



Building Standards  
Approved Certifier



The Scottish  
Government

## Certification of Construction (Drainage, Heating and Plumbing) Scheme

### Application to become an Approved Body (AB/1)

#### SECTION 1: COMPANY DETAILS

|   |             |                          |             |                          |                 |                          |       |                          |
|---|-------------|--------------------------|-------------|--------------------------|-----------------|--------------------------|-------|--------------------------|
| <b>Company Name:</b>                      |             |                          |             |                          |                 |                          |       |                          |
| <b>Type of Company:<br/>(please tick)</b> | Sole Trader | <input type="checkbox"/> | Partnership | <input type="checkbox"/> | Limited Company | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| <b>Contact Name:</b>                      |             |                          |             |                          |                 |                          |       |                          |
| <b>SNIPEF Membership Number:</b>          |             |                          |             |                          |                 |                          |       |                          |
| <b>Address:</b>                           |             |                          |             |                          |                 |                          |       |                          |
| <b>Post Code:</b>                         |             |                          |             |                          |                 |                          |       |                          |
| <b>Office Telephone:</b>                  |             |                          |             |                          |                 |                          |       |                          |
| <b>Fax:</b>                               |             |                          |             |                          |                 |                          |       |                          |
| <b>Mobile:</b>                            |             |                          |             |                          |                 |                          |       |                          |
| <b>E-Mail:</b>                            |             |                          |             |                          |                 |                          |       |                          |
| <b>Website:</b>                           | WWW.        |                          |             |                          |                 |                          |       |                          |

#### SECTION 2: NOMINATED CERTIFICATION CO-ORDINATOR(S)

*(You may nominate more than one Co-ordinator. If you are a sole trader you can act as both the Co-ordinator and the Approved Certifier but you must complete a separate Approved Certifier application. The Co-ordinator does not require to hold a technical qualification but they must hold a position of some authority in the firm).*

|   |  |
|---|--|
| <b>Name:</b>  |  |
| <b>Job Title:</b>   |  |
| <b>Contact Details (if different to above):</b> <i>(Include telephone number(s) office and mobile).</i> |  |
| <b>Length of Service:</b>   |  |

|   |  |
|---|--|
| <b>Name:</b>  |  |
| <b>Job Title:</b>   |  |
| <b>Contact Details (if different to above):</b> <i>(Include telephone number(s) office and mobile).</i> |  |

|                           |  |
|---------------------------|--|
| <b>Length of Service:</b> |  |
|---------------------------|--|

**SECTION 3: NOMINATED APPROVED CERTIFIER(S) OF CONSTRUCTION (ACC)**

*(If you are a sole trader you can act as both the Approved Body and the Approved Certifier but you must complete a separate application to be registered as an Approved Certifier)*

|                                   |  |
|-----------------------------------|--|
| <b>Name of Nominated ACC:</b>     |  |
| <b>National Insurance Number:</b> |  |
| <b>Name of Nominated ACC:</b>     |  |
| <b>National Insurance Number:</b> |  |

*You may nominate more ACCs if required. Please use a separate sheet. (Approved Certifiers who have never previously been registered will be required to attend and complete a Building Regulations training course and assessment). (An ACC/I form must be completed for each nominated Certifier of Construction and must accompany this form)*

**SECTION 4: APPROVED CERTIFIER(S) OF CONSTRUCTION (ACC) ALREADY EMPLOYED**

*(Approved Certifiers who are already employed must be members of the Drainage, Heating and Plumbing scheme)*

|                                   |  |
|-----------------------------------|--|
| <b>Name of ACC:</b>               |  |
| <b>National Insurance Number:</b> |  |
| <b>ACC Registration Number:</b>   |  |
| <b>Name of ACC:</b>               |  |
| <b>ACC Registration Number:</b>   |  |
| <b>National Insurance Number:</b> |  |

**SECTION 5: INSURER AND ACCOUNTANT DETAILS**

*(If you are not a current member of SNIPEF we will require you to provide us with the name of your Insurer (you need to hold Public Liability Insurance of at least £2m and Employers' Liability, if appropriate) and your Accountant so we can request that they complete a Financial Integrity Statement to confirm that your business is a going concern and has maintained proper accounts.*

|  |  |
|--|--|
| <b>Name and Address of your Insurer or Broker:</b> |  |
| <b>Telephone Number:</b>                           |  |
| <b>Policy Number:</b>                              |  |
| <b>Renewal Date:</b>                               |  |

|  |  |
|--|--|
| <b>Name and Address of your Auditor or Accountant:</b> |  |
| <b>Telephone Number:</b>                               |  |

**SECTION 6: LOCAL AUTHORITY AREAS** (Please tick the Council areas your firm carries out work in)

| Tick as appropriate | Local Authority                    |
|---------------------|------------------------------------|
|                     | All Scottish Local Authority Areas |
|                     | Aberdeen City Council              |
|                     | Aberdeenshire Council              |
|                     | Angus Council                      |
|                     | Argyll & Bute Council              |
|                     | City of Edinburgh Council          |
|                     | Clackmannanshire Council           |
|                     | Dumfries & Galloway Council        |
|                     | Dundee City Council                |
|                     | East Ayrshire Council              |
|                     | East Dumbartonshire Council        |
|                     | East Lothian Council               |
|                     | East Renfrewshire Council          |
|                     | Falkirk Council                    |
|                     | Fife Council                       |
|                     | Glasgow City Council               |
|                     | Highland Council                   |
|                     | Inverclyde Council                 |
|                     | Midlothian Council                 |
|                     | Moray Council                      |
|                     | North Ayrshire Council             |
|                     | North Lanarkshire Council          |
|                     | Orkney Council                     |
|                     | Perth & Kinross Council            |
|                     | Renfrewshire Council               |
|                     | Scottish Borders Council           |
|                     | Shetland Council                   |
|                     | South Ayrshire Council             |
|                     | South Lanarkshire Council          |
|                     | Stirling Council                   |
|                     | West Dumbartonshire Council        |
|                     | West Lothian Council               |
|                     | Western Isles Council              |

**SECTION 7: FEES**

The following annual fees will apply to the scheme:

| Designation   | Fee          | VAT                        | Total Fee    |
|---|--------------|----------------------------|--------------|
| <b>Approved Body Fee</b><br><i>(if current SNIPEF Member)</i>     | <b>£ Nil</b> | <b>N/A</b>                 | <b>£ Nil</b> |
| <b>Approved Body Fee</b><br><i>(if not current SNIPEF member)</i> | <b>£350</b>  | <b>At appropriate rate</b> | <b>£</b>     |

**SECTION 8: DECLARATION**

|   |  |
|---|--|
| I/We hereby apply to become an Approved Body under the Building (Scotland) Act 2003 and agree to work in compliance with the Building (Scotland) Regulations 2004 (As amended). I/We confirm that we will support Approved Certifiers by providing access to training and development in support of certification activities (both technical and procedural) to an appropriate level. |  |
| <b>Name:</b>  |  |
| <b>Position in Company:</b>   |  |
| <b>Signature:</b>   |  |
| <b>Date:</b>  |  |

You should send a cheque for the appropriate amount made payable to SNIPEF Management Ltd with the completed application. Applications will not be processed until your payment has been received.

04/10