



Initial application form to join NAPIT including NAPIT's Competent Person Schemes

This application must only be completed by the employers or self-employed persons wanting to apply to join NAPIT (including Competent Persons Schemes). Please fill out this application form in capital letters and using black ink and return with all documents to: **NAPIT Registration Ltd, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL.**

If you have any problems filling in this form please contact us on 0845 543 0330

Your contact details

Trading Title/Name			
Name/Company (If applicable)			
Building name			
Number & road name			
District			
Town			
County		Post code	
Contact name			
Telephone number		Fax number	
Mobile number		Email address	
	<input type="checkbox"/> Sole trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited company <input type="checkbox"/> Plc, Govt/Public body
Company registration number (If applicable)		<input type="checkbox"/> Transferring from another Competent Person Scheme	

We wish to join NAPIT's scheme(s) in the following areas (please tick)

Electrical Scheme Full Scope Full Scope plus Approved Inspector Defined Scope PAT only

Please tick all the areas of work that fit your business

<input type="checkbox"/> Call Systems & Datacomms	<input type="checkbox"/> Energy Management Systems	<input type="checkbox"/> Leisure (Caravans, Marinas, etc)
<input type="checkbox"/> Commercial Installations	<input type="checkbox"/> Fire, Security, Emergency Lighting Systems & CCTV	<input type="checkbox"/> Renewable systems
<input type="checkbox"/> Domestic Installations	<input type="checkbox"/> Industrial Control Systems	<input type="checkbox"/> Periodic Inspection Reporting
<input type="checkbox"/> Electrical Heating	<input type="checkbox"/> Industrial Installations	<input type="checkbox"/> Portable Appliance Testing

Ventilation Scheme Extract Systems in Residential Dwellings Air Conditioning in Residential Dwellings

Plumbing Scheme Plumbing (Sanitary conveniences, Washing facilities and Bathrooms)

Heating Scheme Unvented hot water storage Oil Solid Fuel Hot water and heating

TrustMark TrustMark

Trade Association Full Member* Associate**

* Full Membership of the Trade Association is limited to registrants of the Electrical Scheme only.

** Associate Members please complete your contact details above, and pages 3 and 4.

Operative data for NAPIT's schemes

Please refer to the relevant NAPIT Scheme leaflet for detailed information on qualifications and the schemes.

Please state the number of competent work operatives who will be employed by the business, carrying out work on behalf of the business to be registered under the NAPIT's schemes

Please supply for the business:

- 2 references from recent customers
- Copies of **current calibration certificates** for your test instruments or documented evidence of an accuracy verification program (*where required*)
- A copy of your **relevant Insurance Certificates**

Please complete operative details below and supply for each:

- 2 passport size **photographs** with name clearly written on the back
- Copies of **qualifications/certificates of competence**

Operative Details

First name							
Surname							
Date of birth	National Insurance No.						
Formal qualifications held	Date gained						
Please tick the scheme(s) the operative is competent to join							
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Heating

Operative Details

First name							
Surname							
Date of birth	National Insurance No.						
Formal qualifications held	Date gained						
Please tick the scheme(s) the operative is competent to join							
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Heating

For any additional operatives please provide the above details on a separate piece of paper

Insurance

Public Liability Insurance

Name of Insurance Company		Policy No.	
Cover (£)		Policy Expiry Date	

Professional Indemnity, minimum £250k (only required if you carry out any third party Inspections)

Name of Insurance Company		Policy No.	
Cover (£)		Policy Expiry Date	

BETWEEN: NAPIT Registration Ltd. (registered number 5190452) and the applicant as detailed on the front page

AGREE:

1. You are granted a non-exclusive licence to use our trademarks in relation to our Approved Scheme(s) in accordance with any guidance that we may provide; provided that such use is limited to the relevant trade sectors you have been assessed for and which are subject to this Agreement. Your right to use our trademarks will continue until this Agreement is terminated in accordance with section 4 below.
2. You must comply with any guidance provided by NAPIT and in particular the Codes of Practice, Brand Identity Guidelines, and if applicable, the TrustMark Brand Identity Guidelines. You must at all times preserve the reputation and integrity of the NAPIT Scheme(s) and if applicable, the TrustMark Scheme. You must not engage in any activity or practice which may result in public criticism of us or our Approved Scheme(s) or if applicable, the TrustMark Scheme.
3. In consideration of this licence, you must use best endeavours to promote awareness of NAPIT and if applicable, the TrustMark Scheme to consumers and the trade.
4. This Agreement may be terminated by immediate written notice to you if:
 - a. you cease to participate in our Approved Scheme(s), by failing to renew your membership with NAPIT or your membership is either suspended or revoked;
 - b. you go into liquidation or an administrative receiver or receiver and manager or administrator is appointed for you or your assets or you enter into a voluntary arrangement with your creditors or suffer any similar insolvency process or process which affords you protection from your creditors;
 - c. you commit a breach of this Agreement and, following our disciplinary processes, we conclude that this licence should be withdrawn;
- d. you challenge the validity of our trademarks.
5. Your Membership and TrustMark fees are for a full 12 month period regardless of your trading status.
6. Termination of this Agreement will not affect any existing rights and/or claims that we may have against you, and will not relieve you from fulfilling your obligations which accrued prior to termination.
7. If for whatever reason this Agreement terminates, to protect the reputation of NAPIT and if applicable, TrustMark Scheme and ensure its continued operation:
 - a. you must immediately cease use of our trademarks;
 - b. you must not purport to be associated with the NAPIT Scheme(s) or if applicable, the TrustMark Scheme and must not make negative comments about NAPIT, the NAPIT Scheme(s) and if applicable, the TrustMark Scheme.
8. NAPIT may enjoy the benefit and enforce the terms of [this Agreement] [Clause 6] in accordance with the provisions of the Contracts (Rights of Third Parties) Act 1999.
9. Please note that in signing this agreement you give permission to NAPIT to carry out a credit check on your business or in the case of a sole trader, on you as required by the NAPIT Scheme.
10. NAPIT will handle your data in accordance with the Data Protection Act 1998. Data will be used for registration purposes and your details may be shared with central and local government departments or government appointed scheme operators if it is relevant to your scope of registration. NAPIT Registration will share your data within the NAPIT Group of companies.
11. By signing this licence you are confirming your agreement to the declarations listed below.

YOUR DECLARATION

On behalf of the above business, I certify to the best of my knowledge all the information I have given in this form is correct. I understand that any inaccurate statement or omissions may disqualify me from registration with NAPIT.

I confirm that I/we possess appropriate public liability insurance of at least £2 million. I can confirm that I possess professional indemnity of at least £250,000 (*only required if you carry out any third party inspections*). I can provide evidence of training and or experience for all operatives carrying out installation work. I confirm that I/my operative(s) have access to relevant technical reference documents. I confirm that I/my operative(s) have access to the calibrated/certificated test equipment (*where required*). I confirm that we have an auditable system which covers appropriate certification and reporting of the work undertaken by the business. I confirm that we have an auditable system identifying responsibilities within the business for the safety, quality and standards of the work. I confirm that we have a written Health & Safety Policy statement where required by law (*for businesses with 5 or more employees*) and will carry out risk assessment as appropriate. I confirm, that by joining one or more of NAPIT's Competent Person Schemes, to NAPIT informing Building Control of the work I/we notify to NAPIT.

I agree to the publication of my/our details being posted on the appropriate websites.

I have read and agree to comply with the NAPIT Code of Practice

and to ensure that all operatives employed or sub-contracted by the company are competent for the work they undertake and understand that Membership fees are non-refundable.

Additionally, I agree to the following policy/rules for removal, refusal or suspension for failing to meet NAPIT standards or where I have been previously removed/refused by another scheme; or where I fail to meet the standards set by NAPIT.

I agree to inform NAPIT of any refusal by another similar body (e.g. competent person scheme) to accept me as a Registrant or Member; or where such a body has removed my Membership or Registration; and where there is any pending, ongoing or past prosecution or investigation by an enforcement body for a work related safety, environmental or working practice related matter (e.g. Health & Safety, Environmental Health or Trading Standards).

Where it appears to NAPIT that I may be in breach of the rules for Membership/Registration, or I do not meet the required standards; I agree that NAPIT may refuse membership or suspend a Registered Member, or an employee, or branch of a registered member by Notice (or defer any Application). This may apply in respect of all or some membership Categories, while NAPIT investigates the matter. Where a suspension is in respect of any Category I agree that NAPIT may also apply to other related categories of Membership or categories of work. Where I am refused, or removed from Membership I confirm that I may appeal in accordance with NAPIT's Appeals and Hearings procedures.

Signature

Name

Position

Date

Fees for NAPIT's Competent Persons Schemes

Please tick appropriate boxes to calculate your payment (all prices below are inclusive of VAT @ 17.5%)

- £211.50 – Initial Application Fee (non-refundable)
- £352.50 – Membership Fee (see Note 1)
- FOC – Membership Fee further Schemes (see Note 2)
- £52.88 – TrustMark (see Note 3)
- £58.75 (per operative) – Additional Operatives assessments (see Note 1)
- £41.13 – Fast-Track for Standard Membership
- Additional Assessments (if required)see below (see Note 2)
- £399.50 – PAT only
- £29.38 – Approved Inspector (additional fee)
- FOC – Full Member of the Trade Association
- £76.38 – Associate Member of the Trade Association
- Other

Total £

Note 1 Membership fee covers up to 10 operatives. Initial application fee covers on site assessment for 2 operatives if carried out on the same day. Additional assessments are charged at £58.75 (including VAT) per operative if carried out on the same day, up to a maximum of 4 in any one day. If you have more than 10 operatives please call for a quote on 0845 543 0330.

Note 2 Additional Schemes are free to members provided that approval can be granted on the basis of a single assessment visit. Additional Assessment visits, if required, are charged at £235.00 (including VAT) per half day or £399.50 (including VAT) for a full day.

Note 3 TrustMark is optional. NAPIT reserve the right to alter this fee should TrustMark increase their charges to NAPIT.

Either I enclose a cheque made payable to **NAPIT REGISTRATION LIMITED** for

£

Or Please debit my Mastercard/Visa Card/Switch, Delta or Solo the sum of

£

Card number

Expiry Date Start Date (if shown)

Security Code Issue Number
(3 digits on back)

Card holder's signature

Date

You can also make a payment by credit/debit card by calling NAPIT offices on 0845 543 0330

Checklist Tick the boxes to show you have enclosed the necessary items

- 2 Passport sized photographs of each competent person requiring approval, with their name clearly written on the back (for each operative)
- 2 references from recent customers (for the company)
- Copies of the competent person(s) qualifications (for each operative)
- Proof of membership (only if transferring from another Scheme)
- Copies of current calibration certificates for your test instruments or documented evidence of an accuracy verification program (for the company)
- A copy of your relevant insurance certificates (for the company)
- Your payment method: Cheque £ enclosed
- Your payment method: Completed credit/debit card mandate

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