



**Registration
Services**

**OFT 107 UN-VENTED HOT WATER SYSTEMS
SELF-CERTIFICATION SCHEME
REGISTRATION APPLICATION FORM**
(Including Approved Document G3 works in England & Wales)

Failure to complete **all sections** of this form and enclose **all documents** requested can delay your application.
All applicants for OFTEC OFT107 Business/Technician registration must already hold OFTEC registration

Please return the completed form to:

OFTEC Registration Services
Foxwood House
Dobbs Lane
Kesgrave
Suffolk IP5 2QQ
Telephone: 0845 6585080
Facsimile: 0845 6585181

Section 1

Full company name (this will appear on your certificate once you are registered):

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Trading Name (if different):.....

OFTEC Company Registration Number:.....

Address:.....

.....

.....

..... Post Code:.....

Telephone No:..... Fax No:.....

Mobile No:..... Website:.....

Email:.....

Name of Scheme Contact (Person responsible for ensuring all requirements of the scheme are met):

.....

Section 2

Type of business: (e.g. public Ltd. company, private Ltd. company, partnership, sole trader):

.....

Ltd company registration number: (if applicable):.....

Ltd company registered office address: (if applicable)/ If different from the address supplied overleaf:

.....

.....

..... Post Code:.....

Date established:.....

I authorise OFTEC to contact my bank for a reference should one be required. **If you do not /have not returned a completed direct debit form you will be unable to self certify and notify un-vented works and will be required to obtain a building notice accordingly.**

Section 3

If you are a member of any trade association or relevant body, please let us know (e.g. NICEIC, CORGI, NAPIT, APHC, BESCA etc)

Section 4 – List of Registered Technicians undertaking un-vented works:

OFTEC requires a list of all the Registered Technicians that you employ who are qualified to undertake un-vented works. In addition, if a Registered Technician leaves or joins the company, you must inform OFTEC as soon as possible. If you run out of space here to list your Registered Technicians, please include them on a separate sheet.

Please supply copies of each technician’s un-vented qualification certificate.

Registered Technician 1

Name:.....

OFTEC Technician Registration Number:.....

Qualifications: Course Title:.....

Centre:..... Date:.....

Registered Technician 2

Name:.....

OFTEC Technician Registration Number:.....

Qualifications: Course Title:.....

Centre:..... Date:.....

Registered Technician 3

Name:.....

OFTEC Technician Registration Number:.....

Qualifications: Course Title:.....

Centre:..... Date:.....

Registered Technician 4

Name:.....

OFTEC Technician Registration Number:.....

Qualifications: Course Title:.....

Centre:..... Date:.....

Section 5

The applicant agrees to abide by the rules of OFTEC from time to time in force, and the reasonable requirements of the OFTEC Board. The applicant confirms that all information provided on the application form including the declaration and documentation supplied in support of the application is true, complete and accurate in all respects.

The applicant agrees to notify changes in business and bank details to OFTEC as soon as possible. The applicant agrees to set up direct debit payments to OFTEC for Works Notifications in England and Wales. The applicant acknowledges that failure to comply with the requirements of OFTEC may mean that an application may not be successful or may result in suspension or revocation of registered businesses.

Signature:.....

Name:.....

Position: Director / Partner / Proprietor

Date:.....

OFTEC OFT107 REGISTRATION SCHEME CHARGES

The current charges for registration with OFTEC's Part G3 Self-Certification Scheme are as follows:

Registration Fee £100 Plus VAT (This includes an application fee to become an OFTEC 107 Registrant and the registration fee (adding the defined Scope un-vented work category to your registration))

PAYMENT DETAILS

Payment must be made either in the form of a cheque, made payable to **OFTEC**, or by credit card (please complete details below and return with your application)

Item	Number of Technicians		Total
Initial Registration Fee		@ £100 Plus VAT per technician	
Total Payment Enclosed:			

Payment Method: Cheque (payable to OFTEC for amount above)
 (Please tick one) Credit Card (please complete details below)

Credit Card Payment Only:

Cardholder Name:.....

Card Type: Mastercard / VISA / Delta / Maestro / Other (delete as applicable) **Issue No:**

Card Number:

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Valid From:/..... **Valid To:**/.....

Signed:..... **Date:**.....

Checklist

Please ensure you have included all the following with your completed application form.

- Copy of un-vented Qualification Certificate held for each Registered Technician **We are only permitted to accept certificates that are less than 5 years old. Evergreen certificates will only be accepted for 5 years from the initial certification date.** (see declaration 11)
- Copy of Public and/or Employer's Liability Insurance document
- Cheque / Credit Card payment details

Section 6 - Please ensure that this is included with your returned application

Declaration

1. I am aware of the current requirements of the Building Regulations and associated approved documents relating to the installation of notifiable un-vented work. A copy of the relevant regulations is held at the address above. My business will comply with those requirements, ensure that all relevant employees, agents and subcontractors are familiar with them, and that work will be of satisfactory quality. My business will also commit to keep up to date with any changes to these regulations.
2. I am aware that failure to comply with the relevant Building Regulations is an offence for which my business can be prosecuted and OFTEC registration revoked.
3. I agree that all certification in respect of notifiable un-vented work installed by my business in dwellings in England and Wales will be forwarded to Local Authority Building Control Departments by OFTEC.
4. I agree to offer to each of my customers an insurance backed warranty or guarantee covering the cost of completing rectification work in respect of defects and in the event of ceasing to trade, an independent insurance policy to support such a guarantee, in terms satisfactory to OFTEC, in addition to our company guarantee, if I take deposits, I will arrange suitable indemnity insurance for the consumer. (See section 6)
5. I agree on completion of an installation, to certify compliance with the Building Regulations and provide information to OFTEC, of the address and installation details. This notification is to be in an electronic format acceptable to OFTEC, and to be made no less frequently than weekly. I agree to pay a cost-related fee for each transaction advised, by variable direct debit.
6. I understand that I am bound by statutory health and safety requirements and I agree to comply with them. I also agree to comply with statutory waste disposal requirements.
7. I agree to pay the OFT107 registration fee (currently £100 + VAT)
8. I agree to ensure that all work carried out by my company will be in compliance with British Standard BS7671.
9. I commit to the principle of fair-trading as a business, which shall involve as a minimum using a customer contract where appropriate, and having a customer complaints procedure in place.
10. I agree to notify OFTEC of each notifiable installation within 20 days of the installation being completed. I understand that failure to comply with this can result in disciplinary procedures taking place.
11. I confirm that once my certificate has expired I will retake the assessment and pay an administration fee to update my records and reissue my documentation.

Signature:...

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Date:.....