



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	

1.2 Main point of contact's details

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

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.

Application

Please select the type of application you are submitting.

If you already have a BBA certificate undergoing any work, please reference the job/quotation offer related.

Section 2 - Certificate(s) Required

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

Brand name	Type	Style	Material (PVC-U, Timber, Aluminium, Other)	Description

Section 3.1 - Product specification

Brand name	Product Style (e.g. casement, tilt/turn, reversible, single-leaf, double-leaf, sliding patio, sash)

Section 3.2 - Hardware specification

Windows	Manufacturer	Other details	Doors	Manufacturer	Other details
Friction hinges			Hinges		
Espagnolette/ shootbolts			Multipoint locks		
Handles			Handles		
Tilt/turn gear			Cylinder		
Hinge protectors			Escutcheon		
Cavity wedges			Hinge protector		

Windows	Manufacturer	Other details	Doors	Manufacturer	Other details
Glazing clips/ tape			Glazing clips/ tape		
Run-up blocks			Run-up blocks		
Other			Letterplate		
Tilt/turn gear			Other		

Section 3.3 - Health and Safety

Are there any Health and Safety considerations needed when handling, installing or using any of these products?

Section 4 - Available assessments, calculations and test data

The BBA requires data to be recent, traceable to the product under assessment and from testing conducted by a UKAS accredited laboratory. Be aware that PAS 24 requires that products must be tested first to the appropriate material-specific standard (for example BS 7412 for PVC-U windows and doors). If you have data that can be used please declare this on the application and we will allow time to assess its validity within the contract but, please do not submit the data at this stage. If the data prove to be unsuitable, or only cover a part of the product range, then you may be required to obtain additional data, for which a contract variation may be applied.

Please indicate any existing test reports you have (must be latest version and less than 5 years old).

PAS 24		BS 6375-3	
BS644		BS7412	
EN 1627		BS 8529	
BS EN 1670		BS EN ISO 10077-2	
BS 4873		BS EN 12608-1	
BS 6375-1		BS EN 14351-1	
BS 6375-2		Other	

Others (please specify)

Section 5 - Manufacturing Location(s)

Please define all locations at which the window/door is manufactured (names, addresses and contact details).

Note: If the product is manufactured at more than one site for the UK market, please give full details of all locations.

Signed for the applicant:	
Name	
Job title	
Date	

Return the application form by email to clientservices@bbacerts.co.uk or post to: **British Board of Agrément, Buiding 3, Hatters Lane, Croxley Park, Herts, WD18 8YG**