

Application for NHBC builder/developer registration

We recommend that you read the 'Applying for NHBC registration' booklet before completing this form. Please complete all sections in block capitals and note that we do not accept PO Box or c/o addresses.

Reserved for NHBC use

Section 1:

Builder or developer?

Please indicate the type of registration you are applying for.

Please tick one box to state that you wish to apply as a:

Builder - Which means you can: **Developer** - Which means you must:

- build and sell homes with the benefit of Buildmark cover.
- employ an NHBC registered builder to build the homes you intend to sell with the benefit of Buildmark cover. Please tick this if you are a housing association or local authority developing new homes.

Section 1a:

Important: The information you provide on this application form must be relevant and up to date to the organisation you are wishing to register. As a registered entity at the NHBC, you are required to keep your organisations contact information up to date at all times.

Section 2a:

Company or Partnership

Please note that we do not accept PO Box or c/o addresses.

You will need to provide NHBC with a name, telephone number and business email address for an individual within your organisation who will take the role of Administrator.

Under our terms, to be a registered member of NHBC, it is your responsibility to keep your organisations contact information up to date at all times.

If you are applying as a sole trader please leave section 2a and complete section 2b

Company/partnership name:

Years trading:

Are you a: Limited Liability Partnership (LLP)* Public Limited Company (PLC)*
 Partnership Charitable organisation Private Limited Company (LTD)*
 Other - please specify:

*For limited companies, please provide your Companies House number:

Registered address:

Business correspondence address:

Business telephone number:

Business email address:

Is this application for a special purpose vehicle - intending to register just one project for Buildmark warranty?: Yes No

Is this application for a joint venture; with two (or more) companies creating a separate business?: Yes No

If you are re-registering please provide your NHBC number:

Section 2b:

Sole trader

Sole traders can leave section 3 and move straight to section 4 after completing this section.

Title Mr Miss Mrs Ms Dr Other - please specify

Full name:

Date of birth:

Years trading:

Trading as name (if applicable):

Home address:

Postcode:

(If less than 3 years at current please provide a previous in the additional information section)

Email address:

Telephone number:

Mobile number:

Have you ever been declared bankrupt?

Yes No

If yes, have you been discharged?

Yes No

If you are/were associated with any current/previous NHBC registration, please provide details here (e.g. registration number, position held):



Section 3: Parties concerned with running the business

If you are a standard partnership, please provide the personal details of all partners.

If you are a limited or unlimited company, please provide the personal details (including home addresses) of all directors, shareholders, members (if applicable) and/or company secretaries.

Who are the company/partnership principals? (Not applicable for sole traders)

1. Title Mr Miss Mrs Ms Dr Other - please specify

Full name:

Date of birth:

Are they a: Partner Director Shareholder Member Company Secretary
 Other - please specify

Home address:

Postcode:

(If less than 3 years at current please provide a previous in the additional information section)

Email address:

Telephone number:

Mobile number:

Have they ever been declared bankrupt? Yes No

If yes, have they been discharged? Yes No

If this party is/was associated with any current/previous NHBC registration, please provide details here (e.g. registration number, position held):

2. Title Mr Miss Mrs Ms Dr Other - please specify

Full name:

Date of birth:

Are they a: Partner Director Shareholder Member Company Secretary
 Other - please specify

Home address:

Postcode:

(If less than 3 years at current please provide a previous in the additional information section)

Email address:

Telephone number:

Mobile number:

Have they ever been declared bankrupt? Yes No

If yes, have they been discharged? Yes No

If this party is/was associated with any current/previous NHBC registration, please provide details here (e.g. registration number, position held):

3. Title Mr Miss Mrs Ms Dr Other - please specify

Full name:

Date of birth:

Are they a: Partner Director Shareholder Member Company Secretary
 Other - please specify

Home address:

Postcode:

(If less than three years at current please provide a previous in the additional information section)

Email address:

Telephone number:

Mobile number:

Have they ever been declared bankrupt? Yes No

If yes, have they been discharged? Yes No

If this party is/was associated with any current/previous NHBC registration, please provide details here (e.g. registration number, position held):

Section 4a:

Builder

If you are applying as a builder, please provide the details of the person responsible for construction standards.

If you are applying as a builder

There must be a full time employee (technical representative) who is responsible for overseeing construction standards on site. Please confirm their details below:

If you are applying as a sole trader and if this person is to be you please tick here

Otherwise please provide their details:

Title Mr Miss Mrs Ms Dr Other - please specify

Full name:

Date of birth:

Address:

Postcode:

Telephone number:

Email address:

If this party is/was associated with any current/previously NHBC registration, please provide details here (e.g. registration number, position held, sites worked on, NHBC inspectors you may have worked with):

If we have no prior experience of the technical representative, please provide details of their past Industry experience here:

Section 4b:

Developer

If you are applying as a developer, please indicate who is carrying out construction work for you.

If you are applying as a developer

Have you appointed your main contractor? Yes No

If no, please provide details of your plans to appoint one:

If yes, are they NHBC registered? Yes No

If yes please provide their registration number OR if no please confirm that they are applying for NHBC registration:

Section 5:

Associations and grouping

If you have a parent or holding company, please indicate this here.

If you are associated with a company already registered with NHBC and you wish to benefit from the same premium rating please also indicate here.

Holding companies/grouping for premium rating

Is there a parent/holding company in relation to this application? Yes No

If yes, please provide their details:

Company name:

Company address:

Postcode:

Company number: Is this company NHBC registered? Yes No

If yes, please provide their NHBC registration number:

Do you wish to group with this company for premium rating purposes? Yes No

If no, is there another NHBC registered company you wish to group with? Yes No

If Yes, please provide their name and/or NHBC registration number:

Section 6:

Site notification

What is the address of the site you intend to register with NHBC?

If a site has already been submitted to us, please provide both the address and NHBC site reference.

A SNIN is provided in the application pack, or can be downloaded from our website www.nhbc.co.uk/builder/register/registeranewsite/

Your site details - what is the address of the site you intend to register with NHBC?

Have you already submitted a project to NHBC? Yes No

If yes please provide your site reference number and/or site address including post code:

Site Reference:

Site Address:

If no please provide a completed Site Notification and Initial Notice (SNIN) form along with this application.

Section 7:

Arranging health and safety

Construction has one of the highest accident rates of all industries, not just in the UK but in other parts of the world.

In light of this, please could you confirm what arrangements you have in place for site health and safety.

Please confirm what arrangements you have made for:

Managing health and safety, both in house (pre-construction) and on site during the construction phase

Accessing competent advice on health and safety matters

Assessing the competence of those you appoint to undertake building works

Who is the point of contact for any health and safety related matters?

Name:

Contact number:

Position in company:

Section 8:

Home registration/ construction plans

Please confirm your construction/ registration plans for the next 12 months.

This information will help NHBC process your application upon it's receipt.

In the next 12 months

What is the total number of homes you intend to register for Buildmark cover?

Total value:

Highest sale price:

How many homes do you intend to build for other people?

How many of these will be for Housing Associations/Registered Social Landlords? (Buildmark Choice)?

Contract value:

If you are a builder applying purely to build homes for other people to register please tick here

Do you plan to build any new homes which include a basement? Yes No

If yes, please be aware that we are not able to consider this as your assessment dwelling.

If you plan to register homes to be sold by someone other than yourself, please contact Customer Services on 0344 633 1000 to discuss your options.

If you need more space for company/partnership principals, or wish to provide any further information to support your application please use this page:

Additional information

Section 9: Declaration and authorisation

The name you have applied as will be the name that appears on the NHBC register and any subsequent documentation.

This means that if this application is successful, only this party would be entitled to use the NHBC logo.

Please note that submitting an application does not mean that you are NHBC registered.

If you are grouping with either an A1,A2,B1,B2 registered party, then the application fee you pay is reduced from £1,234+VAT or £857+VAT.

Please note, for grouping with any other premium rating (including A3, A4) the full application fee is due.

Please note that payment of the application fee must be made by the applicant, payments from any third parties cannot be accepted.

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

- confirm that I am authorised to make this application
- hereby apply to have the applicant's name entered in the NHBC Register of builders and developers
- confirm that the details I have given above 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
- please send us a BACS Transfer for £1,234+VAT or £857+VAT

Bank Name: **HSBC**
Account Name: **National Building Co.**
Account Number: **44573773**
Sort Code: **40-05-30**
IBAN: **GB10MIDL40053044573773**
BIC: **MIDLGB22**

Our VAT number is: **876339774**

When sending your payment to us, please could you also send a remittance as this enables us to allocate the payment accurately. **Please make sure you quote ref 'COMPANY NAME'**

Remittances can be sent to us in one of 3 ways:

Fax to: **01908 747779**
Email to: **creditcontrol2@nhbc.co.uk**
Post to: **NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP**

We accept BACS payments for outstanding invoices and for quotations, but please remember BACS payments take 3 days. **If you are looking to send payment urgently please do a Faster Payment, TT or Chaps Payment**

Please make sure that the payment is from the bank account in the name of the company applying for registration as we cannot accept payment from a third party

- understand that the application fee is not returnable, even if the application is not successful
- confirm that NHBC can carry out full credit checks on the signatories below.

If the discounted fee (*£857+VAT) applies, please specify the name and NHBC registration number of the associated business:

IMPORTANT:

If you are not authorised to give agreement on behalf of your business partners, members, directors and/or shareholders for credit related checks to be carried out then they will also need to separately give their agreement with this application to proceed with such checks. This fee, for which a VAT receipt will be issued, covers the cost of processing the application for NHBC registration.

A separate registration fee will be payable after admission to the register for each home requiring NHBC cover.

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

Signature:*

By signing this form, you also give permission for a consumer credit search to be undertaken by the NHBC.

Name of signatory:

Position held:

Date of signature:

*** Please note that this application cannot be processed without a signature from all directors and shareholders and the appropriate application fee. Further space is available below and opposite for additional signatories.**

Additional signatories

*** Please note that this application cannot be processed without a signature from all directors and shareholders and the appropriate application fee.**

By signing this form, you also give permission for a consumer credit search to be undertaken by the NHBC.

Signature:*

Name of signatory:

Position held:

Date of signature:

Signature:*

Name of signatory:

Position held:

Date of signature:

Signature:*

Name of signatory:

Position held:

Date of signature:

Section 10: Use of data

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 sessions

If you need any help or advice on completing this form, please call **0344 633 1000** and ask for 'Customer Services'.

Please send the completed form and any accompanying documents (e.g. SNIN, cheque) to: **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 www.nhbc.co.uk

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