

HETAS Competent Persons Scheme Application Checklist

Before posting your application, please ensure that you have completed the various items listed below

1	Business application form	
2	Engineer application form - one form per engineer	
3	2 x passport photographs for each engineer	
4	Copy of pass certificate for a 2/3 day HETAS course	
5	Detailed work CV of relevant experience in the solid fuel industry *	
6	Evidence of Public Liability Insurance (minimum requirement of £2 million)	
7	Registration fees as per enclosed documentation	
	a) New Business application fee @ £160.00	£
	b) New Business registration fee @ £160.00	£
	c) Engineer registration @ £45.00 per engineer	£
	d) VAT (at the current applicable rate)	£
	TOTAL FEES	£

ANY MISSING ITEMS ON THE APPLICATION WILL DELAY THE REGISTRATION PROCESS

* SEE COVER LETTER FOR INFORMATION REQUIRED FOR APPLICATION CV