

HETAS Sweep & Service Scheme

Application Form



Section 1. Business Contact Details ***Indicates required field.**

This address and associated contact details will be shown on the HETAS website.

*Business / Trading Name:			Existing HETAS ID Number (if applicable):	
*Responsible Person:				
Approved Contact (who can discuss but not make changes to your registration):				
*Business Address:			*Postcode:	
*Main contact number:			Second contact number (optional):	
*Email:				
Website:				
*Type of Business:	Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> PLC <input type="checkbox"/> Local Authority <input type="checkbox"/>			

Section 2. Technician Contact Details

Please note: If adding more than one Technician, we need one completed application per individual.

Their email address must be different to the business email address.

Please provide one ID photo per Technician. **Photos can be taken on a phone and need to include their head and shoulders against a plain background.**

*Technician name:			NI number:	
Address with postcode:				
Use same address as business:	<input type="checkbox"/>			
*Main contact number:				
*Email:				

Section 3. Training & Experience

Selected and awarded competences will be shown on the HETAS website.

Please provide evidence of any relevant training and experience.

TRAINING:

HETAS courses:	Online Sweeping Module <input type="checkbox"/> H003 <input type="checkbox"/> H005 <input type="checkbox"/> H009 <input type="checkbox"/> H009S <input type="checkbox"/> H011 <input type="checkbox"/>	
Other Training:	Power Sweeping Training <input type="checkbox"/>	Date Completed?
	NVQ2 in Chimney Sweeping <input type="checkbox"/>	Date Completed?
	Sweeping Association <input type="checkbox"/>	Association Name, Date Completed and Membership ID Number?
	Appliance Manufacturer Training <input type="checkbox"/>	Manufacturer Name and Date Completed?

EXPERIENCE:

Sweeping:	I do not wish to be listed for Sweeping <input type="checkbox"/>	
	How long have you been sweeping?:	_____ months _____ years
	Average number of sweeps carried out in that time:	

Servicing:	I do not wish to be listed for Servicing <input type="checkbox"/>	
	How long have you been servicing?:	_____ months _____ years
	Average number of services carried out in that time:	

Section 4. Supporting Documents

You need to provide copies of the requested supporting documents listed below with your application. Please ensure they are personalised with your business contact details.

* Your Public Liability Insurance policy schedule - <i>Your policy should cover you for your business activities and have a minimum cover level of £2 million. You should also ensure you have appropriate indemnity and liability cover for any additional competences such as CCTV</i>	<input type="checkbox"/>
* Your complaints procedure template - you should keep records for at least six years	<input type="checkbox"/>
* Your risk assessment - you should always provide this before commencing any work	<input type="checkbox"/>
* Your Terms and Conditions - this could be part of your contract of work	<input type="checkbox"/>

If you don't already have these in place, Complaints Procedure and Risk Assessment templates are available at: www.tinyurl.com/hetas-forms-and-documents

Section 5. Pre-Registration Assessment (PRA)

As part of the application process, we will need to carry out an assessment in order to demonstrate your selected competence in Section 3.

Please provide us with 2 addresses where we can access an appliance and flue system for assessment:

Address 1	Address 2

Please note: the owner of the property will need to be made aware that we will need to complete an assessment at their property and they will need to be present.

Section 6. Registration Fees

New Business Application - includes 1st Technician and assessment fees	£288 + VAT (annual)
Additional Technicians - applicable for any Technician added after the 1st Technician	£102 + VAT
Combined Schemes - must have an active Competent Person Scheme registration	£102 + VAT
Direct Debit Administration Fee - added to either New Business or Annual Renewal fee	£15.60 + VAT

Form prices shown are correct at the time of print – please see our live price list at www.hetas.co.uk/price-list

How would you like to pay?

BACS Account Name: HETAS Limited, Sort code: 20-20-15, Account number: 63478262 (Barclays Bank). Please use your business name as the payment reference.

Card We will contact you upon receipt of your application to arrange a payment over the phone.

Direct Debit Account Number: Sort code: Account Name:

Please note, opting to pay for registration via Direct Debit means all payments need to be made regardless of whether or not the business and/or registrants remain live on the scheme for the full year.

Section 7. Declaration

Unspent Convictions

If anyone applying to be registered has any unspent convictions or any restrictions have been placed on them when present in a premises with vulnerable adults or children, you will need to complete and return the Unspent Convictions Declaration Form with your application: www.hetas.co.uk/trade/schemes/unspent-convictions-declaration-form.

You can find government guidance at: tinyurl.com/ROA-1974

Personal Data

In order to maintain HETAS registration, we must hold registrant data which relates to the information provided in this document. By signing this form, you consent to us using this data in line with our privacy policy: www.tinyurl.com/HETAS-DataProcessing
You can unsubscribe from communications relating to your registration at any time by emailing: hello@hetas.co.uk

Declarations *indicates required field.

I have a waste carriers licence (*if applicable*)

(If sweeping)

* I provide a sweeping certificate to my customers and if i don't have one, I will use the HETAS Sweeping Certificate once my registration is live.

* I read and understand the [HETAS Sweeping Code](#).

* I understand and will utilise the HETAS Unsafe Situations Procedure (HUSP)

By signing this form, I confirm that all the information provided is accurate and that I have read and agree to the Rules and Conditions of Registration.

If you are both the Responsible Person and the Technician, please sign your full name in both fields:

Read the Rules and Conditions of Registration:

Responsible Person:

Name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Technician:

Name:	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>



Ready to submit your application?

- Are all sections complete and have both the Responsible person and Technician signed the declaration?
- Have you included an ID photo?
- Have you provided all Supporting Documents? Don't forget we need to see these personalised with your contact details.
- Have you provided two addresses for your Pre-Registration Assessment?

What happens next?:

- Once complete, please submit this application to schemes@hetas.co.uk for our Business Development team to review.
- If we need additional information, we will get in touch within 48 hours, otherwise your application will be processed and your HETAS Inspector notified. They will contact you to arrange your assessment.
- Upon completion, we will complete a final quality check and approve your application. You will receive a welcome email with your HETAS Registration Number and will now be listed on the website. An ID card will follow through the post.

Need some support?

Our Business Development team are on hand to help. Give them a call on 01684 215255 or email via schemes@hetas.co.uk.