



COMPETENT PERSONS SCHEME - MEMBERSHIP APPLICATION REPLACEMENT WINDOWS AND DOORS IN EXISTING DWELLINGS

Please return the completed form and associated documentation to:- BM TRADA Certification Limited, Stocking Lane, Hughenden Valley, High Wycombe, Buckinghamshire HP14 4ND. Tel: 01494 569960 Fax: 01494 564895

1. Company details:

Company Name:

Company Registration No:..... Date Established:

Director's Names:

Registered Address:

.....

Postcode: Tel: Fax:

Trading Address:

.....

Postcode: Tel: Fax:

Invoicing address (if different from above):

.....

Postcode: Tel: Fax:

Nominated Contact:..... Mobile Tel:

Web Address:..... Email:

Do you take deposits?: (Yes/No)..... Number of window / door installations per year:

2. Items to be included with this application:

- The following documentation must be included with your application:
- A copy of the guarantee that you offer to customers
 - Details of your insurance policy (this must be offered to your customers to cover the above guarantee, in the event of your company ceasing to trade)
 - If you take deposits, a copy of your indemnity insurance to cover any deposits taken.
 - A copy of your employer's liability insurance certificate
 - A copy of your public liability insurance certificate
 - A completed direct debit mandate authorising payments to BM TRADA Certification Limited.

3. Declaration:

By signing this application form, I hereby agree to comply with all regulations (in particular the Building Regulations) which are appropriate to the work for which this application relates to. I commit to ensuring that my company is up to date with all regulations (in particular the Building Regulations) which are appropriate to the work which is to be covered under the Scheme. I will ensure that suitable training is provided for all staff that will carry out work under the Scheme.

The initial registration and vetting fee is due with this application, payment to be made to BM TRADA Certification Limited. All subsequent fees will be collected by direct debit following the month that the associated work is undertaken.

Installer certification is the third party process of certifying that the work of a company or specific individual has undergone the appropriate appraisal to comply with the requirements of the scheme. The BM TRADA Competent Persons Scheme addresses this through an initial review of documentation, together with initial and ongoing surveillance audits but it does not imply or provide a guarantee of the quality of the installation or compliance with the Building Regulations

I accept the Competent Persons Scheme for Replacement Windows and Doors in Dwellings fees which are published on the BM TRADA website and the terms and conditions of business as detailed in the BM TRADA Certification Limited Licence dated January 2009, included with this application.

Signed for and on behalf of:

Name (please print):..... Signature:.....

Position:..... Date:.....