

Membership Application form

Electrical Only



IMPORTANT: IF THE SCOPE YOU SEEK INCLUDES OTHER TRADES (ENERGY EFFICIENCY, MICROGENERATION, HEATING, VENTILATION & AIR CONDITIONING, PLUMBING OR BUILDING FABRIC) PLEASE USE THE "APPLICATION FORM FOR CERTIFICATION AND/OR MEMBERSHIP". This application form is for companies wishing to receive certification of competence and approval under the following schemes: NAPIT Membership (in all cases), Competent Person Scheme (CPS), Electrotechnical Assessment Specification Certification (EAS) Electrical Third Party Certification (TPC), and TrustMark (TM). There is a separate form for Associate Membership, Corporate Membership, Electrical Duty Holder Membership and Student Membership. This form should not be used for extensions to scope or amendments to details (please use the appropriate form for each of these). If electrical work is limited to only PAT testing or only Temporary Electrical Installations there are stand alone application forms which should be used.

Please Note: Your assessment cannot be arranged until the requested documents and application form have been received.

Please fill out this application form in CAPITAL LETTERS using black ink and return with all required supporting documents then email to applications@napit.org.uk or post to NAPIT Administration Centre, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL

If you have any problems filling in this form please contact our Registrations Advisors who will be happy to assist, on 0345 543 0330

1. Company Details			
Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Limited Company	<input type="checkbox"/>	Company Registration No.	<input type="text"/>
Other	<input type="text"/>		
Company registered name	<input type="text"/>		
Company trading name	<input type="text"/>		
Building number or name	<input type="text"/>		
Street	<input type="text"/>		
District	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Business telephone number	<input type="text"/>	Fax number (if available)	<input type="text"/>
Enquiry email address	<input type="text"/>		
Website address	<input type="text"/>		
Please indicate here how many operatives you wish to register as competent. If more than one, copy the back sheet of this form as needed.			<input type="text"/>

Details given above must be that which you wish to be made public onto the relevant registers as detailed in section 8.

2. Nominated Representative Details (Primary Contact)			
(if you need to have separate contacts for different purposes please let us know on a separate sheet)			
Title (Mr/Mrs/Miss/Ms/Other)	<input type="text"/>	Position	<input type="text"/>
Surname	<input type="text"/>		
Forename(s)	<input type="text"/>		
Telephone number (if different)	<input type="text"/>	Mobile phone number	<input type="text"/>
Email address	<input type="text"/>		

3. Scope of Application

Please indicate below the nature of electrical work that you undertake.

Areas of Work	Tick
Domestic electrical installation work under Part P of the Building Regulations (England & Wales)	
<i>If this is defined scope electrical work for another trade indicate which trade here:</i> <input type="text"/>	
Domestic electrical installation work to BS 7671 outside England & Wales (EAS certificated)	
Non-domestic electrical installation work to BS 7671 (EAS certificated)	
Temporary Electrical Installations to BS 7909	
Electrical Inspector Scheme - Electrical Installation Condition Reporting (EICR work)	
<i>Please indicate which areas of EICR work you carry out:</i> Domestic <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/>	
Portable Appliance Testing (PAT)	
Electric vehicle charge point installations to BS 7671	
Fixed Appliance Testing (FAT)	
Fire detection and alarm systems to BS 5839-6	

4. Membership Fee Prices quoted are inclusive VAT

Initial Deposit (Non-refundable Deposit)	£156.00
Remaining Balance	£630.00

Please tick to indicate additional membership requirements

Tick

Third party inspection and certification of domestic electrical work under the Building Regulations (England) Please note: <i>Third Party membership requires both public liability and professional indemnity insurance.</i>	£90.00
TrustMark membership listed as an "Electrician" on the TrustMark website	£138.00
NAPIT FastTest	£ 162.00
Total to pay today	£ 156.00
Remaining balance	£

5. Insurance

Public Liability Insurance - Minimum £2 million			
Insurance company	<input type="text"/>	Policy number	<input type="text"/>
Cover (£)	<input type="text"/>	Policy expiry date	<input type="text"/>
Professional Indemnity Insurance - Minimum £250,000			
Insurance company	<input type="text"/>	Policy number	<input type="text"/>
Cover (£)	<input type="text"/>	Policy expiry date	<input type="text"/>
If you do not have insurance in place or would like to speak with our specialist NAPIT Insurance Team please tick here to request a quote and call back <input type="checkbox"/>			

6. Previous/other certification or legacy issues

If you have been a member of NAPIT before please provide your membership number:	<input type="text"/>	
If you are transferring from another certification/registration body please state their name:	<input type="text"/>	
In relation to the scope of membership applied for please answer the following questions:	YES	NO
Are you currently a member of another certification/registration body for these activities?	<input type="text"/>	<input type="text"/>
Have you ever had certification/registration withdrawn or suspended?	<input type="text"/>	<input type="text"/>
Have you ever made an unsuccessful application for membership?	<input type="text"/>	<input type="text"/>
Do you have any open non-conformities, improvement actions or open complaints?	<input type="text"/>	<input type="text"/>
Is there any open or pending legal action against the company relating to the activities applied for?	<input type="text"/>	<input type="text"/>
If the answer to any of the above items is "YES" please provide details below or attach further information:		
<input type="text"/>		

7. Geographical Coverage (please indicate the regions where you are active)									
England	<input type="checkbox"/>	Wales	<input type="checkbox"/>	Scotland	<input type="checkbox"/>	N.Ireland	<input type="checkbox"/>	Other (e.g. IoM, Jersey etc)	<input type="checkbox"/>

8. Public Registers
 Your company name, scheme membership number, and the status of your membership will be automatically made public. Successful applicants will be listed on www.napit.org.uk and details will be shared with relevant scheme administrators and other parties as described in the relevant **NAPIT Scheme Rules***.

9. Declaration by an Authorised Representative of the Company (this should be a Director, Partner or Owner of the Company)
 I confirm that the information provided in this application is correct and where applicable, I consent to share the details of any individuals named on this form or any supplementary form for the purposes of processing and maintaining any membership that may arise from this application. Any changes will be notified to NAPIT in writing.
 The company confirms that any outstanding non-compliances or remediation actions from previous certification have been disclosed and will be resolved prior NAPIT granting certification, and acknowledges that failure to do so may result in sanctions.
 By signing this agreement, you authorise NAPIT to carry out credit checks on you and your business throughout the term of your membership, as required by the NAPIT Scheme Rules.*
 I have read, understood and agree on behalf of the company named in this application to abide by the relevant NAPIT Scheme Rules* and all documents referred to therein. I understand that I may be asked to provide further information in order to progress with this application.

Name		Position	
Signature		Date	

10. Promotional Code
 A promotional code may be applied to this application only if provided by NAPIT or its supporting partners under applicable circumstances e.g. exhibitions/trade events, campaigns, promotional offers etc. Terms and Conditions may apply.

--	--

11. Payment
 In order for a NAPIT application to proceed payment for the total fees as calculated in section 4 must either be paid in full by card or BACS. Alternatively a NAPIT interest free Direct Debit payment plan can be arranged with our NAPIT Registration Team by calling us on **0345 543 0330** (option 1) or by requesting a call back by ticking below, Terms & Conditions* may apply. Once we receive your application, should your fees require recalculation you will be advised in advance of us processing your payment. For information about NAPIT's cancellation Terms & Conditions* please visit www.napit.org.uk

		Please tick
Payment by other means (tick where applicable)	Payment already arranged via NAPIT Registration Team	<input type="checkbox"/>
	Request a call back by our Registration Team to discuss payment options (Card, BACS, Direct Debit)	<input type="checkbox"/>
	Payment made via BACS (see bank details below, please reference your payment with your company name and postcode) Account Name: NAPIT Registration Limited, S/C: 20-48-67, Account Number: 40696536	<input type="checkbox"/>

Important Notes

- Pricing is based on an assumption that competence can be assessed in a single visit. Where this is not possible additional fees could arise, but this should be identified before the assessment goes ahead.
- * The prices on this form only relate to the application, and initial assessment, for certification/registration. Other fees will apply for other activities (for example reassessment, renewal, work notification, cancelled assessments).
- For NAPIT Scheme Rules and Terms and Conditions please visit www.napit.org.uk

Operative Details

(refer to the document "NAPIT Registration Guide to Qualifications Requirements – Electrical")

If you have several operatives please photocopy this form. If you have over 10 please contact NAPIT on 0345 543 0330

A. Personal details (these will be held in accordance with the Data Protection Act)			
Title (Mr/Mrs/Miss/Ms/Other)		National Insurance No.	
Surname		Date of birth	
Forename(s)			

B. Scope of electrical competence claimed (please select all that apply)			
Full Scope for All Electrical Work	<input type="checkbox"/>	Full Scope for Dwellings Only	<input type="checkbox"/>
Electrical Third Party Certification	<input type="checkbox"/>	EIS Work	<input type="checkbox"/>
Temporary Installations to BS 7909	<input type="checkbox"/>	Portable Appliance Testing	<input type="checkbox"/>
		Fixed Appliance Testing	<input type="checkbox"/>
		Fire detection and alarm systems to BS 5839-6*	<input type="checkbox"/>

* 3. As a pre-requisite for registering with this Scheme, for the installation module, companies shall require registration with a Competent Person Scheme (CPS) for electrical installation work in dwellings (England & Wales) or equivalent for Scotland and Northern Ireland.

C. Applying as an existing or previous (last 2 years) registered competent person	
(please be aware that NAPIT must validate existing / previous certification with the relevant certification body and if concerns over compliance are raised, the application process may be affected.)	

If applying as an existing/previous registered competent person you do not need to complete sections D, E, F or G

Name of Registration Body		Date of last assessment	
Wiring Regulations Qualification (Code from Qualification Guide List 4)		Date qualification gained	

D. Applying with qualifications			
(please refer to the Qualifications Guide and select ONE of the following to best describe your circumstances)			
1. Current level 3 NVQ Diploma	<input type="checkbox"/>	2. Current level 3 Certificate	<input type="checkbox"/>
4. Older qualification**	<input type="checkbox"/>	3. Previous level 3 NVQ	<input type="checkbox"/>
		5. Experienced worker	<input type="checkbox"/>

**will require evidence of continuing professional development (see Qualifications Guide)

E. Details of qualifications held	
(please refer to the Qualifications Guide (www.napit.org.uk/downloads/qualification-guides.aspx) and identify those which satisfy each of the following requirements, if you hold a qualification not listed in the Guide that you think is satisfactory please contact NAPIT for it to be considered)	

Area of competence	Guide List	NAPIT Code	Date Gained
Main (core) electrical installation competence	1 – 3		
Wiring regulations knowledge competence (not required if core is from lists 1 or 2)	4		
Initial inspection and testing qualification (not required if included in lists 1, 2, 3, or 6)	5		
Periodic inspection and testing qualification (not required if included in lists 1, 2, 3 or 5)	6		
Portable appliance testing (if registration sought for this)	7		
Temporary electrical installations to BS 7909 (if registration is sought for this)	8		
Electric vehicle charge point installations to BS 7671 (if registration is sought for this)	9		
Fire detection and alarm systems to BS 5839-6 (if registration is sought for this)	10		

* 3. As a pre-requisite for registering with this Scheme, for the installation module, companies shall require registration with a Competent Person Scheme (CPS) for electrical installation work in dwellings (England & Wales) or equivalent for Scotland and Northern Ireland.

F. Indicate how many years' experience you have in each area of electrical work			
Installation work on dwellings		Inspection and testing work	
Installation work on other buildings		Portable appliance testing work	
Fixed appliance testing work		Electric vehicle charge point	
Fire detection and alarm systems			
Other related electrical work (if so state the nature of the work)			

G. Details of electrical competence history			
(Applicants should have demonstrable evidence of 2 year's responsibility for the technical standard of Electrotechnical work)			
Date From	Date To	Employer / sole trading or training organisation	Role held

Please enclose/email:

- Copies of all qualifications/certificates indicated above (or evidence of previous registration for section C).
- Email us a clear head and shoulders image from any device or send us two copies of a head and shoulders photograph with the name of the individual clearly written on the back.