

NHBC Application for change of status

From registered developer to registered builder

PART 1: Existing NHBC details

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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.

Details required:

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

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:

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? £



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/renewals.

Please note that as part of your NHBC registration, your organisation will receive the following:

Specific communications about:

- Your organisation's NHBC registration
- NHBC Standards
- NHBC Technical and Compliance Services
- NHBC Building Control Services Ltd
- NHBC Foundation
- Standards raising training and events
- Clicks and Mortar - NHBC's monthly newsletter which covers all of the latest news on Building Regulations, NHBC Standards and industry research, as well as developments in NHBC products and services.
- Housebuilder magazine - an Annual to the leading magazine for UK residential development and regeneration.

We have agreements in place with carefully selected third parties offering our registered builders discounts on services in the categories listed below:

- Builder supplier services
- Related insurance products
- Construction products, materials and plant suppliers
- Construction professionals
- Construction industry software
- Construction industry product training
- Related information and technology products
- Construction design suppliers.

For more information, to update your communication preferences and to 'opt in' to receiving communications from carefully selected third parties, please visit www.nhbc.co.uk/my-preferences. Or to view our privacy policy visit www.nhbc.co.uk/Legal/PrivacyPolicy.

We are always looking for people to help us shape existing and new products and services. Your feedback is invaluable to us, and we may contact you to take part in the occasional survey (online or over the phone) or attend focus group research sessions.

If you need any help or advice on completing this form, please call

Customer Services Team on 0344 633 1000.

Please send the completed form and any accompanying documents to:

Customer Services Team, NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP.



Raising Standards. Protecting Homeowners

NHBC

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

Tel: 0344 633 1000 Fax: 01908 747255 www.nhbc.co.uk