



Section 1 - Applicant Details

1.1 Company details

Registered Company name	
Trading as	
Address	
Company Registration number	
Town/City	
County	
Postcode	
Country	
Website	
Main telephone number	
VAT number	
Registered address if different	

Guidance Notes

This guidance notes section aims to provide support in completing the application form

Company Details:

This should be the company name that will appear on the certificate only (i.e this should not be the details of any 3rd party company working with the manufacturer).

It is recommended that the applicant appoints a competent person who will be responsible and empowered to act as the main point of contact during the approval process, and give conclusive answers to any technical and procedural questions from the BBA.

1.2 Main point of contact's details

Title (Ms, Mr/Mrs/Dr)	Name	Email	Tel numbers (work/mobile)

1.3 Company Name

Address	Names of proposed Competent Person(s)	Number of Calculations per location per month
1.		
2.		
3.		
4.		

Address

Give full details of all office location(s) and name(s) of the proposed Competent Person(s). Also detail the approximate number of calculations anticipated to be carried out per month at each location. If more than one individual is to be assessed, please give all names for each location.

Section 2 - Scope of Calculations

2.1 Software Packages

Name	Version Number

2.2 Calculation Method

The combined method	BS EN ISO 6946	✓
U value conventions	BR 443	✓
Floors	BS EN ISO 13370	
Steel Frames	BRE Digest 465	
Metal skin Z walls/roofs	BRE IP 10/02	
Metal roof/wall cladding	SCI Information Sheet P312	
Condensation Risk	BS 5250 Section 6	
	BS EN ISO 13788: Section 6	

2.3 Indicate the approximate % of your work volume against each construction category

	Masonry	Timber	Steel
Roofs			
Walls			
Floors			
Basements			

Signed for the applicant:

Name:

Job title:

Date:

Need help filling out this form?
Please contact us on:
01923 665300
clientservices@bbacerts.co.uk

Name / version number

State the name and version number of each software calculation package that you wish to be assessed against.

Calculation method

Please tick against the calculation methods for which you wish to be assessed (note, the first two methods are mandatory whatever the scope of the application).

Construction Category

Please enter zero for any construction category that you do not wish to be assessed for.