



European Mutual Recognition of Professional Qualifications

Directive 2013/55/EU

Application to Gas Safe Register as the designated authority for gas fitting engineers working in the UK (England, Scotland Wales, Isle of Man, Northern Ireland and Guernsey)

Gas Safe Register
PO Box 6804
Basingstoke
Hampshire
RG24 4NB
T: 0800 408 5500
W: www.GasSafeRegister.co.uk

Registered office: 65 Gresham Street, London, EC2V
7NQ Registered in England No. 05078781

Notes for guidance (please read these notes fully before completing the application form)

APPLICATIONS FROM GAS ENGINEERS FROM EU MEMBER STATES

If you are a gas engineer from an EU member state and you intend to undertake gas work in the UK on either a permanent, temporary or an occasional basis you will need to apply for registration with Gas Safe Register.

IMPORTANT

In the UK all businesses undertaking gas work must by law, be registered with Gas Safe Register. Anyone carrying out gas work on behalf of a business must also be registered for the categories of work being carried out on behalf of the business (each engineer for the business must hold appropriate certificates of competence for registration in each work category applied for). It will be necessary for you to provide the names, qualifications and details of relevant gas experience of all engineers that will be undertaking gas work in the UK as part of the registration process. This is irrespective of whether or not you will be working in the UK on a temporary or more permanent basis.

The tacit consent provisions of the EU Services Directive do not apply to applications for registration under the Gas Safety (Installation and Use) Regulations 1998 because of the overriding interest of protecting public safety.

Registration is renewable annually.

Please follow the steps below if you would like to express an interest in applying for registration with Gas Safe Register.

Step 1:

- You will need to complete this application form.
- To ensure Gas Safe Register receives all of the relevant information required to progress your application please ensure that this is provided for all engineers which you intend to use to carry out gas work in the UK. This information will need to be translated into English. Please do not send original documents (photocopies are acceptable).

Step 2:

- Once you have completed the application form and have all the necessary supporting documents in the format required please either email them to euapplicants@gassaferegister.co.uk or post to Gas Safe Register, PO Box 6804, Basingstoke, Hampshire, RG24 4NB.

Step 3:

- Once we have received the documents from you we will carry out an evaluation of the information you have given us, taking into account you and or your engineer's formal qualifications, training and any professional experience. This information will be evaluated against the relevant requirements necessary to carry out gas work in the UK.
- We will communicate the outcome of the evaluation in writing to the address you have provided within 20 working days providing full and detailed reasons for the decision. If you wish to appeal the results of the evaluation decision we will need to be advised as soon as possible, and no more than one month from the date we provided the evaluation outcome.

Possible evaluation outcomes

- Acceptance onto the register is for a period of 12 months. During the registration period you will be subject to a minimum of 2 work inspections. *However, before acceptance onto the register we will contact you by telephone to arrange payment of the application fee and (where applicable) a registration fee, by either credit card or debit card where applicable. Until we receive payment, no further action will be taken regarding your application.*

Or

- Gas Safe Register may require further evidence of gas competence. This may be achieved through undertaking a relevant aptitude test at a United Kingdom Accreditation Service (UKAS) accredited gas assessment centre or through a period of adaption carried out under the supervision of a Gas Safe registered business. The period of any adaption will be determined and authorised by Gas Safe Register. We will contact you if either of these options is subsequently required. **Note:** Should either of these options be recommended to you they will be at your own cost.

Please note

If gas work is a regulated profession in your home EU member state and provided you are registered in your home member state, no registration fee is required. Where gas work is not a regulated profession in your home EU member state, payment of the registration fee will also be required.

FEES

Application fee (this is a one off non-refundable fee)	£362.00
Annual registration fee where applicable (includes 1 engineer)	£172.00
Registration fee for additional engineers, per engineer	£25.98
Work inspection/complaint investigation	£168.00

All fees are excluding VAT at the current rate

Please note

Annual registration fees are set and announced by Gas Safe Register during each February preceding each forthcoming registration period.

Should your registration with Gas Safe Register be continuous for a 5 year period, you will be required to update your existing qualifications in line with Gas Safe Register's rules by undertaking at your own cost a relevant aptitude test at a United Kingdom Accreditation Service (UKAS) accredited gas assessment centre before the end of the 5 year period. Proof of successful re-certification will be required before renewal of the registration can take place.

Should further work inspections or complaint investigations visits arise during the registration period; these will also be charged to you at the same quoted rate above. Failure to comply with these requirements will result in removal from the Register and you will not be able to legally undertake gas work in the UK. If the reason for removal from the Register is as a result of unsafe gas work, we reserve the right to notify your removal to the European Single Point of Contact and your member state Registration Authority.

Contact

If you have any questions relating to your application with Gas Safe Register please contact us by either:

Email: euapplicants@gassaferegister.co.uk

Post: Gas Safe Register, PO Box 6804, Basingstoke, Hampshire, RG24 4NB

Telephone: 0800 408 5500

APPLICATION FORM

Section 1

(i) If you are applying for registration to work in the UK please provide the following information.

If your application is for temporary and or occasional work in the UK please ✓ the box

(Please refer to the additional guidance notes in section 5 before sending in the documentation)

Contact details in Member State of establishment (if applicable)

Address:

Telephone number (with dialling code):

Email:

Contact details in the host Member State (if applicable)

Address:

Telephone number (with dialling codes):

Email:

(ii) If you would like to provide an additional address in the UK please list below. Please note that if your registration is not for temporary and or occasional registration this section must be completed.

Address:

Telephone number (with dialling code):

Email:

(iii) Please indicate if you are legally established in an EU member State(s) to pursue gas work

Yes No

Legal establishment in one or more Member State:

For the purposes of this declaration "legal establishment" refers to the pursuit of the profession in compliance with the rules relating to professional qualifications, including the related training conditions, and all the rules specific to the pursuit of the profession. Legal establishment precludes any prohibition, albeit temporary from pursuing the profession.

(iv) If you answered yes please ✓ below in which member state(s) you are legally established

AT	BE	CY	CZ	DE	DK	EE	EL	ES	FI
FR	HU	IE	IT	LT	LV	LU	MT	NL	PL
PT	SI	SK	SE	CH	BG	RO	IS	LI	NO

If you have answered **no** please explain the reason below.

(v) Please indicate if the profession is regulated in the member State(s) in which you are established?

Yes No

If you have answered yes in (v) above please provide full contact details of the registration authority/organisation including details of your registration/licence number, categories of gas work registered for, the date of first registration and the number of years registered.

(vi) If the profession referred to is not regulated in the EU member State(s) in which you are established you will be required to supply proof of at least 2 years recent gas work experience for all of the categories of gas work you are applying for.

If you have any additional comments regarding the above which you feel would be beneficial to your application please list them below.

Section 2

(i) If you are trading as a limited company or partnership, please list below all the Directors/Partners of the business applying for registration.

Name of Director	Name of Partner

(ii) If any of the Directors/Partners has a current or past interest in a UK registered gas businesses please enter the registration number of the business against their name. If there has been no current or past interest in a UK gas registered business please leave the fields blank.

Name	Gas Safe registration number

(iii) If you are applying as a sole trader please provide the registration number(s) of the UK gas business that you have had an interest in previously (if applicable).

Registration number						
Registration number						
Registration number						

(iv) Please indicate if the business applying for registration is either a...

Sole Trader

(a sole trader is a business owned by one person, without any special structure)

Partnership Limited company

Government/Public body

Other

If you have any additional comments regarding the above which you feel would be beneficial to your application please list them below.

Section 2 a

(i) Please indicate below if you or any engineer that you intend to use to carry out gas work in the UK has any sanction, pending prosecution, prohibition notice, improvement notice issued in any Member State?

Yes

No

Please note that if you have answered yes to this question you must provide full details below (we reserve the right to request further information).

Section 3

(i) Responsible person

Please provide the name of the person responsible for gas registration matters, if you are a sole trader this will be you, this is the person that we will address all correspondence to.

Mr/Mrs/Doctor etc.;

First name:

Surname:

Please indicate below the address you would like us to correspond with you at.

Section 4 (please refer to the additional guidance notes in section 5 before sending in the documentation)

(i) Engineers registered to this business.

Please provide the following information for **all the** gas engineers that will be working for the business applying for registration in the UK.

We will assume that the address that the responsible person has listed will be the same address that the engineer(s) are being managed from.

Please ✓ the document(s) which accompany this declaration (Please do not send original documents, photocopies are acceptable).

	Proof of nationality
	Verification of legal establishment
	Evidence of professional qualifications
	Proof of two year professional experience
	Translated copy of certificate of gas fitting experience
	Name and address of body issuing the certificate of competence
	Date the certificate was issued
	Translation of the gas fitting competencies covered by the certificate
	Translation of the training programme and/or syllabus
	Name and address of the regulatory body in the member state of origin
	Translated copy of licensing and/or registration held in member state
	Translated copy of curriculum vitae (CV)
	Translated information detailing gas work experience
	Translated references from employers of gas work experience

(ii) **Please note** documents submitted that are **not** written in English must be independently translated by a sworn translator of English and include an appropriate recognition statement confirming the translators eligibility.

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.

Signed

Print name

Position

Date

Please return the completed application to by post to:

Gas Safe Register, PO Box 6804, Basingstoke, Hampshire, RG24 4NB

Or email to: euapplicants@gassaferegister.co.uk

Registration Renewal

At month 10 of the registration period, we will contact you and ask that you complete and return to us a further declaration form for the renewal of the registration. Based on your reply and your intent to continue carrying out your profession for a further registration period, a decision will be made by Gas Safe Register as to your continued status as being registered on a temporary or an occasional basis. If you are no longer considered to be operating on a temporary or an occasional basis, you will be required to renew your registration on the basis of being a permanent registrant and will be required to pay the current registration fee for the forthcoming 12 month period.

Section 5 Important guidance notes

These guidance notes are designed to help you in providing the information requested

Section 1 (temporary and or occasional work):

Permanent providers are those (whether individuals or companies) who are “established” or based at premises in the UK, while “temporary” providers are those operating in the UK but are based at premises in other European Economic Areas (i.e. the EU plus Iceland, Liechtenstein and Norway) (EEA) states, or vice versa.

Section 4:

The information should include:

- The duration of the gas work carried out (how much time spent weekly undertaking gas work).
- The types of gas appliances worked on (cookers, fires, central heating boilers etc).
- In depth details of the gas work carried out on the gas appliances (this should include a description of soundness testing of gas supplies/appliances, pipe sizing , flue flow test, spillage testing, operational tests carried out on the appliances including details of combustion performance testing, whether natural gas or liquefied petroleum gas (LPG) etc.
- If possible photographs of any gas installations carried out.

This list is not exhaustive however it should be used as a guide to the information required.

Additional guidance information

The National Recognition Information Centre for the United Kingdom (NARIC) also offers a service to provide comparability assessment service between formal qualifications. Please consider using this service as the resulting report can assist in our assessment of your application. It is recommended that the minimum level of NARIC assessment provided is a Career Path Report as this provides the most appropriate level of information for further assessment of gas qualifications.

(Note: A fee is payable to UK NARIC for using their services)

Please visit their website www.naric.org.uk and follow the link to the Career Path Report for more detailed information.

UK NARIC can be contacted by the following methods:

By post at: UK NARIC, Oriel House, Oriel Road, Cheltenham, GL50 1XP

Telephone: +44 (0) 871 330 7033

Or by fax to: +44 (0)871 330 7005

Please note they are unable to accept documentation sent by email.