

# HETAS Approved Retailer Scheme



Application Form



# HETAS Approved Retailer Scheme



## Application Form Completion Guidelines

**NB:** if you have more than one showroom or retail advisor then a **separate form** will be required for **each showroom** address or **each advisor**. *Please complete this form accordingly.*

### Section 1. Business Contact Details

- Please confirm if you are an appliance retailer and/or a fuel retailer by circling yes or no.
- Please attach photographic evidence that each showroom is currently labelling appliances and fuels with basic information that is required as part of the HETAS Approved Retailer certification. See enclosed templates as a **minimum** requirement.
  - **Product Labelling Evidence** – *Please note that without evidence of labelling HETAS are unable to complete your application.* All appliances on sale must be CE marked as required by the Regulations.
  - **Solid Fuel Labelling** – *Retailers selling solid fuels are required to display correct labelling for information against all solid fuel products. Please refer to Terms and Conditions for full details.*

### Section 2. Showroom Trained Advisor Contact Details

- As per Terms and Conditions, there must be a minimum of one HETAS Trained Advisor per showroom.
- One photo per HETAS Trained Advisor is requested in order to produce your HETAS ID card. Please either add the photo to this form or email an attachment along with your application to [registration@hetas.co.uk](mailto:registration@hetas.co.uk).

### Section 3. Insurance Details

- We need to check that you have the right type and level of cover to trade under the HETAS Approved Retailer scheme (refer to scheme Terms and Conditions). Please provide us with a copy of your insurance schedule

### Section 4. Registration Fees

- Please complete all relevant fields to confirm your total package under HETAS Approved Retailer scheme.
- Any additional extras can be purchased by creating a free online account at [shop.hetas.co.uk](http://shop.hetas.co.uk) once your registration has been finalised.
- The Retailer Annual Fee includes one free Trained Advisor ID card per showroom. Cards for additional Trained Advisors cost £15 (+VAT).

### Section 5. Payment Details

- Please select your chosen payment method.

### Section 6. Personal Data

- Tick the relevant boxes if you want to consent to receive marketing and/or insurance information.

### Section 7. Declaration

- We require **both** the responsible person and the Trained Advisor to sign the relevant boxes in this section.
- Please include your full name in the required boxes

**NB:** All fields marked with a \* are compulsory fields

## Section 1. Business Contact Details *(these will be shown on the HETAS website).*

<b>*Business / Trading Name:</b>			
* Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> PLC <input type="checkbox"/>			
Please tick this box if you do NOT wish your business details to appear on the HETAS online search <input type="checkbox"/>			
<b>*Responsible Person:</b>			
<b>*Address:</b>			
<b>*County:</b>		<b>* Postcode:</b>	
<b>*Telephone:</b>		<b>Mobile:</b>	
<b>*Email:</b>		<b>Website:</b>	
<b>Is your business already HETAS registered?</b>	<i>yes / no</i>	If already registered with HETAS please confirm your:	
		Business name: HETAS Registration number:	
<b>*Appliance Retailer:</b>	<i>yes / no</i>	<b>*Fuel Retailer:</b>	<i>yes / no</i>

## Please provide proof of your appliance/fuel labelling

Provide us with photographic evidence of your appliance/fuel labelling; details of the minimum information each label must include can be found in the templates provided within this form. Please include photographic evidence of appliance and/or fuel labelling next to the appropriate product. Please ensure your photo shows the relevant energy label(s).

## Section 2. Showroom Trained Advisor Contact Details *MINIMUM one Trained Advisor per showroom*

If different from Responsible Person above, please give details for a showroom Trained Advisor who has completed HETAS Training.

<b>*Advisor name:</b>			
<b>Address:</b>			
<b>County:</b>			<b>Postcode:</b>
<b>Telephone:</b>			<b>Mobile:</b>
<b>Email:</b>			<b>*NI Number:</b>

## Please don't forget your photos

\* For your ID cards, we need one photo of each advisor. It should be passport type, against a white background. We can accept photos taken on a smartphone.

**Add one photo of advisor OR Upload an image to your email.**



## Section 3. Insurance Details

Please enclose a copy of your appropriate insurance schedule which shows a minimum indemnity limit of £2m. The policy should also show that you are adequately covered for the business activities you undertake. If you offer a design service and/or advise, please also provide a copy of your Professional Indemnity insurance for at least £250,000 per claim.

Call HETAS Insurance Services for a no-obligation quote: 01905 892 376

## Section 4. Registration Fees - \*Itemise all the fees which apply to your business

a)	Retailer Annual Fee for non-HETAS registered businesses (one showroom) £164	£
b)	Retailer Annual Fee for HETAS registered businesses (one showroom) £114	£
c)	Additional Showroom(s) £114 each. Please provide details on copies of this form	£
d)	ID card for additional Trained Advisor(s) £15	£
e)	VAT at applicable rate	£
<b>Promo Code:</b>		<b>Total Registration Fees:</b> £

## Section 5. Please tick your preferred payment option below - \*Please tick one box

Card  We will contact you upon receipt of your application to arrange card payment.

BACS  Barclays Bank. Sort code: 20-20-15. Account number: 63478262.

## Section 6. Personal Data

HETAS will handle personal data given to it by Approved Retailers and applicants in accordance with its Data Protection policy and the General Data Protection Regulation (GDPR).

I understand that the information I have given on this form and in support of my application will be recorded and retained by HETAS, in accordance with GDPR. It may be used for the following purposes: to process my application and manage my registration in accordance with the Rules and Conditions of Registration; to publish my contact details as a HETAS Approved Retailer; to send me any material that I may be entitled to; to alert me about expiring/expired qualifications; to compile aggregated statistics; to assess my eligibility to join courses and other schemes. My personal information will be kept securely and within the boundaries of the UK and/or the EU. The HETAS Privacy Notice is published online at: [www.hetas.co.uk/privacy-notice](http://www.hetas.co.uk/privacy-notice)

I also want to receive additional information from HETAS about registration schemes, training courses and/or industry events, at the contact details above. I can unsubscribe from marketing communications at any time:

Yes  No

I would like to receive additional information from **HETAS Insurance Services** (a trading name of **Jelf Insurance Brokers Ltd**) about industry-specific insurance and risk products which may be suitable for my business.

I consent to HETAS Insurance Services contacting me directly at the contact details above to receive such information via:

Email  Post  Telephone   
(tick where applicable)

I can unsubscribe from marketing or change my preferences at any time by contacting HETAS Insurance at [hetas@jelf.com](mailto:hetas@jelf.com) or on 01905 892376. For further details of how HETAS Insurance Services handle individuals' personal information, and how those individuals may exercise their rights in respect of that information, please refer to the Jelf privacy notice at: [www.jelf.com/info/privacy/](http://www.jelf.com/info/privacy/)

## Section 7. \* Business Declaration

We require both the Responsible Person AND the showroom trained advisor to sign the relevant boxes below:

I, \_\_\_\_\_ (full name of Responsible Person)  
hereby confirm that all the information provided is accurate and agree to abide by the Rules and Conditions of HETAS Approved Retailer Registration.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### \* Trained Advisor Declaration

I, \_\_\_\_\_ (full name of Trained Advisor)  
hereby confirm that all the information provided is accurate and agree to abide by the Rules and Conditions of HETAS Approved Retailer Registration. I also confirm that I am employed by this business as a member of staff at this showroom.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign **Section 7** & email [registration@hetas.co.uk](mailto:registration@hetas.co.uk) or post all necessary information and fees to:  
HETAS Ltd, Severn House, Unit 5, Newtown Trading Estate, Green Lane, Tewkesbury, GL20 8HD

### Next steps:

- Complete and return your application form to us by post or email with the requested supporting documents.
- We will then check that you have the correct insurance and procedures in place.

The following checklist can be ticked for your guidance, ensuring your application is not delayed:

#### **Final Check list** Requirements for joining HETAS Approved Retailer Scheme

- A minimum of one member of staff at each showroom who has completed and successfully passed the relevant HETAS training course**
- Provide photographic evidence of product labelling**
- Include a copy of appropriate business insurance schedule along with your application form as per T&C booklet (see Section 3)**
- You must display all HETAS advice sheets in your showroom. These can be purchased via [www.shop.hetas.co.uk](http://www.shop.hetas.co.uk)**
- Must display at least one HETAS Approved Product**
- Must have a showroom facility to allow customers to view products and receive appropriate advice**

Need further support? – Please feel free to email us at [registration@hetas.co.uk](mailto:registration@hetas.co.uk) or call us on 01684 278170 (Option 2)  
Lines are open Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm, closed bank holidays.

YOUR APPLIANCE/FUEL  
LABELLING TEMPLATES ARE  
OVERLEAF

YOUR BUSINESS NAME

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MANUFACTURER

APPLIANCE MODEL

RATED OUTPUT kW

NOMINAL OUTPUT

GROSS EFFICIENCY (%)

TO NEAREST ONE DECIMAL PLACE OR WHOLE NUMBER

FUEL TYPE

E.G. MULTIFUEL, WOOD ONLY

APPLIANCE TYPE

E.G. OPEN FIRE, ROOM HEATER, DRY OR WET APPLIANCE

DEFRA EXEMPT?

DELETE AS APPROPRIATE

YES / NO

ECODESIGN COMPLIANT?

DELETE AS APPROPRIATE

YES / NO

HETAS APPROVED APPLIANCE?

DELETE AS APPROPRIATE

YES / NO

### Example Template for Appliance Label - \* Please send us a photo of your appliance labelling

This label contains the **minimum** information needed for HETAS to process your application.

- Please feel free to customize this template for your business, or tear off and fill in this example.

**NB:** Please include the appliance Energy Label(s) as required by the Energy Labelling Directive in your photo.

# FUEL

PRODUCT NAME

PRICE

COUNTRY OF ORIGIN

FUEL TYPE

(IF SMOKELESS MINERAL FUEL, STATE WHETHER  
AUTHORISED BY DEFRA FOR USE IN SMOKE CONTROL AREAS)

DRYING METHOD

MOISTURE CONTENT

PACK SIZE

ACCREDITATION STATUS

**LOGS  
ONLY**

LENGTH

SPECIES/TYPE

## Example Template for Fuel Label - \*Please send us a photo of your fuel labelling

This label contains the **minimum** information needed for HETAS to process your application.

- Please feel free to customize this template for your business, or tear off and fill in this example.



**HETAS Limited**

Severn House, Unit 5, Newtown Trading Estate,  
Green Lane, Tewkesbury, GL20 8HD

01684 278170 [registration@hetas.co.uk](mailto:registration@hetas.co.uk) [www.hetas.co.uk](http://www.hetas.co.uk)