



MAGNET APPROVED INSTALLER  
(Sub Contract)  
APPLICATION FORM



Area Installation Manager Area

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Central Installations Office  
Magnet Ltd  
Ashfield Mills  
Keighley Road  
Crossflatts, Bingley  
West Yorkshire  
BD16 2EE

Tel: 01274 511090  
Fax: 01274 566644

# Applicant Information

Please use Block Capitals. Please note applications will not be considered if any section is incomplete.

Company Name:

Ltd Company Reg. Number (If applicable):

Applicant Full Name:

Email Address

Business Address:

Home Address:

Business Phone Number:

Home Phone Number:

Fax Number:

Mobile Phone Number:

Driving Licence Details: (Please include a copy of your current photo Driving Licence)

Driving Licence Number:

Do you hold a full clean Driving Licence? (Please tick)      Yes       No

If no give details of Endorsements: \_\_\_\_\_

Bank Account Details: (Payment is made directly into your bank)

Bank: \_\_\_\_\_

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

Sort Code:

Account Number:

\* Please note as an extra security precaution, the Accounts Payable department will contact you to confirm your bank details over the telephone.

Please include any additional information to support your application:

**Trade References:** (Companies that you have in the past, or currently, do business with)

Name

Address

Contact Name & Phone Number

- 1.
- 2.

**Details of two Customer Installations recently installed, available for inspection by Magnet Ltd**

Customer Name \_\_\_\_\_ Customer Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Date Installed \_\_\_\_\_ Date Installed \_\_\_\_\_

**Types of Work Undertaken:**

= Carried out Personally

= Sub Contracted

Kitchen Joinery


Gas Safe Installation


Ceramic Wall Tiling

General Plumbing

Ceramic Floor Tiling

Rewiring

Ceramic/Vinyl Floors

Timber/Laminate Flooring

**Gas Safe Registration:**

Self

Sub Contractor

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

Gas Safe Reg No: \_\_\_\_\_

**Electrical Registration:** Registration must be with an appropriate body (e.g. NICEIC, NAPIT, ELECSA, Benchmark, SELECT (Scotland), etc.) for Domestic Electrical Installation.

Self

Sub-Contractor

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

Registered Body: \_\_\_\_\_

**Public Liability Policy:** The insurance policy must clearly show the expiry date, the amount of cover (minimum £2 million) and evidence that the use of heat is included, i.e. use of hand held Blow Torches, Blow Lamps, etc.

Company: \_\_\_\_\_ Policy No: \_\_\_\_\_

Renewal Date: \_\_\_\_\_

**Tax Registration Details:**

(Please ensure that you are registered with the Construction Industry Scheme (CIS) for CIS Tax Deductions)

UTR Number: 

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National Insurance No: 

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Are you VAT Registered? Yes  No

(If you are VAT Registered, please ensure you provide a copy of your VAT Registration certificate.)

VAT Registration No: \_\_\_\_\_

## Consumer Reassurance & Declaration

Magnet gives its Customers an undertaking that the Trades People used are legally entitled to work in the UK, and that any criminal offence is a matter of record. With this in mind, the following information is required.

### Rehabilitation of Offenders Act 1974:

Have you ever been convicted of a criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974? (The term 'spent' means that the criminal offence is no longer a matter of public record)

YES  NO  If YES please give details: \_\_\_\_\_

Magnet is entitled to ask for details under the Data Protection Act of any previous conviction not 'spent' under the Rehabilitation of Offenders Act 1974 and you may be required to obtain form DP1 from the Police in support of this.

### Asylum and Immigration Act 1996:

In line with the above legislation all applicants will be required to produce documentary evidence of their eligibility to work in the UK. (The Area Installation Manager will be required to see a copy of your current passport as per the number below.)

Do you require a Work Permit? YES  NO

### Declaration:

- I have completed the Application Form truthfully, and to the best of my knowledge.
- I understand that any offer made by Magnet Ltd will be subject to satisfactory references and the inspection of previous work carried out.
- I agree to allow Magnet to build a retention up to £1000. This will be accumulated at £50.00 per installation over £750.00 nett until the full amount has been retained. The amount is repayable subject to liabilities incurred 6 months after completion of the final installation.
- I agree to allow Magnet to deduct the Trustmark affiliation fee (currently £42.50 + VAT as applicable) from my bond on an annual basis and I understand that I will be debited for this.
- I understand that it is MY TOTAL RESPONSIBILITY to ensure that any Gas and Electrical installations are carried out by appropriately qualified and registered personnel named on this application.
- I understand that if I employ or sub contract any work on a Magnet Installation to a third party, I will be responsible for vetting these personnel in accordance with the Consumer Reassurance section on this application.
- I understand that if I wish to change the named personnel on this application for Gas and Electrical installation in future, I must register and issue current valid certification to the Central Installations Office.
- I understand that if any aspect of this application is found to be false then Magnet will immediately cease allocating work and suspend all payments pending further investigation.
- I understand that I and any sub-contractors I use will need to undertake work in accordance with the terms of the Installers Agreement.
- Credit Vetting. By signing this form I consent to Magnet Ltd and /or their agents undertaking credit reference enquiries with Credit Reference Agencies at any time during the course of my dealings with Magnet Ltd. I consent to Magnet Ltd maintaining records of such enquiries and I also consent to the disclosure of information about myself to the agents of Magnet Ltd.

Signature: \_\_\_\_\_

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

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

This application will not be considered unless the following documents are enclosed:

1. Copy of current Gas Safe Card – Both sides
2. Copy of Electrical Certification confirming registration for Domestic electrical installations.
3. Copy of current Public Liability insurance to a minimum of £2million, to include application of heat.
4. Copy of Work Permit (if applicable)
5. Copy of DBS Basic Disclosure Certificate, this can be obtained at **England & Wales**. <https://www.gov.uk/request-copy-criminal-record> and **Scotland**. <https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/>
6. Copy of Form DP1 (if applicable)
7. Current passport details. Country of Origin \_\_\_\_\_ Number: \_\_\_\_\_
8. Copy of NI Number card or evidence of eligibility to work.

Area Installation Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Approved Installer status will be confirmed and completed, once your Area Installation Manager has completed an Audit on your first Installation.

**First Installation Details: -**

Installation Start Date: -

Customer Details: -

Contact Telephone No: -

**First Audit Details: -**

Date of Audit: -

Audit Details: -

Compliant: Yes / No

I confirm that I have completed an Installer Audit on \_\_\_\_\_ and agree to sign off

the Sub-Contractor to become a Magnet Approved Installer on (Date): - \_\_\_\_\_

Area Installation Manager \_\_\_\_\_ Installer \_\_\_\_\_

**Office Use Only**