



Express Application NEXT STEPS & User Notes (Installers Only)

Who is this form intended for?

This form is intended for those installers who have already completed Form FA.01 or the online Express Application and have paid the annual membership fee.

This form requires you to submit details of your team(s), together with their information to validate you / they meet the entry criteria as per the terms and conditions of iKBBBI membership.

This form is not intended for Retail Member Applications.

What to do now

Complete this form in full using BLOCK CAPITAL LETTERS and send it to us at the following address:

iKBBBI
29th Floor, One Canada Square
Canary Wharf
London
E14 5DY

Information we require is as follow:

Do you install ↓ Information we need ↓	Kitchens ↓	Bedrooms ↓	Bathrooms ↓
Copy of your current Public Liability Insurance Certificate	✓	✓	✓
Gas Safe Register™ Registration Details	✓	X	X
PART-P (England) BS7671 / SELECT (Scotland / NI) Electricians Details	✓	X	✓
3 Customer References	✓	✓	✓
1 Passport Sized Photograph (For your ID Card)	✓	✓	✓
1 'Posed' Photograph (For the consumer website) – See notes	✓	✓	✓
Criminal Record Declaration	✓	✓	✓

When should you send it?

Please send this within the next 14 days to the address above, or within the envelope provided.

You are not a member of the iKBBBI until we confirm receipt of this form, have processed it and have issued you with your membership number.

Your membership starts from the day we confirm membership, and runs annually thereafter.

Important Note to Applicants:

Photographs

Can you please send us two photographs:

x1 Passport

This photograph will be used for your Membership / ID Card. This must be passport sized and quality, taken on a white background.
→



AND

x1 Consumer

This photograph will be used on our consumer website, visible to customers looking for professional fitters. Any size, but must be good quality. →



Single Teams

If you are registering one team (Just yourself), skip section A on the following form (Contact Details) and go straight to Section B as we already have your contact details on file.

Multi-Teams

If you are registering more than one team, you will need to print additional copies of the attached form (Form FA.02(b)) for however many teams you have. For example, if you are registering 3 teams, you will need to print and complete x3 of the following form (Form FA.02(b)), and send photographs for each team.

Affiliate Scheme

If you are registering via an Affiliate Scheme, we will inform the scheme provider once you're registered. You don't need to!

Processing Time

Usually we process applications within a 2 week period, however this may be delayed during times of increased membership sign up. We will process memberships as fast as we can, so please bare with us. If you would like an update on your application, please contact us by email at member@ikbbi.org.uk

STEP ONE:

Basic Information *(To Be Completed By All Applicants)*

Your First Name: _____

Your Last Name: _____

Your Trading Name: _____

Your Post Code: _____

Display Telephone Number: _____

(This is the telephone number we'll display on our website for consumers to use).

Email Confirmation: _____

(We use emails to regularly update members as it's cost effective and environmentally friendly versus printed post)

What do you install? Please Tick **KITCHENS** **BEDROOMS** **BATHROOMS**

Checklist

Please ensure you tick and remember to:

- Complete this form, filling in all sections as directed & signed**
- Send us 2 photographs as directed (1 passport & 1 consumer)**
- Send us a COPY of your Public Liability Insurance Certificate**
Please ensure it's for public liability insurance (not employers liability), is valid for at least the next 14 days, has your policy number, expiry date and insurer details present
- Legal Declaration Form (Enclosed)**
Please ensure you complete the enclosed legal declaration form.

(Installers Only)

SECTION A: Contact Details

Team Leader First Name: _____

Team Leader Last Name: _____

House No. / Name: _____

Street: _____

Town / Village: _____

County: _____ Postcode: _____

Telephone: _____ Landline (Home or Office)
_____ Mobile

Email Address: _____ (Important)

Web Address: http://www._____

SECTION B: Public Liability Insurance Details

***** To be completed by ALL applicants**

I have enclosed a COPY of my Public Liability Insurance certificate:

YES

SECTION C: Gas Safe Register™ Gas Engineer Details

***** To be completed by all KITCHEN INSTALLER applicants**

Are you Gas Safe Register Registered yourself? YES / NO If 'YES' What's your Licence No: _____

If you subcontract your gas work,
Please give the COMPANY / NAME

As registered with the Gas Safe Register™ _____

Please give their Postcode:
(Their postcode they registered with Gas Safe Register) _____

Please give their Gas Safe Register™ Licence No: _____

**SECTION D: PART-P (England) BS7671 (Scotland / NI)
Registered Electrician Details**

***** To be completed by KITCHEN & BATHROOM INSTALLER applicants**

Are you electrically Registered yourself? YES / NO

If 'YES' which electrical body are you registered with: _____

If you subcontract your electrical work, Please give the electricians name & company name: _____

Which electrical body is your sub-contractor registered with: _____

Please give their Postcode: _____

Please give your / their Registration No: _____

SECTION E: Customer (not trade) Referee Details

***** To be completed by ALL applicants – ENSURE YOU INCLUDE ALL INFORMATION**

Referee 1: Name: _____ Contact No: _____

Address: _____

Post Code: _____

Referee 2: Name: _____ Contact No: _____

Address: _____

Post Code: _____

Referee 3: Name: _____ Contact No: _____

Address: _____

Post Code: _____

I confirm that the information provided is true & agree to the iKBBI Terms & Conditions of membership

Signed by the installer: Dated:..... / / 20.....

Print: _____



Criminal Records Declaration

As part of The iKBBI entry criteria, all applicants must declare all **non-motoring offence** convictions within the last 10 years, and agree to undertake a CRB check if requested to do so on a random basis by the iKBBI. Whilst a formal CRB (Criminal Records Bureau) check is not appropriate for kitchen, bedroom or bathroom installers automatically, we do reserve the right to refuse or cancel membership as a result of this declaration, refusal to undertake a future CRB check or as a result of any future CRB check.

Please complete in FULL, using a separate piece of paper to list convictions:

Title: Mr / Mrs / Miss /Ms / Other:.....

Forename:

Middle name(s):

Surname:

Previous Names:

Date of Birth: / /
DD MM YYYY

Nationality:

Current Address:

..... **Postcode:**

1. **Have you been convicted of any NON-MOTORING offences within the last 10 years, or have an investigation or court matter pending currently?** Yes No
 If yes, please go to question 2.
 If no, please sign the declaration.
2. **If YES, are you registered with ViSOR (The Violent & Sex Offenders Register)?** Yes No
 (ie. Committed an offence under the Sexual Offences Act 2003, or Jailed for a period exceeding 12 months for a violent offence).

If you have ANY non-motoring convictions within the last 10 years, please list the convictions, including date of conviction, convicting court, offence committed and sentence / fine.

I declare that the information provided above is true, and agree to the Terms and Conditions of iKBBI membership, including those conditions relating to future CRB checks as highlighted above.

Signed: X..... **Print: X** **Date:**/...../.....

Please note that this information is treated with confidence and is NOT shared with any third party whatsoever