

County Durham Registered Trader Scheme - Membership Application Form

To become a member of the Registered Trader Scheme please complete this form and return it to the Registered Trader Scheme Project Officer at the address at the end of the form.

Name of Applicant: (If Ltd Co. or Plc please enter full company name)	
Company Registration Number:	
Trading Name(s):	
Head Office or Registered Address: (Please state which)	
Number of Years Trading:	
Any Previous Trading Names:	
Any Previous Trading Address:	
Main Contact Name Within Business:	
Telephone Number: (With dialling code)	
Fax Number: (With dialling code)	
E-mail address:	
Website Address: (A link will be provided from the Registered Trader Scheme website to your company website)	www.
Type of Business: (i.e. Sole Trader/Partnership/Limited Company) If Partnership please include the names and addresses of all Partners. If Ltd Co. please give the full names and addresses of all directors.	
Nature of Business: (i.e. What do you do)	
Place(s) of Business in County Durham: (If different from above. Please continue on a separate sheet if necessary) Contact Name: Contact Person's Position: Contact Person's Telephone No: E-mail address:	
Is your company registered for VAT?	YES / NO
If yes, please give VAT registration number:	
Do you hold any licenses relevant to your business, e.g. Consumer Credit? If yes, please give the licence number:	

Are you a member of any Trade Associations? If so, please list them and any relevant membership numbers:	
Please list any relevant qualifications you have gained:	
Do you have any independently checked quality assurance systems? If so, please state them: (i.e. ISO9001, Dti Quality Mark)	
Are you willing to carry out small repair work?	YES / NO
Do you provide discounts for older people?	YES / NO
Please nominate the person you would like to be contacted in the event of a customer complaint	
Do you use subcontractors for any work associated with your business?	YES / NO
If you do, please give details of these subcontractors:	
Number of employees in County Durham:	
Names of any employees	
Please indicate in which districts you would be prepared to undertake work:	CHESTER LE STREET YES / NO DERWENTSIDE YES / NO DURHAM YES / NO EASINGTON YES / NO SEDFIELD YES / NO TEESDALE YES / NO WEAR VALLEY YES / NO
Please indicate which categories of business you would like to be registered under:	BATHROOM FITTERS BUILDERS CENTRAL HEATING DAMP PROOFING DECORATORS DRAINAGE ELECTRICIANS GARDENERS GAS FITTER GLAZIERS HANDYPERSON JOINERS KITCHEN/BEDROOM FITTERS PLASTERING PLUMBERS ROOFERS/GUTTERING SECURITY SYSTEM INSTALLERS TILERS OTHER: _____
Would you be interested in considering training for you and your staff if offered by Durham County Council Trading Standards Service?	
What are your expectations of the Registered Trader Scheme?	

Please sign this only if you have read the County Durham Registered Trader Scheme '**Code of Practice**' and agree to abide by it.

Data Protection Act 1998 & Enterprise Act 2002

I agree that details held about our business by other agencies can be released to Durham County Council Trading Standards Service in pursuance of this application.

Name & Address of Business (including Trading Style, i.e. Ltd, Plc etc):	
Signature:	
Name of Signatory*:	
Position in Business:	
Date:	

PLEASE NOTE:

* By submitting this application form you have agreed that this service may make the enquiries listed below without breaching your rights under the Data Protection Act 1988 & Enterprise Act 2002 and agree to disclosure of personal information by other organisations in respect of your application.

As part of our approval process, checks will be made on applicant's history in relation to any of the following:

- DCC Trading Standards database of complaints
- Criminal Records check with Disclosure Scotland
- County Court Judgement
- Appropriate Licences (e.g. Consumer Credit)
- Companies House
- Disqualified Directors Search
- Membership of any claimed Trade Associations or professional bodies
- Contacting both trade and customer referees
- Compliance with Building Control Legislation

Please return your completed application to:

Sharon Harrison/Debra Newton/Alison Jude in the prepaid envelope provided