

## SUB-CONTRACTOR - APPLICATION FORM

**IMPORTANT** : Please complete in full and return to us at our address below. Please submit copies of requested documentation, otherwise this Application cannot be processed.

FORM COMPLETION DATE

YOUR TRADE SPECIALITY

Ceramic Tiler  
Floor Layer

mark X

Diamond Grinder  
Resin Installer

YOUR DETAILS

TIITLE: Miss/Ms/Mrs/Mr/Other (please specify):

Date of birth: (dd/mm/yyyy):

First Name:

Surname:

Nationality:

Gender:

EMPLOYMENT TRADE DETAILS

TRADING AS:

Trading address:

Post Code:

Home Tel:

Mobile Tel:

Work Tel:

Fax Tel:

E-mail address:

STATUS

Are you a:

SOLE TRADER	PARTNERSHIP	COMPANY
<i>please delete &amp; complete relevant section below:</i>		

SOLE TRADER:

Registered UTR No:

Nat Ins. No:

PARTNERSHIP:

Partnership Registered UTR No:

Nat Ins. No:

Partner Registered Name:

COMPANY:

*If COMPANY return copy of Co.Letterhead*

Co. Registered UTR No:

Co. Registration No:

VAT: Are you VAT Registered?

YES	NO
<i>If YES return copy of VAT Certificate</i>	

CSCS STATUS:

*NOTE: Without a valid CSCS Card you will not be allowed to work on any site and this Application will not be processed any further.*

*Please provide copy of valid CSCS Card*

CSCS Reg No:

CSCS Card Expiry Date:

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## INSURANCE DOCUMENTATION

Please provide copy of valid Insurance Certificate(s) as proof evidence

Sub-Contractors are responsible for ensuring that they are adequately and continually insured. We take no responsibility for any risks or insurance liability.

Please confirm you are covered by PUBLIC LIABILITY INSURANCE \* :

YES	NO	Cover to value of:	£	Expiry Date:	
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\* **IMPORTANT NOTE: £5m Public Liability Cover is required for our Compliance Listing.**

OTHER RELEVANT INSURANCE HELD:  
*(please detail and attach evidence)*


## BANK DETAILS

Account in Name of:

Bank Name:

Branch:

Account No:

Sort Code:

## EMERGENCY CONTACTS

*If possible, please list 2 contacts in the event of emergency:*

### 1st CONTACT:

First Name:

Surname:

Contact No:

Optional No:

Relationship:

### 2nd CONTACT:

First Name:

Surname:

Contact No:

Optional No:

Relationship:

## TEAM

Please outline below the number of sub-contractors (team) you can provide:

*Please note all members of your team are to complete a separate Application Form & provide appropriate documentation*

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SKILLS & EXPERIENCE

Please outline below the skills/competencies you possess:

Large empty rectangular box for detailing skills and experience.

PLEASE OUTLINE BELOW DETAILS OF THE LAST 3 PROJECTS THAT YOU HAVE WORKED ON

Table with 4 columns: Project Number, Who did you worked for:, Products Installed ie. Vinyl/ceramic tiles:, and Duration:. It contains three rows for project details.

OTHER TRAINING/COURSES/CERTIFICATIONS

Please provide copy of all Training Certifications

Are you SSSTS/SMSTS Certified?

If Yes, Expiry Date:

Form with YES/NO columns and an Expiry Date field for SSSTS/SMSTS certification.

Do you have current Asbestos Awareness Training?

Expiry Date:

Form with YES/NO columns and an Expiry Date field for Asbestos Awareness Training.

Do you have FITA Training?

Expiry Date:

Form with YES/NO columns and an Expiry Date field for FITA Training.

Please List below any other relevant training/qualifications that you have achieved.

Large empty rectangular box for listing other relevant training and qualifications.

IF YOU HAVE ANY OTHER DETAIL THAT YOU WOULD LIKE TO ADD:

Large empty rectangular box for adding any other relevant details.

# SUB-CONTRACTOR - APPLICATION FORM

**TERMS & CONDITIONS of Application**

**COMPLIANCE:**

Sub-Contractors **must** have provided all relevant documentation outlined on this Application Form (**prior to undertaking any works**)

No Sub-Contractor should commence any works before they have provided this to us. We will not take any responsibility for any SubContractor on site who has not issued this.

Please submit Application including all documentation and any subsequent changes to: [subcontractledger@chelmergroup.com](mailto:subcontractledger@chelmergroup.com)

All information provided **must be true and accurate**. Sub-Contractor is to advise us of any change in circumstance as soon as possible. False information provided is illegal and Sub-Contractor may be reported to relevant authority and subject to prosecution.

**HEALTH & SAFETY**

Sub-Contract confirms that correct **PPE** will be worn at all times (no Exceptions).

As an ISO Accredited Company, we adhere to the Standards of ISO 9001 Quality, ISO 14001 Environmental and ISO Health & Safety OHSAS 18001, and expect all staff and sub-contract personnel to comply. Sub-Contractors used by our Company are to have read, understood and fully comply with all Company Policies/H&S Policy, Procedures, British Standards, Legal & Obligatory Legislation. Sub-Contractors are to have fully read, understood and abide by all Site conditions and H&S requirements. Copies are either available on request or to download on our website [www.chelmergroup.com](http://www.chelmergroup.com)

**The equipment** that you use must be fit for purpose and have valid PAT Testing Certification and ID. Please provide evidence of Valid PAT Testing on all of your Equipment to be used on Site. We will not be held liable for any accidents or incidents and you will be liable for all associated costs if equipment is found not to have valid PAT Testing

In accordance with our **Health Surveillance Policy**, we need to ensure that you are fit to carry out the task(s) assigned to you. **If you are not fit to undertake any task(s)** duly assigned to you, you are hereby instructed **not to carry out the task(s)** and must notify us of this in writing, in advance of task(s) commencing. Should you not inform us of being Unfit to carry out the task(s) assigned to you, we will not be held liable. Copies of Health Surveillance Policy available upon request.

Similarly, if you feel you are not trained adequately in any task/use of equipment assigned to you, to be able to carry out the task/use equipment, safely and effectively, **you should not proceed with or undertake any task or use equipment**. Sub-Contractors are responsible to ensure that they have received, **prior to undertaking task or using equipment, full training**, have read and fully understood all Site and H&S requirements, Risk & Method Statements (RAMS), Safety Data Sheets etc, attended Site Induction, received relevant Toolbox Talk/other necessary training. For Sub-Contractor advance training support, please observe and download from our website our sample **Toolbox Talk Package 'zip' file** to refresh yourself in some of these areas, however, this is not exhaustive, and may not be fully reflective of the required training for the task or equipment. You are responsible to ensure that you receive correct training for your assigned task(s)/equipment, as appropriate, and ensure that you sign our Toolbox Talk/Training Attendance Sheets to confirm your full understanding of comprehensive training. We will not become liable for any task undertaken or equipment used, for which you have not received adequate training.

**PAYMENT TERMS**

You will be paid in accordance with our Payment Schedule appended hereto. This is also available for download from our website.

Sub-Contractor confirms all tasks will be carried out to best of ability, to Specification and/or brief. If any works/tasks carried out are deemed unsatisfactory or sub-standard, Sub-Contractor confirms and takes responsibility to make good any of their works at No extra cost to Us/Client, within specified site programme deadline dates and/or to Our/Client requirements. We reserve right to employ others to make good any works and to withhold all associated costs from any Sub-Contractor invoice received, or to separately issue invoice to Sub-Contractor for full payment. Any Claims made in respect of sub-standard workmanship or defective works is full responsibility of Sub-Contractor. We also reserve right to reclaim/recharge Sub-Contractor at later date up until date of Practical Completion, for any works Paid by Us to Sub-Contractor, which are considered or found to be sub-standard or unsatisfactory by either Client/Us.

**DATA PROTECTION:**

In accordance with GDPR, details provided with and on Application, will be collected and stored by us; processed fairly, lawfully and in transparent manner. Personal details are retained on Sub-Contractor Compliance Database Summary (with user access and password controls in place), and used only for strict HMRC legislation compliance identification as well as for company statistical measuring and ISO monitoring/audit purposes, summarising professional training (for skillset site allocation purposes), compulsory £5m PL insurance compliance and CSCS evidence. Emergency contact details that you identify are recorded for sole purpose of contact in event of either accident/incident. Status details are passed only to HMRC for CIS Verification and recorded on Sage/Xero Accounting for payroll purposes. Individual's training certifications and CSCS Card only, may be passed to Site where Sub-Contractor has been specifically allocated task(s) and which has specifically been requested by Named Client on Site (used for evidence/site safety/audit purposes only). Details will also be used for ISO Audit transparency satisfaction purposes. Chelmer may highlight individual training achievements or project achievements for promotional marketing purposes on [www.chelmergroup.com](http://www.chelmergroup.com) or via twitter or linked in. If you object to this, please advise immediately on application. Chelmer will endeavour to ensure accuracy of all personal data held. Details will be only held for as deemed necessary under Site Contract and/or HMRC CIS or legislative regulations. Personal details may be printed and safely stored for verification purposes. Should you wish to find out more about personal data which we hold on you, please contact our Data Protection Representative, Lorraine Thompson, t: 01621 850 800 [admin@chelmergroup.com](mailto:admin@chelmergroup.com); who will respond generally within 1 month of request (extended up to 3 months in complex/numerous request) for details. You have right to withdraw consent for us to hold your data; right to object to us using your data for particular purpose(s); right to data portability (meaning that if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases); right to have your data erased (this may be subject to legislative requirements).

Sub-Contractor is requested to keep Cg up-to-date with any changes to ensure personal details are accurate. Your Signature on Application confirms that you fully consent to this.

If you do consider it necessary, you can also submit a complaint with the Information Commissioner's Officer (ICO) at [www.ico.org.uk](http://www.ico.org.uk), but please give us opportunity to resolve any grievance in first instance and contact us. Please contact our Data Protection Representative.

**SIGNATURE AGREEMENT**

**By completing and returning this form, you wholly agree to compliance.**

**Please sign to confirm you fully agree and understand these Terms & Conditions:**

**PLEASE COULD YOU LET US KNOW WHERE YOU HEARD ABOUT US**

INTERNET	FELLOW WORKER	SUPPLIER	or OTHER:
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**CHELMER GROUP LTD**

*Commercial Floor & Wall Finishings Specialists*

UNIT 12 WYCKE HILL BUSINESS PARK | WYCKE HILL | MALDON | ESSEX CM9 6UZ | T: 01621 850 800 | E-mail: [subcontractledger@chelmergroup.com](mailto:subcontractledger@chelmergroup.com)