

HETAS Registered Installer Scheme



Ireland Application Form



HETAS Registered Installer 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.
- Example forms can be found on the HETAS website at: www.hetas.co.uk/forms-documentation

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.
- Public liability cover must be to a minimum of €2.6m (Republic of Ireland) or £2m (Northern Ireland).
- Ensure your insurance covers you for working at heights.
- You can call for a quote and advice on LoCall:1890 252695 / 091 596206 (Marsh Insurance - Republic of Ireland) or +44 (0)1905 892378 (HETAS Insurance - Northern Ireland).

Section 5. Registration Fees & Payment

- €642 / £526 for new installer application and first year's registration with one operative (€255 + €315 + €72 or £204 + £260 + £62).
- €72 / £62 per extra installer - to add additional installer(s) to HETAS registered businesses.
- £10.50 admin fee will be added if you pay in regular instalments by Direct Debit (DD only accepted from UK bank accounts).
- VAT must be added unless you are a VAT registered business in the Republic of Ireland.

Section 6. HETAS Installer 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.
- 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 offer. To guide you, please see the table in Section 6 for the items of work and the common training courses which, when successfully completed, demonstrate to HETAS you have the relevant competence to offer them under the Registered Installer 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 wish 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 email 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.

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

*Installer name:			
Address:			
Country:		Postcode:	
*Telephone:		*Mobile:	
Email:		*NI/PPS Number:	

Section 3. Mandatory Business Procedures Declaration

All these boxes MUST be ticked.

Please confirm you respond to all customer complaints and keep records for six years	<input type="checkbox"/>
Please confirm you provide your customers with a written contract for work to be undertaken	<input type="checkbox"/>
Please confirm you have a Risk Assessment Procedure in place	<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 €2.6m / £2m cover:	<input type="checkbox"/>
--	--------------------------

Section 5. Registration Fees & Payment

a)	New Business application fee including inspection (one-off) - €255 / £204	
b)	Business registration fee (annual) - €315 / £260	
c)	Installer registration (annual) - €72 / £62 per installer	
d)	VAT, if applicable	
Promo Code:		Total Fees:

Payment Details. Please tick your preferred payment option below;

- Direct Debit Please complete the attached Direct Debit form. Requires UK bank account. Additional £10.50 (+VAT) admin fee applies.
- Card We will contact you upon receipt of your application to arrange card payment.
- BACS Barclays Bank. Republic of Ireland - IBAN: GB65BARC20201563478262. SWIFTBIC: BARCGB22. Northern Ireland - Sort code: 20-20-15. Account number: 63478262.

Section 6. HETAS Installer Registration Guidance Notes

Ref	Work to offer	Current Courses available to demonstrate competence ¹	Alternatives ²	Five yearly requalification ³
APPLIANCES				
1	Install a wood only dry room heater, stove or cooker	H003 or H005DE Manufacturer specific training course on warm air distribution, & either H003 or H005DE H003 & H004 or H005DE H003 or H005DE H006 or Recognised manufacturer specific training course & experience	Previous HETAS courses may be suitable Previous courses H005 or H005BR (or equivalent biomass course) may be suitable	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			
4	Install a solid fuel or multifuel boiler or heater/stove/cooker with boiler			
5	Install an open fire			
6	Install a pellet dry stove			
CHIMNEYS/FLUES				
7	Install a flexible metal flue liner	H003 or H005DE	For stainless steel liners: H005 or H005BR	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		
MICROGENERATION / RENEWABLES				
13	Install a solar thermal system	Solar diploma or Plumbing certificate & Recognised Solar & Unvented courses	Various solar thermal courses may be applicable	No
14	Install a pellet stove boiler	H005DE or H003 & H004 & specialist manufacturer training	Previous biomass course (H005 or H005BR) and Plumbing/heating certificate, or equivalent mapped biomass & plumbing courses	Yes
15	Install a biomass boiler	H005 DE (covers installations up to 70 kW, with suitable experience) For installations over 70kW, businesses need specialist manufacturer/ engineering training + supporting record of relevant installations		
HEATING & HOT WATER (not actual combustion appliances)				
16	Install a hot water system without storage	Plumbing certificate, & either	An equivalent Heating/Plumbing diploma	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	Plumbing & hot water storage certificates, & either	Recognised training course for Unvented Hot Water Storage Systems	
20	Install a hot water system with unvented hot water storage			
21	Install a heating system	Plumbing certificate, & either	An equivalent Heating/Plumbing diploma	
22	Install extension to an existing heating system			
23	Install heating system controls separate from the heating appliance	H004 or H005DE		
PLUMBING				
24	Install/replace sanitary ware	Plumbing diploma & water supply certificate Plumbing diploma & Water supply certificate & Water Harvesting / Recycling Diploma	Various plumbing qualifications	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			
OTHER (in conjunction with installation competencies)				
29	Service and Maintenance - dry appliances	H003 or H005DE or H009	Previous/equivalent solid fuel courses	Yes
30	Service and Maintenance - wet systems	H003 & H004 or H009 & H004 or H005DE	Previous/equivalent plumbing/heating & biomass/solid fuel courses	
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 and (where relevant) other plumbing and technical training.
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 certify through the HETAS Registered Installer 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"/>
CHIMNEYS / FLUES		
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"/>
MICROGENERATION / RENEWABLES		
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"/>
HEATING AND HOT WATER		
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"/>
PLUMBING		
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"/>

Additional Categories of HETAS Registration (in conjunction with installations)

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"/>
	Approved Retailer (separate application form; email info@hetas.co.uk , call us or see HETAS website.)	
	Approved Chimney Sweep (separate application form; email info@hetas.co.uk , 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

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 or on +44 (0)1905 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/

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 qualifications.
- 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.

Final Check list

- | | |
|---|---|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Copy of your PLI Insurance schedule |
| <input type="checkbox"/> Photo on a white background | <input type="checkbox"/> Copies of any relevant training certificates |
| <input type="checkbox"/> ROI VAT registration number, if applicable | <input type="checkbox"/> Completed Direct Debit advice if applicable |

Please sign Section 9 & email 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 or call us on +44 (0)1684 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.

IRELAND REGISTERED INSTALLER SCHEME. SUPPLEMENTARY FEE INFORMATION. <i>Please note prices are subject to change and exclude VAT.</i>	
FOR INFORMATION ONLY - DIRECT DEBIT PAYMENT OPTION SUBSCRIPTION FEE	
Direct Debit payment option annual subscription	£10.50 (+ VAT)
FOR INFORMATION ONLY - ADDITIONAL BUSINESS MONITORING OR JUSTIFIED COMPLAINT INSPECTION FEES	
Justified Complaint Inspection	€370 / £300 (+ VAT & expenses)
Additional Routine Inspection	€210 / £175 (+ VAT & expenses)
HETAS appeals procedure deposit	€300 / £250.00 (+ VAT)



HETAS Limited

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

+44 (0)1684 278170 registration@hetas.co.uk www.hetas.co.uk