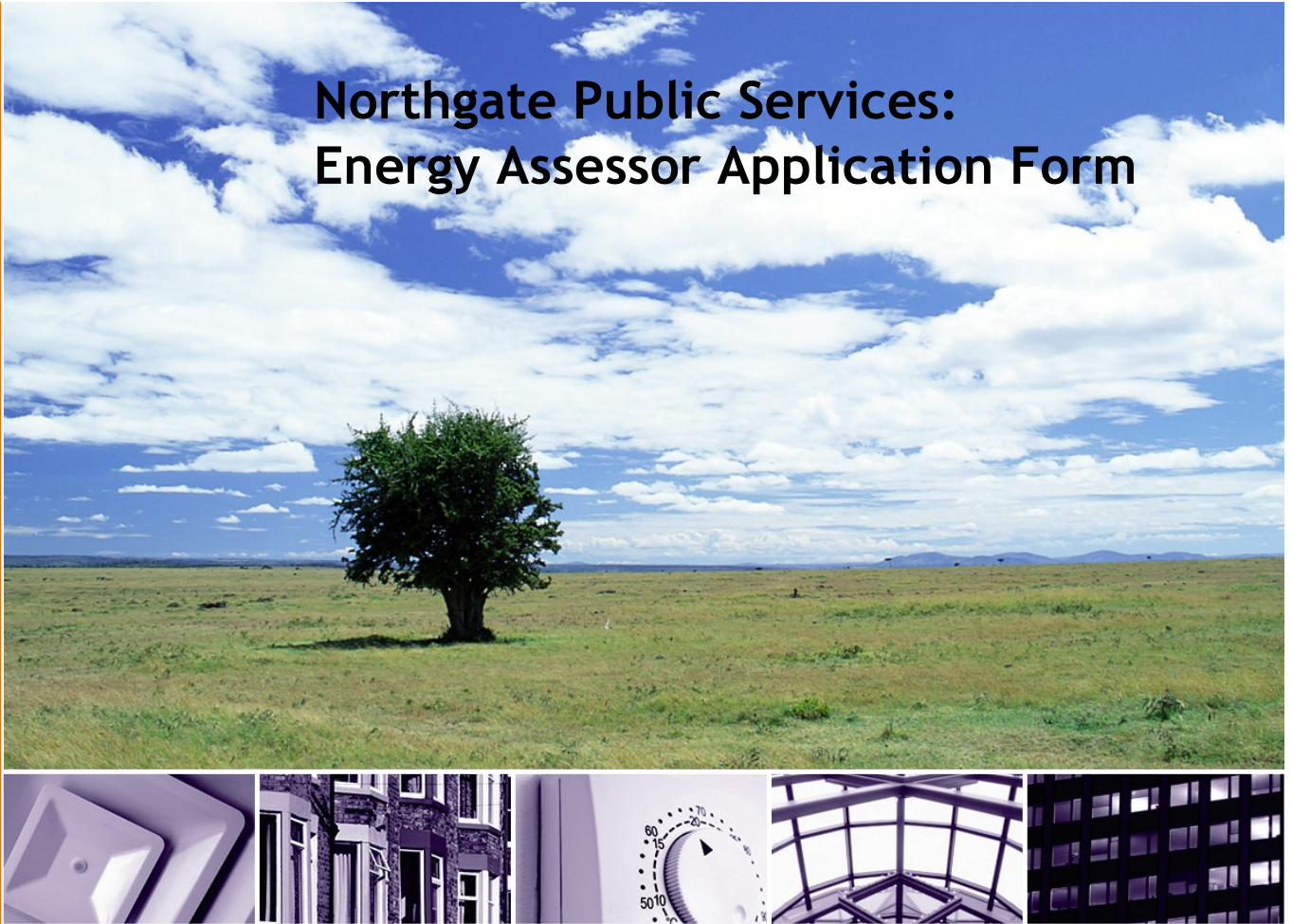


Northgate Public Services: Energy Assessor Application Form

APPLICATION



Application Form

The Northgate Energy Assessor Accreditation Schemes ensure that building owners can feel comfortable that the individuals completing Energy Assessments on their properties can be trusted and will operate in a professional manner. Accreditation schemes are available for Energy Assessors in England, Wales & Northern Ireland.

This application form is also for Energy Assessors who wish to apply to become members of the Northgate Protocol Agreement for the purposes of producing Energy Performance Certificates in Scotland

Thank you for your application. Membership is operated by Northgate Information Solutions UK Limited.

It is important that you complete the questions as fully and as honestly as possible. Failure to do so may result in your application being refused, or if false information is found at a later date it may result in withdrawal of your membership. The questions are designed to enable us to meet our obligations to the Department for Communities and Local Government, The Department of Finance & Personnel (DFPNI) and Scottish Ministers.

Please ensure that all supporting documentation is included with your application and that you have read and understand the Terms & Conditions, Complaints procedure, Disciplinary procedure & Energy Assessor Code of Conduct.

Should your application be successful we will send you a Membership Pack and ID card. If your application is unsuccessful we will inform you in writing in accordance with the Terms and Conditions.

We will process your application as quickly as possible, however some information needs to be obtained from external bodies and the time that this may take is outside of Northgate's control.

If you wish to discuss this form or require assistance with its completion, please contact us via email using the following addresses:

dea@northgate-is.com - for domestic energy assessor queries (DEA)

oce@northgate-is.com - for On-Construction energy assessor queries (OCDEA)

cea@northgate-is.com - for all non-domestic energy assessor queries (NDEA, DEC & Air Conditioning)

Part A: Energy Assessor Agreement

I understand that should I be accepted as a member, my name and my membership number will be available on the relevant public register of Energy Assessors and that my name, membership number and membership status will be published on the Northgate Register. I consent to this disclosure.

I agree that information contained in this form (including my personal data) may be shared with other Accreditation or Certification Schemes, Protocol organisations, Energy Assessors, the relevant central and regional Government departments and their respective representatives.

I understand and agree to the Energy Assessor Terms & Conditions and the Code of Conduct and this application form has been completed to the best of my knowledge. Should any of this information change during the application process or whilst I am a Member, I will notify Northgate immediately.

I confirm that I am a “Fit and Proper” person and know of no reason why my membership should be rejected. To the best of my knowledge and belief all information I have provided is true and accurate.

Signed			
Print name		Date	

Please tick the scheme(s) & regions you wish to apply for:

	England & Wales	N/Ireland	Scotland
Domestic Energy Assessor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Construction Energy Assessor:	<input type="checkbox"/>	N/A	N/A
Non Domestic Level 3 Energy Assessor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non Domestic Level 4 Energy Assessor:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (existing buildings only)
Display Energy Certificate Assessor:	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Air Conditioning Level 3 Assessor:	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Air Conditioning Level 4 Assessor:	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Part B: Application Form

1. Your details

Title	<input type="text"/>	Surname	<input type="text"/>
Forename(s)	<input type="text"/>		
Former Surname(s) (if applicable)	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Resident from (dd/mm/yyyy)	<input type="text"/>		
Email	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
		Fax	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>		

Identification Check:

To complete our ID check we require 2x passport size photographs, a copy of a photo ID (Passport or Driving Licence) and a recent utility bill (or similar) showing your name and address dated within the last three months.

One of your photographs should be certified by a professional person, or someone of similar standing in the community (a list can be provided on request), working or retired, who has known you for at least 2 years, by writing on the back as follows:

'I certify that this is a true likeness of (Mr, Mrs, Miss, Ms or other title followed by applicant's full name)'. He/she should then sign and date the photograph and provide the following information:

Title	<input type="text"/>	Surname	<input type="text"/>	Forename	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Telephone	<input type="text"/>	Profession	<input type="text"/>		
I confirm that I have known the person named in section 1 for at least 2 years					
Signed	<input type="text"/>				
Date	<input type="text"/>	Spot checks will be carried out to verify your identification.			

2. Employment information

Employed Self-Employed

Employed:			
Registered name of employer	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Company registration number	<input type="text"/>
Job title / position	<input type="text"/>	Date employment started	<input type="text"/>

Self-Employed:			
Company name	<input type="text"/>		
Trading address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone	<input type="text"/>	Company registration number (if applicable)	<input type="text"/>
Your position	<input type="text"/>	Date commenced	<input type="text"/>

3. Qualification and Entry Route

Please tick here if you are applying via the APEL Route

To be accredited through APEL you are also required to complete an additional application form which is a separate document pack. Please contact us.

Energy Assessors which hold a current qualification in Energy Assessment should complete the details below:

Name of qualification	<input type="text"/>		
Awarding Body	<input type="text"/>	Assessment Centre	<input type="text"/>
Certificate number	<input type="text"/>	Date certificate	<input type="text"/>

Please include your **ORIGINAL** certificate with this application form. We will keep a copy for our records and return your original once processed. Please include a stamped address envelope. If you do not yet have your qualification certificate, you will need to forward it to us as soon as you receive it.

Please tick here if this applies to you: <input type="checkbox"/>	Expected date of receipt: <input type="text"/>
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4. Details of membership of other schemes

Have you applied / been accepted on another scheme? Yes No (If 'No' go to section 5)

Scheme / Name 1	<input type="text"/>		
Membership accepted <input type="checkbox"/>	Application pending <input type="checkbox"/>	Application declined <input type="checkbox"/>	(choose one)
If accepted: Your membership number	<input type="text"/>		
Scheme / Name 2	<input type="text"/>		
Membership accepted <input type="checkbox"/>	Application pending <input type="checkbox"/>	Application declined <input type="checkbox"/>	(choose one)
If accepted: Your membership number	<input type="text"/>		
Scheme / Name 3	<input type="text"/>		
Membership accepted <input type="checkbox"/>	Application pending <input type="checkbox"/>	Application declined <input type="checkbox"/>	(choose one)
If accepted: Your membership number	<input type="text"/>		

(Please continue on a separate sheet if required)

Have you ever had membership to another scheme cancelled or turned down or had your membership suspended due to quality assurance or code of conduct reasons? Yes No if yes please supply details below.

Scheme / Name 1	<input type="text"/>		
Membership cancelled <input type="checkbox"/>	Membership turned down <input type="checkbox"/>	Suspension for QA/Conduct <input type="checkbox"/>	(choose one)
Please explain circumstances	<input type="text"/>		
Scheme / Name 2	<input type="text"/>		
Membership cancelled <input type="checkbox"/>	Membership turned down <input type="checkbox"/>	Suspension for QA/Conduct <input type="checkbox"/>	(choose one)
Please explain circumstances	<input type="text"/>		
Scheme / Name 3	<input type="text"/>		
Membership cancelled <input type="checkbox"/>	Membership turned down <input type="checkbox"/>	Suspension for QA/Conduct <input type="checkbox"/>	(choose one)
Please explain circumstances	<input type="text"/>		

(Please continue on a separate sheet if required)

5. Convictions (DEA Applicants ONLY)

In order to join the Northgate DEA Accreditation Scheme, you must undergo a criminal record check. Please read, complete, sign and return the CRB forms if you have requested that Northgate obtain the Certificate for you. Please note that the documentation for your ID check and your disclosure may be the same if you include a copy of your passport or driving licence.

If you already have a Certificate please note it must be no older than 3 months from your application.

Please tick here if you are enclosing a CRB Certificate

6. Professional Indemnity Insurance

Do you wish to use the Northgate Professional Indemnity Insurance Scheme? Yes No (If 'Yes' please complete the separate Energy Assessor Insurance pack and go to section 6)

Please provide details of your Professional Indemnity Insurance below and send us the original certificate / policy details.

Insurance provider	<input type="text"/>		
Certificate number	<input type="text"/>	Valid until	<input type="text"/>

7. Other Information

In order to accept you, Northgate is obliged to ensure you are a “fit and proper” person. Please provide any further information to support your application or continue your reply to any of the questions above, please use the box below: (please continue on a separate sheet if required)

Examples of further information include, but are not restricted to, the following:

- If you have been referred for a disciplinary hearing by another certification scheme.
- If a disciplinary allegation has been found proven against you by another certification scheme.

8. Joining Fee & Annual Subscription

There is a Joining Fee and an Annual Subscription fee. We will contact you or your sponsor company (as appropriate) to discuss payment.

9. Certificate Details

Postcode Coverage:

<p>Postcode Coverage area(s); i.e. WR1. Please continue on a separate sheet if you require multiple postcode coverage for multiple schemes</p>	
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It is important that you provide your chosen postcode areas as this information is entered onto the National registers and used in the “Find an Assessor” search facility.

Certificate Content:

Please confirm how you would like to see your details appear on your lodged EPCs or DEC’s (as applicable):

Assessors Name:	
Company Name / Trading Name:	
Address:	
Phone Number:	
Fax Number:	
Email address:	

Summary Checklist:

In order to ensure that your application can be processed smoothly we will require the following items. Please tick off the items in this checklist and ensure that they are enclosed before sending your application form to us:

- Completed Application Form - signed & dated
- Your original qualification certificate
- Two passport size photographs with correct certification
- Photo identification (Passport or Driving Licence)
- Proof of Address (must show your name, address and be dated within the last 3 months)
- Your original Professional Indemnity Insurance certificate or confirmation from your sponsor company OR the completed Northgate Insurance Pack
- A stamped addressed envelope for us to return your documents safely
- Completed Disclosure Scotland Application (if applicable - DEAs only)
- Completed APEL Matrix plus supporting documentation - signed & dated (if applicable)

Please send the completed application form and enclosures to:

Northgate Energy Assessor Accreditation Schemes
 Northgate House, Hindlip Lane
 Worcester. WR3 8SB.