behalf Of The Company:</b>	
<b>Project Lead (if different to the above)</b>	
<b>Company Name:</b>	
<b>Company Type (Limited Company Etc) And Number:</b>	
<b>Company Address:</b>	
<b>Vat Registration Number:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

**GOVERNANCE**

Having examined the Invitation to Quote and its accompanying documents (which I/we shall keep) I can confirm my/our abilities and experience in all respects to satisfy the requirements of the tender brief ○

**I/we confirm that:**

1 Our company is in good financial health and has the resources to carry out this project, I/we have provided a link to our last year's accounts (companies house link will be acceptable) ○

2 We have employers' liability, public liability and professional indemnity insurance ○.

Our levels of cover are as follows:

Employers: £

Public and Product Liability: £

Professional Indemnity Insurance: £

Note: proof of insurance will be requested of the successful contractor. (note minimums of £5M Employers, £10M Public Liability and circa £5M professional indemnity)

3 We have ISO and Alcumus accreditation certificates ○

4 Our company complies with all relevant UK legislation including compliance with Health and Safety at Work Acts/Regulations and has the following policies in place:

Health and Safety ○

Safe Working Policies ○

Equality and Diversity ○

Environmental Policy ○

Safeguarding Policy (when working with young people/vulnerable adults) ○

Note: these policies will be requested of the successful contractor.

## Saltash Festive and Event Lights Tender

- 5 Our company complies with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) ☐
- 6 Our company has a privacy policy in place ☐
- 7 Our company can deliver all lighting schemes as per the specification by 1 November 2024 ☐

## Saltash Festive and Event Lights Tender

### **COSTS**

This is the breakdown of itemised costs as per the specification. All costs should be in pounds sterling. The tender prices offered should be firm and fixed for works that make up the itemised costs.

Where appropriate, additional pricing **may** be approved and can be indicated (at an hourly or daily rate) for any agreed variations or additions (agreed with Saltash Town Council as the project progresses) providing that they fall within the total project cost of £90K plus VAT.

Generic Element	Each Element of the work	Fore Street £	Waterside £	Victoria Gardens £	Total £
<b>1. Site Preparation</b>					
<b>2. Installation</b>					
<b>3. Post-Installation</b>					

Saltash Festive and Event Lights Tender

4. Other (please specify)					
TOTAL (NET)		£	£	£	£
VAT		£	£	£	£
TOTAL (GROSS)		£	£	£	£

I/we agree to carry out the whole of the works required for the sum of £ (exclusive of VAT) ○

Please indicate if there is any preference with regard to payment intervals

.....

**DECLARATION**

I/we agree to hold open this tender for ..... weeks from the date of tender ☐ (Minimum 60 Days)

I/we understand that Saltash Town Council as the accountable body for this project retain the right to accept or reject any or all the tenders received and does not accept any liability for the costs incurred in connection with the preparation of this tender ☐

I/we note that the work of the successful contractor will only proceed on the acceptance and signature by both parties of the final contract documents ☐

I/we understand that Saltash Town Council are not bound to accept the lowest quote received and will follow the selection criteria outlined in the tender brief ☐

I/we are aware of the tender process and the tender deadlines as outlined in the brief ☐

I/we have provided a statement (if applicable) of any potential conflicts of interest that our company may have in relation to this procurement ☐

Signed (1): ..... Status: .....

Signed (2): ..... Status: .....

For and on behalf of: ..... Date: .....