

# HETAS Competent Person Scheme



England and Wales Application Form



# HETAS Competent Person Scheme



## Application Form Completion Guidelines

### Section 1. Business Contact Details

- Please complete your business contact details as they will be shown on the HETAS website search. Name the person responsible for HETAS registration matters, this is who we will address all correspondence to.
- Only one landline telephone number, one email address and one mobile number will be accepted.
- Provide your company's HETAS registration number if you are already registered with HETAS.

### Section 2. Installer Contact Details

- Use additional forms if applying for more than one installer.

### Section 3. Mandatory Business Procedures Declaration

- This area checks that you have all compulsory operational procedures in place to meet requirements.
- We need to see examples of your business procedures.
- Example forms can be found on the HETAS website at; [www.hetas.co.uk/forms-documentation](http://www.hetas.co.uk/forms-documentation)
- Please ensure you submit an example copy of your own versions of each of these for us to review.

### Section 4. Public Liability Insurance

- This is different from Employer Liability Insurance and MUST include the wording to cover your particular business activities i.e 'Installation of solid fuel appliances/biomass'
- Please enclose a copy of your Public Liability Insurance schedule, in date, showing cover for at least £2m.
- Ensure your insurance covers you for working at heights.
- You can call HETAS insurance for a quote and advice on 01905 892378.

### Section 5. Registration Fees & Payment

- £470 (+VAT) for new CPS application and first year's registration with one operative (£204 + £204 + £62).
- £62 (+VAT) per extra installer - to add additional installer(s) to HETAS registered businesses.
- £10.50 (+VAT) admin fee will be added if you pay in regular instalments by Direct Debit.

### Section 6. HETAS CPS Registration Guidance Notes

- Please read this section including the notes at the end. The table shows you which courses you need for each category of registration in Section 7 and which must be refreshed every five years.
- When you apply to register with HETAS you are confirming that you will only work in areas that fall within the scheme rules and where you are able to demonstrate experience & competence in the areas of work that you wish to notify. The table in Section 6 is a guide to the items of work to notify and the common training courses which, when successfully completed, demonstrate to HETAS you have the relevant competence to self-certify them under the Competent Person Scheme. Current HETAS courses are denoted by an 'H00' prefix. Withdrawn (legacy) courses are acceptable if the qualifications have not expired.

### Section 7. Categories of HETAS Registration

- Please enclose full details of qualifications and experience relating to each category of registration you are applying for.
- Please include copies of any relevant non-HETAS training and course certificates with this application.

### Section 8. Personal Data

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

### Section 9. Declaration

- Both the responsible person and the installer should sign this. If both apply to you please sign both.
- Please enter your name(s) in both fields.
- Please complete the checklist and send it all to us at the address given.
- Failure to include all required documents will delay your application.

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

<b>*Business / Trading Name:</b>			
<b>HETAS Registration No. (if applicable):</b>			
<b>*Responsible Person Name:</b>			
<b>*Position in Company:</b>			
<b>*Business Address:</b>			
<b>*County:</b>		<b>* Postcode:</b>	
<b>*Telephone:</b>		<b>*Mobile:</b>	
<b>*Email:</b>			
<b>Website:</b>			
<b>* Sole Trader</b> <input type="checkbox"/> <b>Partnership</b> <input type="checkbox"/> <b>Limited Company</b> <input type="checkbox"/> <b>PLC</b> <input type="checkbox"/> <b>Local Authority</b> <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"/>			

## Section 2. Installer Contact Details

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

## Section 3. Mandatory Business Procedures Declaration

All these boxes MUST be ticked and you MUST enclose the requested supporting documentation listed here.

Please confirm you respond to all customer complaints and keep records for six years	<input type="checkbox"/>
I enclose a copy of my complaints procedure/template:	<input type="checkbox"/>
Please confirm you provide your customers with a written contract for work to be undertaken	<input type="checkbox"/>
I enclose an example of my customer contract:	<input type="checkbox"/>
Please confirm you have a Risk Assessment Procedure in place	<input type="checkbox"/>
I enclose an example of of my Risk Assessment procedure:	<input type="checkbox"/>

## Section 4. Public Liability Insurance

Please enclose a copy of your insurance schedule.

I enclose a copy of my Public Liability Insurance Schedule - minimum £2m cover:	<input type="checkbox"/>
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## Section 5. Registration Fees & Payment

a) New Business application fee including inspection (one-off) - £204.00	£
b) Business registration fee (annual) - £204.00	£
c) Installer registration (annual) - £62.00 per installer	£
d) VAT (at current applicable rate)	£
<b>Promo Code:</b>	<b>Total Fees:</b> £

### Payment Details. Please tick your preferred payment option below:

- Direct Debit  Please complete the attached Direct Debit form. Additional £10.50 (+VAT) admin fee applies.  
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. HETAS CPS Registration Guidance Notes

Ref	Work to notify	Current Courses available to demonstrate competence <sup>1</sup>	Alternatives <sup>2</sup>	Five yearly requalification <sup>3</sup>
<b>APPLIANCES</b>				
1	Install a wood only dry room heater, stove or cooker	H003 or H005DE	<i>Equivalent mapped solid fuel / multifuel courses</i>	Yes
2	Install a solid fuel or multifuel dry room heater, stove or cooker			
3	Install a solid fuel or multifuel stove with warm air distribution system	Manufacturer specific training course on warm air distribution, <b>&amp; either</b> H003 or H005DE		
4	Install a solid fuel or multifuel boiler or heater/stove/cooker with boiler	H003 & H004 or H005DE		
5	Install an open fire			
6	Install a pellet dry stove	H003 or H005DE	<i>Previous courses H005 or H005BR (or equivalent biomass course) may be suitable</i>	
<b>CHIMNEYS/FLUES</b>				
7	Install a flexible metal flue liner	H003 or H005DE	<i>For stainless steel liners: H005 or H005BR</i>	Yes
8	Install a rigid sectional metal liner			
9	Install a non-metallic block or sectional liner	Recognised manufacturer specific training course + experience		
10	Install a specialist flue lining system			
11	Install an external factory made / system chimney	H003 or H005DE		
12	Install an internal factory made / system chimney	H006 or Recognised manufacturer specific training course & experience		
<b>MICROGENERATION / RENEWABLES - Notification through Competent Person Scheme</b>				
13	Install a solar thermal system	NVQ3 solar course or NVQ2 Plumbing & Recognised QCF Solar course & G3 Unvented	<i>Various solar thermal courses may be applicable</i>	No
14	Install a pellet stove boiler	H005DE or H003 & H004 & specialist manufacturer training	<i>Previous biomass course (H005 or H005BR) and Plumbing/heating NVQ2, or equivalent mapped biomass &amp; plumbing courses</i>	Yes
15	Install a biomass boiler	H005 DE (covers installations up to 70 kW, with suitable experience) <i>For installations over 70kW, businesses need specialist manufacturer/ engineering training + supporting record of relevant installations</i>		
<b>HEATING &amp; HOT WATER (not necessarily solid fuel, but doesn't include working on actual combustion appliances fired by other fuels)</b>				
16	Install a hot water system without storage	NVQ2 Plumbing, <b>&amp; either</b>	<i>An equivalent Level 3 Heating/Plumbing qualification</i>	No
17	Install a vented hot water storage vessel			
18	Install a hot water system with vented hot water storage	H004 or H005DE		
19	Install an unvented hot water storage vessel	NVQ2 Plumbing & hot water storage to Approved Document G3, <b>&amp; either</b> H004 or another Level 3 Heating qualification		
20	Install a hot water system with unvented hot water storage			
21	Install a heating system	NVQ2 Plumbing, <b>&amp; either</b>	<i>An equivalent Level 3 Heating/Plumbing qualification</i>	
22	Install extension to an existing heating system			
23	Install heating system controls separate from the heating appliance	H004 or H005DE		
<b>PLUMBING</b>				
24	Install/replace sanitary ware	NVQ3 Plumbing & WRAS	<i>Various plumbing qualifications</i>	No
25	Install water efficient taps (Non replacement only)			
26	Install a water efficient shower (Non replacement only)			
27	Install wholesome cold water supply			
28	Install a supply of non-wholesome water to a sanitary convenience	NVQ3 Plumbing & WRAS & QCF Level 3 Installation of Water Harvesting & Recycling Systems		
<b>OTHER (in conjunction with installation competencies)</b>				
29	Service and Maintenance - dry appliances	H003 or H005DE or H009	<i>Previous/equivalent solid fuel courses</i>	Yes
30	Service and Maintenance - wet systems	H003 & H004 or H009 & H004 or H005DE	<i>Previous/equivalent plumbing/heating &amp; biomass/solid fuel courses</i>	
31	Service and Maintenance - biomass systems	H005DE		
32	Technical Advisor/Consultant	Individual assessment based on competence for relevant technologies		

**Notes:-**

1. All areas of work are open to people who can demonstrate their competence through HETAS courses or through some other equivalent route; or by a combination of routes.
2. There may be other ways to demonstrate competence through a combination of experience and courses. Please let us know what you have as we can assess applications on a case-by-case basis.
3. Core combustion appliance courses have to be re-assessed five yearly whilst other courses may not.

## Section 7. Categories of HETAS Registration.

What work do you want to undertake and self-certify through the HETAS Competent Person Scheme?

Tick each one you have the relevant VALID courses or qualifications for from the table opposite.

Ref.	APPLIANCES	Tick
1	Install a wood only dry room heater, stove or cooker	<input type="checkbox"/>
2	Install a solid fuel or multifuel dry room heater, stove or cooker	<input type="checkbox"/>
3	Install a solid fuel or multifuel stove with warm air distribution system	<input type="checkbox"/>
4	Install a solid fuel or multifuel boiler or heater/stove/cooker with boiler	<input type="checkbox"/>
5	Install an open fire	<input type="checkbox"/>
6	Install a dry pellet stove	<input type="checkbox"/>
<b>CHIMNEYS/FLUES</b>		
7	Install a flexible metal flue liner	<input type="checkbox"/>
8	Install a rigid sectional metal liner	<input type="checkbox"/>
9	Install a non-metallic block or sectional liner	<input type="checkbox"/>
10	Install a specialist flue lining system	<input type="checkbox"/>
11	Install an external factory made / system chimney	<input type="checkbox"/>
12	Install an internal factory made / system chimney	<input type="checkbox"/>
<b>MICROGENERATION/RENEWABLES</b> <i>Notification through Competent Person Scheme</i>		
13	Install a solar thermal system	<input type="checkbox"/>
14	Install a pellet stove boiler	<input type="checkbox"/>
15	Install a biomass boiler	<input type="checkbox"/>
<b>HEATING AND HOT WATER</b> <sup>◊</sup>		
16	Install a hot water system without storage	<input type="checkbox"/>
17	Install a vented hot water storage vessel	<input type="checkbox"/>
18	Install a hot water system with vented hot water storage	<input type="checkbox"/>
19	Install an unvented hot water storage vessel	<input type="checkbox"/>
20	Install a hot water system with unvented hot water storage	<input type="checkbox"/>
21	Install a heating system	<input type="checkbox"/>
22	Install an extension to an existing heating system	<input type="checkbox"/>
23	Install heating system controls separate from the heating appliance	<input type="checkbox"/>
<b>PLUMBING</b>		
24	Install/replace sanitary ware	<input type="checkbox"/>
25	Install water efficient taps (Non replacement only)	<input type="checkbox"/>
26	Install a water efficient shower (Non replacement only)	<input type="checkbox"/>
27	Install wholesome cold water supply	<input type="checkbox"/>
28	Install a supply of non-wholesome water to a sanitary convenience	<input type="checkbox"/>

◊ Not necessarily solid fuel. For work on heating and hot water systems, you may notify your work in connection with other fuels such as gas and oil, electrically heated hot water cylinders, etc. This does not include directly working on gas or oil combustion appliances or on electrical works that themselves require notification.

### Additional Categories of HETAS Registration (outside scope of Competent Person Scheme notification)

Ref.	Other Registration Category	Tick
29	Service and Maintenance - dry appliances	<input type="checkbox"/>
30	Service and Maintenance - wet systems	<input type="checkbox"/>
31	Service and Maintenance - biomass systems	<input type="checkbox"/>
32	Technical Advisor/Consultant	<input type="checkbox"/>
	<b>Approved Retailer</b> (separate application form; email <a href="mailto:info@hetas.co.uk">info@hetas.co.uk</a> , call us or see HETAS website.)	
	<b>Approved Chimney Sweep</b> (separate application form; email <a href="mailto:info@hetas.co.uk">info@hetas.co.uk</a> , call us or see HETAS website.)	

## Section 8. Personal Data

HETAS will handle personal data given to it by Registered Installers 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 Registered Installer; 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 892378. 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/)

## Please don't forget your photos!

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

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



## Section 9. Declaration *If submitting this form online please type your full name in both fields.*

I, \_\_\_\_\_ (full name of responsible person) hereby confirm that all the information provided is accurate and that I have read and agree to abide by the Rules and Conditions of Registration.

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

I, \_\_\_\_\_ (full name of installer) hereby confirm that all the information provided is accurate and that I have read and agree to abide by the Rules and Conditions of Registration.

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

### 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.
- Following receipt of your payment, we will contact your local HETAS inspector with your contact details, who will then liaise with you directly for an on-site inspection.
- They will arrange to inspect an installation you have completed within the last 6 months.

### Final Check list

- |  |   |
|--|---|
| <input type="checkbox"/> Completed application form              | <input type="checkbox"/> Copy of your Complaints document             |
| <input type="checkbox"/> Photo on a white background             | <input type="checkbox"/> Copy of your PLI Insurance schedule          |
| <input type="checkbox"/> Copy of your Customer Contract document | <input type="checkbox"/> Copies of any relevant training certificates |
| <input type="checkbox"/> Copy of your Risk Assessment            | <input type="checkbox"/> Completed Direct Debit advice if applicable  |

Please sign **Section 9** & 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

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.

Please return to:

**HETAS Ltd**

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



**Instructions to your bank or building society to pay Direct Debits:**

Name(s) of account holder(s):	Originators Identification Number:
	Reference

Bank or Building Society Account number
Bank Sort Code

Name and full postal address of your bank or building society	Signature (s)
	Date

**Please ensure your bank or building society account can accept Direct Debit instructions.**

If submitting this form online please type your full name in the signature field.

Please be aware by signing/typing your name in the signature box you are confirming you are the account holder

- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit then HETAS will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed. If you request HETAS to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by HETAS or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when HETAS asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify HETAS.
- If you do not complete the Direct Debit instalments on your annual registration, you must make alternative arrangements to pay the scheme fees to HETAS.

ENGLAND AND WALES MAINLAND COMPETENT PERSON SCHEME - SUPPLEMENTARY FEE INFORMATION		
<i>Please note prices are subject to change</i>		
DIRECT DEBIT PAYMENT OPTION SUBSCRIPTION FEE		
Direct Debit payment option annual subscription		£10.50 (+ VAT)
ADDITIONAL INSPECTION FEES (UP TO ½ DAY)		
<b>Justified Complaint Inspection</b>		£260 (+ VAT & expenses)
<b>Additional Routine Inspection</b>		£150 (+ VAT & expenses)
<b>HETAS appeals procedure deposit</b>		£250.00 (+ VAT)
NOTIFICATIONS - ENGLAND AND WALES (CERTIFICATES CAN ONLY BE ORDERED WHEN FULLY REGISTERED)		
<b>Pads of Certificates of Compliance</b> <i>Order when fully registered</i>	10	£48.25 (+ VAT & postage)
	25	£117.25 (+ VAT & postage)
	50	£232.30 (+ VAT & postage)
<b>Online notifications</b> <i>Order when fully registered</i>	Purchase 5 or more credits through your online account. Price per notification.	£3.50 (+ VAT)



**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)