

Change of title

This application should be completed when a registered builder/developer has changed the status of their business.

Part 1:

Registration details

Please confirm your current detail.

Please confirm your proposed trading type.

Current details

Name currently on our register:

Company name:

Registration number:

New trading type

☐ Sole trader ☐ Partnership ☐ Private limited company ☐ Public limited company
☐ Other – please specify:

How long has this business been in existence? _____ years

For limited companies, please provide your Companies House Number:

☐ Please tick if this company has been set up for one specific project.

Is this company a joint venture with two (or more) companies creating a separate business?

☐ Yes ☐ No

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

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

Sole trader details

Your full name:

Date of birth:

Trading name:

Correspondence

Address:

Postcode:

Email address:

Telephone number:

Mobile number:

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

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

If you are/were associated with any firm/company currently or previously registered with us please provide details:

Have you ever been declared bankrupt? Yes No

If yes, have you been discharged? Yes No

Please proceed to part 2: 'Associations and grouping'

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

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

Partnership/company details

Partnership/company name:

Address:

Postcode:

Email address:

Telephone number:

Mobile number:

Part 1:

Registration details continued

Sole traders need not complete this section.

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

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

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

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

Partners/directors/shareholders information

1. Full name:

Date of birth:

Partner Director Shareholder

Home address:

Postcode:

Email address:

Telephone number:

Mobile number:

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

If this person is/was associated with any firm/company currently or previously registered with us please provide details:

Has this person ever been declared bankrupt? Yes No

If yes, has this person been discharged? Yes No

2. Full name:

Date of birth:

Partner Director Shareholder

Home address:

Postcode:

Email address:

Telephone number:

Mobile number:

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

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

Has this person ever been declared bankrupt? Yes No

If yes, has this person been discharged? Yes No

3. Full name:

Date of birth:

Partner Director Shareholder

Home address:

Postcode:

Email address:

Telephone number:

Mobile number:

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

If this person is/was associated with any firm/company currently or previously registered with us please provide details:

Has this person ever been declared bankrupt? Yes No

If yes, has this person been discharged? Yes No

Partners/directors/shareholders information

4. Full name:

Date of birth:

Partner Director Shareholder

Home address:

Postcode:

Email address:

Telephone number:

Mobile number:

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

If this person is/was associated with any firm/company currently or previously registered with us please provide details:

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, continue onto
a blank sheet and attach.

Part 2:

Associations and grouping

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

Associations

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

If yes, please provide details:

Company name:

Company address:

Postcode:

Company number:

Is this company registered with us?

Yes No

Grouping refers to our premium rating
scheme. By grouping together with a
currently registered associate company
which are under the same ownership and
controlled by the same directors, they can
be treated as a single entity for warranty
premium rating purposes.

If you wish to discuss this further,
please contact Customer Services on
0344 633 1000, Monday – Friday 09:00–17:00.

Are you already grouped with an associate/subsidiary company currently registered with us?

Yes No

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

Yes No

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

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.

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

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:

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:

Part 4:

Plot registration plans

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

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

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

In the next 12 months

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

Total value:

Highest sale price:

How many plots 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 plots for other people to register please tick here

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

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

Part 5:

Declaration and authorisation

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

For full details of the annual renewals process and fees, please visit our website www.nhbc.co.uk/renewals.

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
- will send a BACS Transfer for £156+VAT for the change of title fee

Bank Name: **HSBC**

Account Name: **National House 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 use your NHBC registration number as the reference on the payment transaction.**

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

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

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.**

Please refer to Part 6 for important information about how NHBC will use your data.

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:

Part 6:

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.**



NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP
Tel: 0344 633 1000 www.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.

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