



Application for HFS Approved Installer Scheme

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

Application Details

New Installer Pre-Approval (Site & Office Inspection)	Additional Certificate Pre-Approval (Non Generic)	Additional Generic System Approval	Company Change of Name and / or Change of Address
£2193+VAT <input type="checkbox"/>	£1266+VAT	£953+VAT	£180+VAT
Approval for BBA Certificate	Certificate Number		
	Certificate Title		

Guidance Notes

This guidance notes section aims to provide support in completing the application form

Application Details:

Reason for Application, please circle / highlight.

Installer Details:

Insert the full name and address of the company, the authorised signatures(s) and the date.

Installer Name:	Contact Name:
Address:	Website:
	Email:
	Signature:
Postcode:	
Telephone Number:	
Date:	

Foreman Details:

Insert the full name(s) of the foreman.

Foreman Name(s):	

Completed by the Certificate Holder

Company Stamp:	Name of Authorised Person:
	Signature of Authorised Person:
	Date:

Company Details:

Insert the company stamp, name of the authorised person, their signature and the date the application form was completed.

Company stamp to be completed by the certificate holder (system supplier).

The Certificate Holder indicates their support for this application by countersigning here.

The completed application form can be returned by post with a cheque for the required amount (note below the type of application you are making) marked for the attention of HFS – Client Services or alternatively can be emailed to hfs@bbacerts.co.uk where an invoice will be generated on receipt. Please note, inspections will not be carried out until payment has been received.

(where required the cost includes office and site inspections and site testing carried out by the Technical Assessor)



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1. An applicant will be accepted as an Approved Installer of the BBA at the absolute discretion of the BBA.
2. A separate application is required for each location from which staff are supervised or managed.
3. The foreman is "An individual who has been trained and qualified by the system supplier, who is present throughout the installation process and takes responsibility for the quality of work done"
4. Applicants are required to disclose to the BBA all relevant information within any timescale determined by the BBA.

Failure to meet this requirement will leave the BBA free to cancel the application.
5. The approval of the applicant will cease to be valid if:
 - (a) the Agrément Certificate ceases to be valid
 - (b) the requirements set out in the current Technical Schedule for BBA Approved Installers operating in accordance with an Agrément Certificate are not met
 - (c) the annual or any additional surveillance fees are not paid by the applicant when due
6. Termination of the approval by the BBA will be notified to the applicant by post and any appeal must be received by the BBA within one month of the letter of termination.
7. The Approved Installer shall be entitled to use the BBA logo in accordance with the BBA's current information (see Use of Logo document), only whilst the Installer continues to be approved by the British Board of Agrément.
8. This application and any subsequent approval should be governed by and construed in accordance with English law.
9. Upon receipt of the fee the BBA will carry out an assessment of the applicant's suitability as an Approved Installer which, if successful, will result in the issue of an Approval to the applicant. The Certificate holder will be informed of the progress of this application
10. In the event of the application being cancelled by the BBA, the application fee may be refunded to the Applicant, less any amount determined by the BBA to cover technical and administrative work associated with the application