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|  | HETAS Sweep & Service Scheme  Application Form |  |

**Section 1.** Business Contact Details **\*Indicates required field.**

This address and associated contact details will be shown on the HETAS website.

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Business / Trading Name:** |  | **Existing HETAS ID Number** *(if applicable)***:** |  |
| **\*Responsible Person:** |  | | |
| **Approved Contact** *(who can discuss but not make changes to your registration)***:** | |  | |
| **\*Business Address:** |  | | |
|  | **\* Postcode:** |  |
| **\*Main contact number:** |  | **Second contact number *(optional)*:** |  |
| **\*Email:** |  | | |
| **Website:** |  | | |
| **\*Type of Business:** | Sole TraderPartnershipLimited CompanyPLCLocal Authority | | |

**Section 2.** Technician Contact Details

**Please note:** If adding more than one Technician, we need one completed application per individual.

Their email address must be different to the business email address.

Please provide one ID photo per Technician. **Photos can be taken on a phone and need to include their head and shoulders against a plain background.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Technician name:** |  | | **NI number:** |  |
| **Address with postcode:** |  | | | **Shape  Description automatically generated with low confidence**  **ADD PHOTO HERE** |
| **Use same address as business:** |  |  | |
| **\*Main contact number:** |  | | |
| **\*Email:** |  | | |

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| **Section 3.** Training & Experience  Selected and awarded competences will be shown on the HETAS website.  **TRAINING:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HETAS Courses:** | Online Sweeping ModuleH003H005H009 H009SH011 | | | | |
| **Other Training:** | Power Sweeping Training | Date Completed |  | | |
| NVQ2 in Chimney Sweeping | Date Completed |  | | |
| Sweeping Association | Association Name, Date Completed and Membership ID Number | | |  |
| Appliance Manufacturer Training | Manufacturer Name and Date Completed | |  | |

**EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **Sweeping:** | I **do not** wish to be listed for Sweeping | |
| How long have you been sweeping?: | months       years |
| Average number of sweeps carried out in that time: |  |

|  |  |  |
| --- | --- | --- |
| **Servicing:** | I **do not** wish to be listed for Servicing | |
| How long have you been servicing?: | months       years |
| Average number of servicing visits carried out in that time: |  |

**Section 4.** Supporting Documents

**You need to provide copies of the requested supporting documentation** listed below with your application.

Please ensure they are personalised with your business contact details.

|  |  |
| --- | --- |
| \* Your **Public Liability Insurance** policy schedule **-** *policy should cover you for your business activities and have a minimum cover level of £2 million. You should also ensure you have appropriate indemnity and liability cover for any additional competences such as CCTV* |  |
| \* Your **complaints procedure template** - you should keep records for at least six years |  |
| \* Your **risk assessment** - you should always provide this before commencing any work |  |
| \* Your **Terms and Conditions** – this could be part of your contract of work |  |

**If you don’t already have these in place, Complaints Procedure and Risk Assessment templates are available at:** [**www.tinyurl.com/hetas-forms-and-documents**](http://www.tinyurl.com/hetas-forms-and-documents)

**Section 5.** Pre-Registration Assessment (PRA)

As part of the application process, we will need to carry out an assessment in order to demonstrate your selected competence in Section 3.

**Please provide us with 2 addresses where we can access an appliance and flue system for assessment:**

|  |  |  |
| --- | --- | --- |
| *Address 1* |  | *Address 2* |
|  |  |

**Please note:** the owner of the property will need to be made aware that we will need to complete an assessment at their property and they will need to be present.

**Section 6.** Registration Fees

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| **New Business Application -** *includes 1st Technician and assessment fees* | £288 + VAT *(annual)* |
| **Additional Technician -** *applicable for any Technician added after the 1st Technician* | £102 + VAT |
| **Combined Schemes -** *must have an active Competent Person Scheme registration* | £102 + VAT |
| **Direct Debit Administration Fee -** *added to either New Business or Annual Renewal fee* | £15.60 + VAT |

Form prices shown are correct at the time of print – please see our live price list at [**www.hetas.co.uk/price-list**](http://www.hetas.co.uk/price-list)

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you like to pay?** | | | | | | | | | |
| **BACS** |  | | Account name: HETAS Limited, Sort code: 20-20-15, Account number: 63478262 (Barclays Bank). Please use your business name as the payment reference. | | | | | | |
| **Card** |  | | We will contact you upon receipt of your application to arrange card payment. | | | | | | |
| **Direct Debit\*** |  |  | | **Account number:** |  | **Sort code:** |  | **Account name:** |  |
| *Please note, opting to pay for registration via Direct Debit means all payments need to be made regardless*  *of whether or not the business and/or registrants remain live on the scheme for the full year.* | | | | | | |  |

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| **Section 7.** Declaration  **Unspent Convictions**   |  | | --- | | If anyone applying to be registered has any unspent convictions or any restrictions have been placed on them when present in a premises with vulnerable adults or children, you will need to complete and return the Unspent Convictions Declaration Form with your application: [**www.hetas.co.uk/trade/schemes/unspent-convictions-declaration-form**](https://www.hetas.co.uk/trade/schemes/unspent-convictions-declaration-form).  You can find government guidance at: [**tinyurl.com/ROA-1974**](https://tinyurl.com/ROA-1974) |   **Personal Data**  In order to maintain HETAS registration, we must hold registrant data which relates to the information provided in this document.  By signing this form, you consent to us using this data in line with our privacy policy: [**tinyurl.com/HETAS-DataProcessing**](https://tinyurl.com/HETAS-DataProcessing)  You can unsubscribe from communications relating to your registration at any time by emailing: [**hello@hetas.co.uk**](mailto:hello@hetas.co.uk) |  |

**Declarations \*Indicates required field.**

|  |  |  |
| --- | --- | --- |
|  | I have a waste carriers licence **-** *(if applicable)* |  |
|  | | |
| \*  \* | (If sweeping)  I provide a sweeping certificate to my customers and if i don’t have one, I will use the HETAS Sweeping Certificate once my registration is live  I read and understand the HETAS Sweeping Code [**tinyurl.com/sweep-code**](http://tinyurl.com/sweep-code) |  |
| \* | I understand and will utilise the HETAS Unsafe Situations Procedure (HUSP) |  |

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|  | ***By signing this form, I confirm that all the information provided is accurate and that I have read and agree to*** [***the Rules and Conditions of Registration***](https://www.hetas.co.uk/app/uploads/Forms-and-Documents/sweepAndService/condOfRegistration-SweepAndService.pdf)***.***  ***If you are both the Responsible Person and the Technician, please sign your full name in both fields:*** | | | | |  |
|  | **Responsible Person:** | | | | |  |
|  | **Name:** |  | **Signature:** |  | **Date:** |  |
|  | **Technician:** | | | | |  |
|  | **Name:** |  | **Signature:** |  | **Date:** |  |
|  | | | | | | |

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| **Ready to submit your application?** | |
|  | Are all sections complete and have both the Responsible Person and Technician signed the declaration?  Have you included an ID photo?  Have you provided all Supporting Documents? Don’t forget we need to see these personalised with your contact details.  Have you provided an address for your Pre-Registration Assessment? |

**What happens next?:**

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* Once complete, please submit this application to [**schemes@hetas.co.uk**](mailto:schemes@hetas.co.uk) for our Business Development team to review.
* If we need additional information, we will get in touch within 48 hours, otherwise your application will be processed and your HETAS Inspector notified. They will contact you to arrange your assessment.
* Upon completion, we will complete a final quality check and approve your application. You will receive a welcome email with your HETAS Registration Number and will now be listed on the website. An ID card will follow through the post.

**Need some support?**Our Business Development team are on hand to help. Give them a call on **01684 215255** or email via [schemes@hetas.co.uk](mailto:schemes@hetas.co.uk).

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