

# BESCA CPS APPLICATION FOR REGISTRATION

## BUSINESS

Business  
Name:

Public Limited  
Company

Private Limited  
Company

Partnership

Sole Trader

Other  
(Local Authority,  
Health Trust etc)

Address:

Town:

County:

Postcode:

Telephone:

Email:

Principal  
Contact Name:

Position in  
Company:

## AREAS OF APPLICATION

Businesses may apply to be assessed against all or any combination of modules appropriate to their business. I / we wish to apply to be assessed against the following schemes / sections of Building Regulations:

Oil

Ventilation & Air  
Conditioning

Heating &  
Hot Water

Renewables

Plumbing

Solid Fuel

## PAYMENT

Total amount  
payable:

Cheque

BACS

Debit / Credit card

(For BACS or debit / credit card payments please call 01768 860457)

please refer to [www.besca.org.uk/cps](http://www.besca.org.uk/cps) for CPS Scheme fees

## BUSINESS ACTIVITIES

Please indicate the broad areas of installation work that your business is engaged with:

Domestic

Commercial

Industrial

Other:

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## PROPOSED ACCREDITED CERTIFIER(S)

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All applicants are required to designate at least one Accredited Certifier. The Accredited Certifier is a qualified competent person with specific responsibility for the safety, technical standard and quality of the installation work. Accredited Certifiers must meet the minimum technical training competencies and have the appropriate qualifications and experience for the related building services discipline that the application for registration represents.

Surname:

First name:

Address:

Town:

County:

Postcode:

Business  
Email:

Date Birth:

National  
Insurance No:

Work types  
accredited:

Qualifications:      NVQ / SVQ                      Equivalent competency based  
                                 Level 3 or higher                      qualification (attach copies)

                                 BESCA Building Regulations Course  
                                 (Mandatory for Accredited Certifiers)

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## PROPOSED ACCREDITED CERTIFIER(S)

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Surname:

First name:

Address:

Town:

County:

Postcode:

Business  
Email:

Date Birth:

National  
Insurance No:

Work types  
accredited:

Qualifications:      NVQ / SVQ                      Equivalent competency based  
                                 Level 3 or higher                      qualification (attach copies)

                                 BESCA Building Regulations Course  
                                 (Mandatory for Accredited Certifiers)

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## PROPOSED COMPETENT INSTALLER(S)

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Applicants can designate a Competent Installer(s). A Competent Installer is a competent individual appointed by the Accredited Certifier with specific technical competence and knowledge of the Building Regulations, and has responsibility on a day-to-day basis for the safety, technical standards and quality of the relevant in-scope controlled services under his/her supervision. Note: A Competent Installer cannot sign off controlled services work, this can only be undertaken by the Accredited Certifier.

Surname:

First name:

Address:

Town:

County:

Postcode:

Business  
Email:

Date Birth:

National  
Insurance No:

Work types  
accredited:

Qualifications:      NVQ / SVQ  
                                 Level 3 or higher

Equivalent competency based  
qualification (attach copies)

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## PROPOSED COMPETENT INSTALLER(S)

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Surname:

First name:

Address:

Town:

County:

Postcode:

Business  
Email:

Date Birth:

National  
Insurance No:

Work types  
accredited:

Qualifications:      NVQ / SVQ  
                                 Level 3 or higher

Equivalent competency based  
qualification (attach copies)

If you wish to have additional Accredited Certifiers or Competent Installers, please list on a separate page.

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## APPLICATION CHECKLIST

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Please answer the questions below to provide an indication of your company's current level of compliance with scheme requirements:

### THE BUSINESS:

Yes No

Has a proposed Accredited Certifier(s) who is well versed in all applicable Building Regulations, satisfies minimum technical training requirements and will represent the organisation at the inspection visit.

Holds copies or has access to the Building Regulations and other applicable standards/specifications relating to their inspection

Has public liability insurance and employers' liability insurance (as appropriate)

Understands the need to offer a warranty to domestic installation customers

Has and maintains suitable tools and equipment for all installation work covered by BESA

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## DOCUMENTS ATTACHED

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Before returning the completed application form, please check that you have attached the following documents:

Attached copies of relevant qualification certificates for all Accredited Certifiers and Certified Installers.

Signed and attached the BESCA Code of Conduct.

Signed and attached the direct debit mandate.

Included the correct registration fee.

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## DECLARATION

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This section must be completed by a director, principal or other responsible official of the business:

### I CONFIRM THAT:

- a) All information and documentation provided in support of this application is complete and accurate;
- b) The business will abide by the Terms of Registration of the BESCA Competent Person Scheme (England & Wales) as published and amended from time to time on BESCA's website
- c) The business will complete all work within scope of the Scheme in accordance with the Building Regulations (2010) and any subsequent amendments and the relevant, current Approved Documents as may be amended from time to time;
- d) Any relevant changes to the business or to its Accredited Certifiers will be notified to the Scheme at the earliest opportunity.

**I UNDERSTAND THAT:**

- e) Following submission of this application and prior to the business' entry onto the Competent Person Scheme (England & Wales) Register, BESCA will arrange for an(\*) immediate on-site assessment to assess the business' technical and commercial competence against the criteria set out in the Scheme's Assessment Schedules, as published and amended from time to time on BESCA's website;  
\*an existing BESA member applicant that has completed at least one CAS assessment within the last 12 months can apply to join BESCA on a 'deemed to satisfy' basis.
- f) New applicants will be required to be assessed in the first year following initial assessment to establish a clean track record. Providing the assessments are satisfactory and the business is judged not to be a high risk, then you will be placed on a three-year surveillance cycle based on risk;
- g) Failure to comply with the Scheme's Terms of Registration; and/or meet the business and / or technical competence standards set out in the Scheme's Assessment Schedules; and/or complete work to the standards laid down in the Building Regulations (2010) and any subsequent amendments, and the relevant, Approved Documents; could result in additional cost in cases of non-compliance and lead to the business being refused entry to, or removed from, the Scheme.

Please refer to the Scheme's Schedule of Fees and Inspection Process in the Scheme Handbook for full details of initial audit requirements and ongoing surveillance.

I agree that BESCA may use the information disclosed in this application for the following purposes:

- ✓ Shared with Government Departments, and any employee, subcontractor or agent acting on their behalf;
- ✓ To help improve the content of the BESCA website and the service BESCA offers to its certificated businesses;
- ✓ For internal audit purposes;
- ✓ to provide you with information about BESCA and associated industry matters;
- ✓ to provide certificated businesses with information regarding updates or additional services available from BESCA and its associated companies.
- ✓ publish on the Scheme's website and Competent Person Register so to allow consumers to find a competent installer to carry out works.

If you do not wish to receive such information, you may notify us by email to [info@besca.org.uk](mailto:info@besca.org.uk) or in writing to the address on this form.

Name:

Signature:

Date:

Position:

