

# Membership Application form

## Including Scheme Certification/Registration



### IMPORTANT: IF YOU ARE ONLY SEEKING TO APPLY FOR ELECTRICAL WORK USE THE "APPLICATION FORM FOR ELECTRICAL WORK ONLY"

This application form is for companies seeking Associate Membership or wishing to receive certification of competence and approval under one or more of the following schemes: NAPIT Membership (in all cases), Competent Person Scheme (CPS), Electrotechnical Assessment Specification Certification (EAS) Electrical Third Party Certification (TPC), Microgeneration Certification Scheme (MCS), Approved Green Deal Installer (GDI) Approved Green Deal Assessor Organisation (GDAO), and TrustMark (TM). This main form should be accompanied by supplementary forms where indicated. There is a separate form for Student Membership of NAPIT. This form should not be used for extensions to scope or amendments to details (please use the appropriate form for each of these).

Please fill out this application form in CAPITAL LETTERS and using black ink and return with all required documents 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 us on 0845 543 0330

1. Company Details (If more than one address please let us know on a separate sheet)			
Sole Trader		Limited Company (add Reg No below)	
Partnership		Registration No.	
Company registered name (if applicable)*			
Company trading name (if applicable)*			
Building number or name*			
Street*			
District*			
Town*			
County*		Postcode*	
Business telephone number*		Fax number (if available)	
Enquiry email address*			
Website address*			
Please indicate here if you operate from multiple offices or have over 10 operatives/subcontractors carrying out work applied for (we will then contact you for further details and standard pricing may not apply)			

\* Details given must be that which you wish to be made public onto the relevant registers as detailed in section 7.

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

3. Scope of Application	
Please indicate below the nature of work that you undertake, or membership sought. Then <b>complete and attach the supplementary form(s)</b> indicated in the table, where you will be asked to indicate the schemes under which you wish to carry out this work	

3. Scope of Application	
Please indicate below the nature of work that you undertake, or membership sought. Then <b>complete and attach the supplementary form(s)</b> indicated in the table, where you will be asked to indicate the schemes under which you wish to carry out this work	

Area of Work / Membership Category	Tick	Supplementary Form(s)	Schemes Available <i>(more information on supplementary forms)</i> Abbreviations are as per the statement at the top of this page
Electrical work		FORM E	CPS, EAS, TPC, GDI, TM
Microgeneration work		FORM M	MCS, GDI, CPS, TM
Heating work		FORM H	CPS, GDI, TM
Ventilation & air conditioning work		FORM V	CPS, GDI, TM
Plumbing work		FORM P	CPS, GDI, TM
Building fabric work		FORM B	CPS, GDI, TM
Green Deal Assessor Organisation		FORM G	GDA
Associate Membership of NAPIT		None required	Not applicable

**4. Insurance** (not applicable for associates. See Scheme Rules regarding appropriate levels required)

## Public Liability Insurance

Insurance company		Policy number	
Cover (£)		Policy expiry date	

Professional Indemnity Insurance
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Insurance company		Policy number	
Cover (£)		Policy expiry date	

5. Previous/other certification or legacy issues

If you have been a member of NAPIT before please provide your membership number:			
If you are transferring from another certification/registration body please state their name:			
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?			
Have you ever had certification/registration withdrawn or suspended?			
Have you ever made an unsuccessful application for membership?			
Do you have any open non-conformities, improvement actions or open complaints?			
Is there any open or pending legal action against the company relating to the activities applied for?			

If the answer to any of the above items is "YES" please provide details below or attach further information:

**6. Geographical Coverage** (please indicate the regions where you are active)

England		Wales		Scotland		N.Ireland		Other (e.g. IoM, Jersey etc)	
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## 7. Public Registers

Your company name, scheme membership number, and the status of your membership will be automatically made public (except for associate and student members). Successful applicants will be listed on [www.napit.org.uk](http://www.napit.org.uk) and details will be shared with relevant scheme administrators and other parties as described in the relevant **NAPIT Scheme Rules**.

## 8. 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. Any changes will be notified to NAPIT in writing. I have read, understand 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	

## 9. 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.

## 10. Payment

Payment is required in full with the application before NAPIT will proceed with arranging the required assessments. Having completed the Supplementary Form(s) indicated in section 3 of this form, use the information on the forms to complete the **NAPIT Fee Calculator Table** on the last page of this form and calculate the total amount payable (including VAT). Refer to the relevant **NAPIT Scheme Rules** for information on variation in pricing from that calculated, and policies on refunds for incomplete applications etc. Applications for Associate Membership should pay £78.00 (including VAT).

Payment by cheque	I enclose a cheque made payable to NAPIT REGISTRATION LIMITED for the amount: (note that NAPIT Registration Ltd collects payment on behalf of NAPIT Certification Ltd where relevant).	£
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Payment by card	Please debit my MasterCard/Visa/Switch, Delta or Solo the sum of:	£
Card number		
Expiry date	Start date (if shown)	
Security code (3 digits on back)	Issue number	
Card holder's Name <i>As it appears on card</i>		
Card holder's Signature	Date	

Payment by other means	You can also make a payment by BACS or by phone using your credit/debit card, call NAPIT on 0845 543 0330 arrange this.	£
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## Important Notes:

- The supplementary forms indicate that the estimated assessments are based on assumptions that all items applied for can be assessed on the arranged visit. Where that 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 experienced worker route assessment, reassessment, renewal, work notification, cancelled assessments) which can be found on the NAPIT website.
- If the operative information provided indicates the need for an Experienced Worker Route (EWR) assessment, NAPIT will contact you to discuss the process and fees involved. This is available for heating, ventilation/air conditioning and plumbing operatives.
- MCS applicants should note that they must join the Renewable Energy Consumer Code (RECC) scheme which is not done via NAPIT and incurs additional charges from RECC, please see [www.recc.org.uk](http://www.recc.org.uk)

# NAPIT Initial Application Fee Calculator

## Part A – Membership Fees

Non-refundable application fee	£	130
Annual NAPIT membership fee	£	150
Box A total		£ 280

## Part B – Scheme Related Fees (add only those fees that apply to your application to the right hand column)

Scheme	£fee	Tick	Add Amount (if applicable)
Competent Person Scheme (always included in other fees)	N/A		£0
Electrical Third Party Certification Scheme	£50		£
Microgeneration Certification Scheme (this fee is collected on behalf of the MCS license holder and is passed through without any NAPIT surcharge)	£110		£
Green Deal approval for MCS work (included in MCS fees)	N/A		£0
Green Deal (and ECO) approval via PAS 2030 certification	£200		£
TrustMark listing	£60		£
Box B total			£

## Part C – Assessment Visit Fees

Work Types	Number of Assessment(s) from Application Sheets ↓	
Electrical work	Form E	
Microgeneration work	Form M	
Heating work	Form H	
Ventilation and Air Conditioning work	Form V	
Plumbing work	Form P	
Building fabric work	Form B	
Green Deal Assessor Organisation	Form G	
Total Assessments, Box C1		
Assessment Fees = Box C1 x £200		Box C total
		£

## Part D – Additional Operatives Assessment Fees

Work Types (microgeneration and building fabric excluded)	No. of Operatives D1	Fee per Operative D2	Total Fee D1 x D2
Electrical work Form E		1-10, £0 >10, £50	
Heating work Form H		1-10, £0 >10, £50	
Ventilation and air conditioning work Form V		1-10, £0 >10, £50	
Plumbing work Form P		1-10, £0 >10, £50	
Green Deal Advisors used by Assessor Organisation Form G		1-50, £15 >50, £7.50	
Box D total			

Examples: if you have 12 electrical operatives the first 10 are free of charge and the remaining 2 are £50 each (12 - 10)x£50=£100;  
for GDAs if you had 60 GDAs the first 50 are £15 each and the remaining 10 are £7.50 each (50x£15)+(10x£7.50) =£825.

## Part E – Total Fee Calculation

Total fees (Box A + Box B + Box C + Box D)	Box E1	£
VAT at 20%	Box E2 = Box E1 x 0.2	£
Total Payment Due (including VAT)	Box E1 + Box E2	£

Use this value in section 10 (payment) on the previous page of the application form