

# NHBC Application for reinstatement

House builder/developer to be reinstated on the NHBC Register

## PART 1: Business details

Please confirm your trading status.

If you are a sole trader, please complete the following section.

We do not accept P.O. Box or 'Care of' addresses.

### Details required:

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

Please confirm the name and address of your partnership or company.

We do not accept P.O. Box or 'Care of' addresses.

### Business type

Sole trader  Partnership  Private limited company  Public limited company

Other - please specify: \_\_\_\_\_

How long has the applicant's business been in existence? \_\_\_\_\_

years

For limited companies, please provide your Companies House Number: \_\_\_\_\_

Has this business been set up for one specific project?  Yes  No

NHBC registration number: \_\_\_\_\_

### Sole trader details

Your full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Trading name: \_\_\_\_\_

Your address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

If you have been living at the above property for less than five years, please provide your previous address/addresses: \_\_\_\_\_  
\_\_\_\_\_

If you are/were associated with any firm/company currently or previously registered with NHBC, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been declared bankrupt?  Yes  No

If yes, have you been discharged?  Yes  No

PLEASE PROCEED TO PART 3: 'Technical details'

### Partnership/company details

Partnership/company name: \_\_\_\_\_

Your address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_



# PART 1:

## Business details continued

Sole traders need not complete this section.

Please provide the names and private addresses of all partners or directors for your firm/company.

**Details required:**

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

### Partners/directors/shareholders information

1. Full name: [redacted] Date of birth: [redacted]

Partner  Director  Shareholder

Address: [redacted]

[redacted]

Postcode: [redacted] Email address: [redacted]

Telephone number: [redacted] Mobile number: [redacted]

If this person has been living at the above property for less than five years, please provide their previous address/addresses: [redacted]

[redacted]

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

[redacted]

Has this person ever been declared bankrupt?  Yes  No

If yes, has this person been discharged?  Yes  No

2. Full name: [redacted] Date of birth: [redacted]

Partner  Director  Shareholder

Address: [redacted]

[redacted]

Postcode: [redacted] Email address: [redacted]

Telephone number: [redacted] Mobile number: [redacted]

If this person has been living at the above property for less than five years, please provide their previous address/addresses: [redacted]

[redacted]

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

[redacted]

Has this person ever been declared bankrupt?  Yes  No

If yes, has this person been discharged?  Yes  No

3. Full name: [redacted] Date of birth: [redacted]

Partner  Director  Shareholder

Address: [redacted]

[redacted]

Postcode: [redacted] Email address: [redacted]

Telephone number: [redacted] Mobile number: [redacted]

If this person has been living at the above property for less than five years, please provide their previous address/addresses: [redacted]

[redacted]

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

[redacted]

Has this person ever been declared bankrupt?  Yes  No

If yes, has this person been discharged?  Yes  No

**Details required:**

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

4. Full name: [redacted] Date of birth: [redacted]

Partner  Director  Shareholder

Address: [redacted]

[redacted]

Postcode: [redacted] Email address: [redacted]

Telephone number: [redacted] Mobile number: [redacted]

If this person has been living at the above property for less than five years, please provide their previous address/addresses: [redacted]

[redacted]

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

[redacted]

Has this person ever been declared bankrupt?  Yes  No

If yes, has this person been discharged?  Yes  No

**Details required:**

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

If you need more space, copy this page  
or download a blank page from  
[www.nhbc.co.uk/reinstate](http://www.nhbc.co.uk/reinstate)

## PART 2: Associations and grouping

If you have a company already  
registered with us, or that acts as your  
parent, please provide details here.

Grouping refers to the NHBC Premium  
Rating Scheme - by grouping together  
with a currently registered associate  
company, you could achieve the same  
rating. For full details of grouping and  
our Premium Rating Scheme, please  
visit our website [www.nhbc.co.uk](http://www.nhbc.co.uk)

### Associations

Is there an ultimate holding company in relation to this application?  Yes  No

If yes, please provide their details:

Company name: [redacted]

Company address: [redacted]

[redacted]

Company number: [redacted] NHBC number (if applicable): [redacted]

### Groupings

Are you already grouped with an associate/subsidiary company currently registered with NHBC?  Yes  No

If no, do you wish to be grouped with an associate/subsidiary company currently registered with NHBC?  Yes  No

If yes, please provide their name and/or NHBC number: [redacted]

[redacted]

Are you a subsidiary of the company you wish to group with?  Yes  No

## PART 3: Technical details (builder applicants only)

Please complete only if details of the  
individual in charge of building  
standards has changed.

Will you be the person in charge of building standards?  Yes  No. If not, then you MUST  
provide details of your technical representative below.

Technical representative name: [redacted]

Address: [redacted]

[redacted]

Postcode: [redacted] Email address: [redacted]

Telephone number: [redacted] Mobile number: [redacted]

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

[redacted]

[redacted]

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

[redacted]

**Details required:**

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

## PART 4: Home registration plans

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

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 5: Enclosures and declarations

Please ensure that you have enclosed your payment with this form to avoid any delay in processing your application.

For details of your reinstatement fee, please call the Underwriting Team on 0844 633 1000.

For full details of the annual renewals process and fees, please visit our website [www.nhbc.co.uk](http://www.nhbc.co.uk)

### 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

### Enclosures checklist

Have you enclosed a cheque made payable to NHBC to cover your reinstatement fee?

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 name entered in the NHBC Register of builders and developers
- 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 £  for the reinstatement fee
- understand that the reinstatement 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:

### 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 **Underwriting Team** on 0844 633 1000.

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

NHBC

NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP

Tel: 0844 633 1000 Fax: 0844 633 0022 [www.nhbc.co.uk](http://www.nhbc.co.uk)

