

Application for change of status

From registered developer to registered builder

This application should be completed when a registered developer is looking to change their status to a builder on our register.

Part 1:

Registration details

Registration details

Name currently on our register:

Registration number:

As part of this process we will need to complete an assessment of your work on site. This assessment forms part of the change of status process and we are unable to complete this request until the applicant has passed the assessment.

The site used for this assessment should have the application detailed as the builder to enable us to assess their work and site standards to ensure they meet with our requirements. Therefore to avoid any delay in your application, we require a Site Application Initial Notice (SNIN) form and associated documents to accompany this application.

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 us 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 us, please provide details:

Details required: Name of firm/company, registration number, position held.

Part 3:

Plot registration plans

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

Plot 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 paid your application fee by BACS? 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
- ☐ made payment of £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.

Part 5:

Use of data

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

- Your organisation's NHBC registration
- Access to NHBC Standards
- NHBC Inspection Services (inc. Technical Risk Management)
- NHBC Technical and Compliance Services (inc. NHBC Accepts and NHBC Land Quality)
- NHBC Building Control Services Ltd
- NHBC Foundation
- NHBC training courses and events
- Clicks & Mortar – NHBC's monthly e-newsletter which covers all of the latest news on NHBC Standards, building regulations and NHBC products, services and training.
- Housebuilder magazine – a monthly subscription to the leading magazine for UK residential development and regeneration.

For more information, to update your communication preferences and to 'opt in' to receiving communications, please visit www.nhbc.co.uk/my-preferences. Or to view our privacy policy visit www.nhbc.co.uk/legal/privacy-notice.

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 **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.**

or alternatively you can send your application and accompanying documents by email to: **buildersupport@nhbc.co.uk**



NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP
0344 633 1000 nhbc.co.uk

National House-Building Council (NHBC) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in respect of carrying on its insurance business and its insurance distribution activities.

NHBC is registered in England and Wales under company number 00320784. NHBC's registered address is NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks, MK5 8FP. Note that only certain parts of NHBC's products and services are within the scope of UK financial services regulation. For more information on our products and services, please see our website nhbc.co.uk or your NHBC product documentation.