



British Board of Agrément  
Bucknalls Lane  
Garston, Watford, Herts  
WD25 9BA  
Telephone: 01923 665300  
Fax: 01923 665301  
<http://www.bbacerts.co.uk>

## British Board of Agrément Inspection Scheme for Installers of Loft Insulation

- New Applicant (delete as applicable)
- Change of Name and/or Address (delete as applicable)

Insert here the firm's full name and address and the authorised signature(s) of the applicant and the date.

(One application per depot)

Tel no: \_\_\_\_\_

Fax No: \_\_\_\_\_

Website: \_\_\_\_\_

e-mail : \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact: \_\_\_\_\_

Enter the names of the technicians trained to install under this scheme (continue on a separate sheet if necessary)

Please provide details of the total number of loft insulation installations completed from each depot in the 12 months prior to this application

**By signing this application form you agree to inspection details being shared with the stakeholder to whom you are contracted.**

The BBA is registered with the Information Commissioner for a number of purposes under the Data Protection Act 1998

Signature of Authorised Person \_\_\_\_\_

Name of Authorised Person : \_\_\_\_\_

Date : \_\_\_\_\_

The completed application form should be forwarded to the BBA for the attention of the SA&I Admin

Where the application is submitted for a change of title and/ or address the relevant facts should be made clear on the form.

**This application is subject to the conditions overleaf**

## Conditions

1. An Applicant will be accepted to the Scheme at the absolute discretion of the BBA.
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. The member will cease to be valid if :-
  - (a) in the judgement of the BBA the requirements set out in the current Scheme for Installers of Loft Insulation are not met
  - (b) the annual or any additional surveillance fees are not paid by the applicant when due
  - (c) the BBA determines that the member should no longer continue in the Scheme
4. Termination of the membership by the BBA will be notified to the applicant by post and any appeal must be received by the BBA within one month of the letter of termination.
5. The member of the Scheme shall **not** be entitled to use the BBA logo unless installing BBA Approved products.
6. This application and any subsequent scheme member shall be governed by and construed in accordance with English Law.

## Payment

Upon receipt of this form the BBA will notify the Applicant of the fee payable in respect of the pre-assessment membership.

Fees in respect of assessment must be settled in full.

Upon receipt of the fee the BBA will carry out an assessment of the applicant's suitability as a member to the scheme.

Surveillance fees may be settled:

- (a) by a single remittance, or
- (b) by equal monthly payments by a bank's standing order, for which an administration charge applies.

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 associated with the application.