

NHBC Application for change of status

From registered developer to registered builder

PART 1: Existing NHBC details

Existing NHBC details

Name that currently appears on the register:

NHBC registration number:

PART 2: Technical details

You must nominate one full-time employee who will be in charge of building standards. If this person changes, you are required to notify NHBC immediately as this could affect your application.

Please provide details of your technical representative below.

Technical representative name:
Address:

Postcode: Email address:
Telephone number: Mobile number:

Please provide details of the technical representative's previous construction experience:

If this person is/was associated with any firm/company currently or previously registered with NHBC, please provide details:

Details required:

Name of firm/company,
NHBC reg. number, position held.

PART 3: Home registration plans

As part of this application the following information will help us complete a review of your conditions of registration.

Home registration plans

In the next 12 months of your registration, how many homes do you propose to register:

On land that you own?
On behalf of Housing Associations?
Which are built to contract for a homeowner to live in?
(only applicable to builders)

In the next 12 months of your registration, how many homes do you propose to build:

On behalf of an NHBC registered developer?
(only applicable to builders)
On behalf of a developer who is not NHBC registered?
(only applicable to builders)

Total value of homes proposed to build and register? £

What is the highest selling price expected for any home? £

Do you wish NHBC to contribute on your behalf to the
New Homes Marketing Board? Yes No

The New Homes Marketing Board was established to raise awareness of the benefits of new homes.

Since 1984, NHBC has assisted, subject to your consent, by collecting a levy of 1p per £100 of house selling price.



PART 4:

Enclosures and declarations

Please ensure that, where possible, the following have been submitted with this form to avoid any delay in processing your application.

Enclosures checklist

Have you enclosed a cheque made payable to NHBC to cover your application fee? Yes No

Have you enclosed a Site Notification and Initial Notice (SNIN) form? Yes No

Please provide site details:

Have you enclosed a site location plan? Yes No

Declaration and authorisation

I, as the applicant (if I am a sole trader), or otherwise on behalf of the named applicant:

- hereby apply to have the applicant's status changed on the NHBC Register of builders and developers from a 'developer' to a 'builder'
- confirm that the details I have given are correct
- agree to comply with the NHBC Rules for builders and developers registered with NHBC (as amended from time to time in accordance with their terms), and with any conditions imposed under them by NHBC
- enclose a cheque for £360 + VAT for the change of status fee
- understand that the change of status fee is not returnable, even if the application is not successful.

Please note that to remain NHBC registered, an annual renewal fee is due in April of each year.

Signature:

Name of signatory:

Position held:

For full details of the annual renewals process and fees, please visit our website www.nhbc.co.uk

How we use personal information about individuals given on this form

We may share personal information with credit reference agencies and companies for use in credit decisions, fraud prevention, to pursue debtors and to assist us in the administration of warranty and insurance cover issued by NHBC. We may also make periodic searches at credit reference agencies and fraud prevention agencies to manage your account with us.

In the future, we would like to contact individuals for research purposes. If you **do not** wish to be contacted, please tick the box

We would like to keep you informed of our products and services that may be of interest to you and send you 'Clicks & Mortar', NHBC's online newsletter. If you **do not** wish to be contacted, please tick the box

We would like to share information with other companies so that they may send you free publications and selected offers that they believe may be of interest to you. If you **do not** agree to your information being shared, please tick the box

If you need any help or advice on completing this form, please call the **New Business Team** on **0844 633 1000**.

Please send the completed form and any accompanying documents, (e.g. plans, drawings) to:
New Business Team, NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP.

