



# How to register with NHBC

We welcome your application

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# Are you a builder or developer?

## Builders

NHBC registered builders are able to build homes, with the benefit of our Buildmark cover\*, directly for sale to home purchasers or on behalf of our registered developers and housing associations.

## Developers

NHBC registered developers can offer homes directly for sale to home purchasers with the benefit of our Buildmark cover\* but must employ an NHBC registered builder to construct the homes.

Please note: If you are building on land which you will not own prior to the home/s being offered directly for sale to home purchasers, the landowner must contact us to become registered as a developer. Please contact our New Business team to discuss this further on 0844 633 1000.

\*A registered builder or developer is entitled to apply to register a home for Buildmark cover.

## Joining the NHBC Register - the benefits

We, at NHBC, believe in raising standards to protect homeowners and, by becoming registered and proudly displaying our logo, you are showing your commitment to your customers that you feel the same way.

At NHBC, we are proud to say that over 16,000 builders and developers are currently registered with us. All of our registered builders and developers, whether they are sole traders or household names, have chosen NHBC for the benefits that registration with us provides. These include:

### The name homeowners trust

- NHBC's market-leading range of warranties is recognised and trusted by homebuyers, homeowners and housing associations as the UK's leading brand. We provide comprehensive cover and reassurance for your customers and currently protect over 1.6 million homes.

### NHBC Technical Standards for quality homes

- A free copy of *NHBC Standards* in print and on CD-ROM. Recognised and respected throughout the house-building industry as the definitive standards for new home construction and conversions in the UK.

### Unrivalled technical expertise to help you

- Free in-depth technical advice and services designed to help you during the construction process including building control, health and safety, sustainability, energy rating, testing services and training.
- This is underpinned by our new comprehensive technical bulletin *Technical Extra* and the advice provided on the TechZone, [www.nhbc.co.uk/techzone](http://www.nhbc.co.uk/techzone).

### Rewarding your excellence

- When you become an NHBC builder, your site manager will automatically be entered into our Pride in the Job competition, if building more than three units per year. A Pride in the Job Award is the industry's most sought-after accolade, and recognises your organisation's commitment to producing high-quality homes.

### Free industry news and updates

- Helping you stay up-to-date - subscription to *Housebuilder* magazine (ten issues a year), monthly email bulletin *Clicks & Mortar*, plus *Technical Extra* - our new comprehensive technical bulletin.

### Extranet - our free online information exchange

- Submit all your documents for warranty and building control online, saving the hassle and cost of printing and posting. You can grant access to other professionals to view a current list of the conditions that apply to your sites.

### New skills and knowledge

- By being registered, you receive extra discounts and priority bookings on courses as an added benefit. NHBC offers the widest choice of training courses and free CPD events in the construction industry, whether you are a large or small builder or developer, office or site-based.

### Helping you sell houses

- NHBC registration allows you to use the NHBC logo in all of your promotional activity, stationery, sales literature and on your vehicles, to show your customers your commitment to build quality - helping you sell houses.



# Your guide to getting registered

You can apply to join the NHBC Register at any time. Here's an overview of the application process:

## Step 1 - Getting started

Send us your completed form, appropriate fee and a Site Notification and Initial Notice (SNIN) form to tell us about the site you would like to register for Buildmark cover.

### Completing your SNIN form

Please submit your SNIN form as far in advance of starting work on site as possible but at the latest:

Site type	Weeks before start date
Standard, non-hazardous sites	4 weeks
Hazardous or non-traditional sites	8 weeks

## Step 2 - Application acknowledgement

We will acknowledge receipt and send you a copy of *NHBC Standards*. If you have given us details of your first site, we will notify you of the name of your building inspector for that site.

## Step 3 - Application assessment

We will complete a commercial assessment. If you have applied to be registered as a builder, we will also undertake a technical assessment.

## Step 4 - Offer of registration

On satisfactory completion of the assessments, we will send you a formal offer of registration and details of any conditions.

## Step 5 - Accepting our offer of registration

You sign and return the conditions of registration to us.

## Step 6 - Welcome to the NHBC Register

Upon receipt of your conditions of registration, we formally enter your name on the NHBC Register and send you your registration certificate.

You are now eligible to register your home/s for Buildmark cover and advertise yourself as NHBC registered.

# More about the application process

## Step 1 – Getting started

### The application form:

Please complete the enclosed application form or contact our New Business team to discuss the process further and/or request an application pack to be sent to you.

The application form can also be downloaded from [www.nhbc.co.uk/getregistered](http://www.nhbc.co.uk/getregistered).

### Application fees:

When you apply to register with NHBC, there is a one-off, non-refundable application fee of:

- **£827 + VAT** for new builders and developers
- **£584 + VAT** for subsidiaries who wish to be 'grouped' with existing NHBC registered builders/developers with a Premium Rating of A1, A2, B1 or B2.

Fees correct as of 1 April 2011. Fees may be subject to change.

### Grouping:

When two or more registered builders or developers have common ownership or control, and NHBC agrees, they may group together to be treated as a single entity for Premium Rating purposes. All members of the 'group' are given the same Premium Rating, which is determined on the basis of the claims history of all of the members and the amount of time they have been on the NHBC Register. Once a group is formed, individual members will not be able to leave without NHBC's agreement.

### Site Notification and Initial Notice form (SNIN):

You will need to complete the enclosed SNIN to tell us about the first site you would like to register for Buildmark cover.

The SNIN can also be downloaded from [www.nhbc.co.uk/getregistered](http://www.nhbc.co.uk/getregistered).

### Your obligations:

By applying to join the NHBC Register, you are agreeing to comply with the obligations and conditions set out in NHBC's Rules. A copy of these will be in your application pack and can also be downloaded from [www.nhbc.co.uk/getregistered](http://www.nhbc.co.uk/getregistered).

NHBC also requires all its registered builders and developers to adopt the Consumer Code for Homebuilders and Consumer

Code Scheme Rules. You will be sent a set of Consumer Code for Homebuilders documents on successful registration, and you can find out more at [www.consumercodeforhomebuilders.com](http://www.consumercodeforhomebuilders.com).

## Step 2 – Application acknowledgement

We will acknowledge receipt of your application form and send you *NHBC Standards* both in print and on a CD-ROM. If you require further copies, these can be purchased by visiting the NHBC website: [www.nhbc.co.uk/builders/shop](http://www.nhbc.co.uk/builders/shop).

As soon as you notify us of a site that you are intending to develop, we will confirm who your building inspector is. You must contact them to make arrangements for an initial inspection.

**Please note: When inspections are carried out before a builder has been registered, it does not mean that NHBC has agreed to the builder being registered; we may still decide not to allow registration.**

## Step 3 – Application assessment

### What is a commercial assessment?

The commercial assessment will consider a number of factors, including:

- financial standing
- prior history with NHBC
- home building and development plans
- credit references
- trading history.

### What is a technical assessment?

This is only for applicants applying to register as a builder. NHBC will assess your technical ability to build to NHBC Standards. We may carry out a site-based assessment, and/or consider your prior history with NHBC and your general construction experience.

If we undertake a site-based assessment, you will need to put forward at least one new build home for us to inspect at key stages in the build, from foundation level up, until we have seen sufficient work to be able to decide on your suitability for registration, usually after first fix. We will provide contact details of the building inspector who will be carrying out the assessment, and it will be your responsibility to give notice to the building inspector when a key stage will be ready for inspection.

As part of the technical assessment, you may be required to attend a presentation.

## Step 4 - Offer of registration

After satisfactory completion of the assessment process, we will make an offer of NHBC registration. Registration is always subject to the terms and conditions of the NHBC Rules and we may also impose additional conditions, such as:

- a limit on the number of homes you may register
- a requirement to provide security which we may call on if you are unable to meet your liabilities to NHBC. This may be required as a result of the commercial assessment.

### Premium Rating:

When we make an offer of NHBC registration, we will also tell you the Premium Rating relevant to your registration.

NHBC's Premium Rating scheme works on a similar principle as your 'no claims' bonus for car insurance. Just as good drivers benefit from a discount, good builders and developers pay reduced home registration fees.

Your Premium Rating is based on your claims record and the amount of time you have been on the NHBC Register. We use this rating to calculate how much you should pay to register homes. The scheme aims to encourage quality in the industry, as builders with a poor claims record inevitably pay higher premiums. This should motivate builders to improve their standards.

Newly registered builders pay a standard rate, while registered builders, who have kept up high standards over many years, benefit from a discounted rate because NHBC values good building practices.

## Step 5 - Accepting our offer of registration

When you sign and return the conditions of registration to us, we aim to place you on the NHBC Register within one working day, at which point you will be able to proceed with registering your homes for Buildmark cover.

## Step 6 - Welcome to the NHBC Register

On receipt of your conditions of registration, we will complete the registration process and send you a Registration Certificate and your NHBC publicity material. You can now advertise yourself as being NHBC registered and can start registering your homes for Buildmark.

## Obtaining NHBC Buildmark cover for your site

Following receipt of your SNIN, we will send you a Product Plot Schedule form. This form lists which plots on your site you would like to register for Buildmark cover. You will need to complete and return it to us to generate your quotation.

Please note that a quote can only be generated once you are formally registered.

If you would like an advance estimate of what your Buildmark fees are likely to be, based on our standard rates, please either call Customer Services on 0844 633 1000 or refer to NHBC's website [www.nhbc.co.uk/getregistered](http://www.nhbc.co.uk/getregistered).

Once you accept the quotation and pay the Buildmark fee, we will send your warranty acceptance pack which contains your warranty documentation and a policy booklet.

### Annual renewal fee - pay by Direct Debit and save 10% each year!

Once you are registered with us, there is an annual renewal fee payable in April each year. You can save 10% on this fee when you pay by Direct Debit. We work out your annual renewal fee based on the number of homes you have registered for Buildmark during the preceding calendar year. For example, any homes registered during 2011 would be reflected in the 2012 renewal fee.

No. of homes registered in previous calendar year	Cheque payment	Direct Debit payment
0 to 2 homes	£432.96 + VAT	£389.66 + VAT
3 to 10 homes	£860.64 + VAT	£774.58 + VAT
11 to 50 homes	£1,288.32 + VAT	£1,159.49 + VAT
51 homes or over	£2,154.24 + VAT	£1,938.82 + VAT

Fees correct as of 1 April 2011. Fees may be subject to change.

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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)

