

## **Application for the Inventory Membership Scheme - Non Elmhurst Members (AP109)**



We operate a professional inventory membership scheme, which allows the creation and registration of inventories. It is also designed to provide support, monitoring of standards and the provision of Professional Indemnity (PI) and Public Liability (PL) Insurance for our inventory provider members.

### **1. Introduction**

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Please read and fully complete this application, providing us with all of the required information required. Insufficient and missing information will result in applications being delayed

#### **Fees**

Initial application for accreditation - FREE. Subsequent annual renewal is free of charge if you have submitted 25 inventories or more in the previous accreditation year. If you have submitted less than 25 inventories in the previous accreditation year then the renewal fee is £95.00 +VAT

Fees are as specified on our website which may change from time to time.

## 2. Applicant Information

Please complete in block capitals

Title	<input type="text"/>	Forename (s)	<input type="text"/>
Surname	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Email Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Mobile No	<input type="text"/>
Telephone No	<input type="text"/>	Fax No	<input type="text"/>

## 3. Invoice Address Please note this is the name your account will be set up under

As above  Please complete in block capitals

Company Name	<input type="text"/>		
Company Registration Number	<input type="text"/>		
<small>Please write N/A in the box if you are a sole trader.</small>			
Trading Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>	Email	<input type="text"/>
		Mobile No	<input type="text"/>
Telephone No	<input type="text"/>		<input type="text"/>
	Fax No	<input type="text"/>	
Invoice email Address	<input type="text"/>		

## 4. Are you a fit and proper person?

It is a requirement of the Elmhurst Energy Inventory Membership Scheme that you have been subjected to a Basic Disclosure Certificate within the **past three years**. Please send a **colour copy**. Please note: however that should you wish to apply for accreditation as a Domestic Energy Assessor in addition to the Inventory Scheme either now or in the future your Basic Disclosure Certificate would need to meet a different acceptance criteria as stated in section 5 of our AP41 Application form.

## 5. Insurance

Public Liability and Professional Indemnity Insurance for the Certificate you issue and the work you do in producing an Inventory, is included as part of your accreditation.

## 6. Competency

To be eligible to join the Elmhurst Energy Inventory Membership Scheme you are required to have attended an Elmhurst Inventory Course and successfully completed the assessment process. Alternatives may be accepted.

Training Provider

## 7. Declaration

### Terms and Conditions

Please click [here](#), or visit the Elmhurst website to read the Elmhurst Energy Systems Ltd Standard Terms and Conditions. [www.elmhurstenergy.co.uk/information-for-members-prospective-members](http://www.elmhurstenergy.co.uk/information-for-members-prospective-members). Payment of lodgement fees by direct debit is free, non direct debit payments are subject to a surcharge of 3% (minimum of £3.00). You can view the direct debit instructions [here](#).

### Applicant Declaration:

By signing this document I declare that all the information provided is accurate and truthful. If successful, I promise to abide by the Elmhurst Energy Code of Conduct and will ensure any Terms, Conditions and Standards that are currently defined and may be specified in future, are followed.

If successful in my application I also agree to visit the Elmhurst Energy website on a regular basis (at least monthly) to ensure that I remain aware of any changes to the Terms, Standards or Codes that apply to the Elmhurst Energy Systems Accreditation Scheme. [www.elmhurstenergy.co.uk](http://www.elmhurstenergy.co.uk).

### Bill Payer's Authorisation:

I confirm that I have discussed this application with the applicant and agree that I will pay all resultant charges and fees on their behalf.

Applicant's Signature

Date

Bill Payers' Signature

Date

Bill Payer's Name and Position

Company or Organisation

## 8. Checklist

- Colour Copy of Basic Disclosure Certificate
- Proof of Training and Competency