

REGISTRATION APPLICATION FORM

GAS SAFE REGISTER



Please complete these forms using a black ballpoint pen and block capitals.

Section 1

Your Business Information

Trading Title

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Trading Title Continued (*for businesses with longer trading titles*)

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Company Name (*if different from above*)

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Building Name

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Number and Street/Road Name

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City or Town

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County

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Postcode

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Section 3

Your Engineers

This section of the form provides us with information about your engineers. Please tell us about everyone working for you who will undertake gas work.

- First, if your business has three or more engineers please photocopy Section 3 of the form before you complete it, ensuring you have photocopied enough forms for the number of gas engineers that undertake gas work for your business.
• Next, fill out the form(s) with the information we need about your engineers. Please ensure that you have entered all the information required. If you are a sole trader please make sure you have added your own information as an engineer.

Please note that by adding engineers to your registration you are telling us that you will take responsibility for the work that they do for your business and that they carry out gas work for which they are competent and hold valid evidence of competence.

Title First Name
[Grid of boxes for name entry]

Surname
[Grid of boxes for surname entry]

National Insurance Number (we use this unique reference to ensure that your engineers' evidence of competence matches our database)
[Grid of boxes for NI number]

Please provide us with the postcode of the centre where the engineers' work is managed from.
[Grid of boxes for postcode]

Tick if your business wishes to notify unvented hot water cylinders through Gas Safe Register. We will require you to self certify that any engineer who undertakes this type of work is trained and holds appropriate evidence of competence. We will inspect this evidence during the inspection process.

Additional Engineer

Title First Name
[Grid of boxes for name entry]

Surname
[Grid of boxes for surname entry]

National Insurance Number (we use this unique reference to ensure that your engineers' evidence of competence matches our database)
[Grid of boxes for NI number]

Please provide us with the postcode of the centre where the engineers' work is managed from.
[Grid of boxes for postcode]

Tick if your business wishes to notify unvented hot water cylinders through Gas Safe Register. We will require you to self certify that any engineer who undertakes this type of work is trained and holds appropriate evidence of competence. We will inspect this evidence during the inspection process.

Section 4

Sanctions and Prosecutions

Do you or does any engineer or any employee have any sanction, prosecution or pending prosecution that relates to gas work? This includes any improvement notice and or prohibition notice issued by the HSE. If the answer to this question is 'Yes' please tick the box below and you must provide a description of the nature of the sanction in the space below. You should include in this section any previously issued correction or improvement notices that you have received from Gas Safe Register.

No Yes

Please note that we will contact you to discuss this further if the answer is 'Yes' and it may speed up the decision making process if you include photocopies of the related documentation.

Section 5

Other Registration Numbers

If you are trading as a sole trader and have an interest in another registered business or have had a previous registration number please provide the registration numbers of each business below. If there are more than six please provide this information on a separate piece of paper.

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| Registration Number <input style="width: 100px; height: 20px;" type="text"/> | Registration Number <input style="width: 100px; height: 20px;" type="text"/> |
| Registration Number <input style="width: 100px; height: 20px;" type="text"/> | Registration Number <input style="width: 100px; height: 20px;" type="text"/> |
| Registration Number <input style="width: 100px; height: 20px;" type="text"/> | Registration Number <input style="width: 100px; height: 20px;" type="text"/> |

If you are trading as a Limited company or Partnership, please list all directors/partners of the business applying for registration. If any of the directors or partners have a current or past interest in a registered business please enter the registration number of the business against their name.

| Name | Registration Number | Additional Registration Number |
|------|---------------------|--------------------------------|
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Section 6

'Find a Registered Business' Service

As part of our commitment to support awareness of registered businesses, we will allow members of the public to use the Gas Safe Register service to identify names and telephone numbers of registered businesses by area and by category of registration through the 'Find a registered business' service. If you do not want the details of your business to be available through this service, please tick the box.

'Check an Engineer' Service

As part of our commitment to ensuring the public only uses registered engineers we will confirm an engineer's licence number, photo and categories of registration as well as the registered business name and number through this service. If you have not ticked the box above we will also give out your registered address.

Section 7

Payment and Fees

Please note the application fee and registration fee are applicable in all cases.

Cheque

Payment should be made to Gas Safe Register for the full amount and returned with this form. Please write your company name and postcode on the reverse of the cheque.

Credit/Debit Card

If you prefer to pay your application and registration fees by credit/debit card, please tick the box and we will call you to take your card details.

The current fees are:

Table with 4 columns: Description, Number, Inc VAT @ 20%, Total. Rows include Application fee, Registration fee (including a single engineer), Additional engineers, and Grand total.

Examples:

- a sole trader will pay £172.00 plus VAT registration fee, and the application fee of £190 plus VAT.
• a business with 10 engineers will pay £595.82 plus VAT. This includes £172.00 plus VAT registration fee, £190.00 plus VAT application fee and 9 x £25.98 plus VAT additional engineer fee.

Section 8

Data Protection

Data protection statement

Capita Gas Registration and Ancillary Services Ltd, trading as Gas Safe Register, processes data under the General Data Protection Regulation and operates the Gas Safe Register scheme on behalf of the Health & Safety Executive who is the Data Controller. This statement confirms our commitment to protect your privacy, to process your personal information in a manner which meets the requirement of this legislation and to use your data only for the delivery of the gas registration scheme in the performance of our legal and regulatory responsibilities.

By completing and submitting this information you are confirming that the information you are supplying is correct to the best of your knowledge, and you are accepting the terms and conditions of registration for your business and associated engineers as defined in the scheme Rules of Registration.

I agree to the terms of registration and Registration Policy.

I have read the Rules of Registration, Registration Policy and Privacy Policy.

I hereby certify, as the authorised person representing this business, that individuals undertaking work on behalf of this business have the legal right to work in the United Kingdom.

Signature: [Text box]

Position: [Text box]

Date: [Text box]