



# Membership Application Form 2020/21

## INSTALLER / CONTRACTOR

Please complete and return this form together with your remittance to ensure your application can be processed to

NIA Ltd, The Counting House, 3 Mary Ann St, St Paul's Square, Birmingham B3 1BG or by email to [info@nia-uk.org](mailto:info@nia-uk.org).

Any member wishing to apply in more than one category of membership must complete multiple applications and payments.

### 1. GENERAL INFORMATION

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

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

Postcode: \_\_\_\_\_ Main Contact Number: \_\_\_\_\_

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

E-mail address for customers to contact: \_\_\_\_\_

### 2. KEY CONTACT DETAILS

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

Position: \_\_\_\_\_ Direct Dial No: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 3. ACTIVITIES UNDERTAKEN *(Please tick as appropriate)*

Cavity Wall Insulation  Loft Insulation  Draught Proofing

External Wall Insulation  Internal Wall Insulation  Roof Insulation

Floor Insulation  Acoustic/Sound Insulation  Room In Roof Insulation

Spray Foam Insulation  Cavity Wall Insulation Removal

Other (please state): \_\_\_\_\_

#### 4. AREAS COVERED

Please tick the areas that your Company covers:

Scotland  Northern Ireland  Wales  South England (incorporating the Midlands)  North England

#### 5. INSULATION MEASURES

Should you require any additional depots included on our website, please provide details on a separate sheet.  
Should you also require NIA information to be sent to alternative depots, other than those named under the **Communications** section, please provide details on a separate sheet.

**Cavity Wall Insulation:** Glass Wool  Rock Wool  e.p.s beads  Foam

**Loft Insulation:** Quilted  Blown

**Floor Insulation:**

**Roof Insulation:**

**Sound/Acoustic Insulation:**

**Room in Roof insulation:**

Other (Please specify) \_\_\_\_\_

#### **Draught Proofing:**

Product/System Details: \_\_\_\_\_

**Solid Wall Insulation:** Internal  External

Product/Systems Details: \_\_\_\_\_

Category of work undertaken: Small (up to 5)  Medium (5 - 40)  Large (over 40)  High Rise (Over 5 storeys)

#### 6. CERTIFICATIONS / GUARANTEES

#### **Standards complied with:**

- Registered with a Manufacturer/System Designer for products/systems installed.
- PAS2030 Certification if operating in markets that require it.
- Registered with an Ofgem ECO Appropriate Guarantee Provider if operating in markets that require it.

**PAS2030 Accreditation Number:** .....

**Guarantee Providers:** .....  
.....

<b>Insurance Information:</b>	<b>Employer's liability</b>	<b>Public liability</b>	<b>Professional indemnity</b>
1. Name of insurer			
2. Policy number			
3. Limit of indemnity*	£	£	£
4. Period of insurance			
5. Renewal Date			

◆ The minimum limit of indemnity required for public / products' liability insurance is £3m any one incident or series of incidents.

## 7. COMMUNICATION

The NIA's main method of communication to its members is through its electronic communication tool. To ensure these reach the right person, please let us know who you would like to receive this information.

	Contact name	E-mail address	Direct Dial Telephone No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

8. We confirm that the information provided herewith is accurate to the best of our knowledge.

We undertake that, we will abide by the Association's Articles, Code of Professional Practice and Conditions of Membership. The NIA retain the right to reject any application.

Signed: \_\_\_\_\_

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

**Please return with Payment to National Insulation Association Ltd,**

**The Counting House, 3 Mary Ann St, St Paul's Square, Birmingham B3 1BG**

**Telephone: 0121 716 4558 Email: [Info@nia-uk.org](mailto:Info@nia-uk.org)**

**[www.nia-uk.org](http://www.nia-uk.org)**

*Please see check list overleaf*

## APPLICATION CHECKLIST

Before sending your application, please ensure you have enclosed all the appropriate documentation.

Please provide copies of:

- ◆ Completed Application Form
- ◆ Additional Depot Information (if applicable)
- ◆ Public & Employers Liability Insurance Cover
- ◆ Customer Care Policy
- ◆ Certification of Incorporation
- ◆ Copy of recent Statutory Accounts showing Turnover
- ◆ Cheque or confirmation of BACS Payment (inclusive of reference number)

**CWI Installers should also provide evidence of:**

- ◆ Registered with a Manufacturer/System Designer for products/systems installed
- ◆ PAS2030 Certification if operating in markets that require it
- ◆ Registered with an Ofgem ECO Appropriate Guarantee Provider if operating in markets that require it

**EWI & IWI Installers should also provide evidence of:**

- ◆ Manufacturer / System Designer Members Reference letter for each Product / System Installed  
and Type / Category of work undertaken
- ◆ Training Procedure
- ◆ Health & Safety Policy
- ◆ **Large Installer Category only** - Professional Indemnity insurance of £1m
- ◆ Registered with a Manufacturer / System Designer for products/systems installed
- ◆ PAS2030 Certification if operating in markets that require it
- ◆ Registered with an Ofgem ECO Appropriate Guarantee Provider if operating in markets that require it

**Loft / Roof only:**

- ◆ Reference Letter from NIA Manufacturer Member
- ◆ Registered with a Manufacturer / System Designer for products/systems installed
- ◆ PAS2030 Certification if operating in markets that require it
- ◆ Registered with an Ofgem ECO Appropriate Guarantee Provider if operating in markets that require it

**Foam Installers should also provide evidence of:**

- ◆ Registered with a Manufacturer / System Designer for products/systems installed
- ◆ PAS2030 Certification if operating in markets that require it
- ◆ Registered with an Ofgem ECO Appropriate Guarantee Provider if operating in markets that require it