



Appendix A

British Board of Agrément Approved Assessor Scheme for Assessing the Suitability of Buildings for the Installation of Cavity Wall Insulation

Application (and Change of Details Form)

- New Applicant (delete as applicable)
- Change of Details

Please refer to the current Scheme Document when completing this application form.

<p>Insert here the Applicant full name and address and the authorised signature(s) of the Applicant and the date.</p> <p>Tel no:</p> <p>Fax No:</p> <p>Website:</p> <p>e-mail</p>	<p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>Postcode:</p> <p>Contact:.....</p>
<p>For company application please provide the names and job titles of all those covered by this application. (continue on a separate sheet if necessary).</p> <p>Enter the name of the company or companies you are currently contracted to for Cavity Wall Insulation Assessing (continue on a separate sheet if necessary).</p>	<p>Please provide details of the approximate number of assessments of buildings for installation of Cavity Wall Insulation completed by the Applicant in the 12 months prior to the date of this application</p> <p>.....</p>
<p>The BBA is registered with the Information Commissioner for a number of purposes under the Data Protection Act 1998</p>	
<p>Signature of Authorised Person _____</p> <p>Name of Authorised Person _____</p> <p>Date : _____</p>	
<p>The <u>completed</u> application form should be forwarded to the BBA for the attention of Operations Administration</p>	<p>If submitting this form for change of details please make clear which details are being changed</p>

This application is subject to the Scheme Document current at time of completion of this application form and the following conditions and payment terms.

Conditions

- 1 An Applicant will be approved by the BBA at its absolute discretion.
- 2 Applicants are required to disclose to the BBA all relevant information within any timescale determined by the BBA. Failure to meet this requirement will leave the BBA free to cancel the application.
- 3 This application and any subsequent BBA approval shall be governed by and construed in accordance with English Law.

Payment Terms

Upon receipt of this form the BBA will notify the Applicant of the fee payable in respect of the pre-assessment required before Approval can be considered by the BBA.

Fees in respect of assessment must be settled in full as required by the BBA.

Upon receipt of the fee the BBA will carry out an assessment of the Applicant to become BBA Approved to assess the suitability of domestic properties for cavity wall insulation.

When approved, surveillance fees must be settled within timescales determined by the BBA:

- (a) by a single remittance; or
- (b) by monthly standing order.

An application which remains unpaid after 30 days from date of invoice shall be cancelled.

In the event of the application being withdrawn by the Applicant, the application fee may be refunded to the Applicant, less any amount determined by the BBA to cover technical and administrative work carried out associated with the application.