

RENEWAL Application to join NAPIT

Energy Assessors for On Construction Dwellings



This form is for individuals wishing to renew their accreditation with the NAPIT OCDEA scheme in order to continue to issue Energy Performance Certificates for newly built residential buildings (On-Construction Dwellings) under the Energy Performance of Buildings (Certificates and Inspections) Regulations 2007. Please fill out this renewal form in CAPITAL LETTERS and using black ink and return with all required documents to:

NAPIT Registration Limited, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL

If you have any problems filling in this form please contact us on 0870 444 1392

Your personal contact details			
Title (Mr/Mrs/Miss/Ms/other)		Date of birth	
Surname		National Insurance No	
Forename(s)			
Building number or name			
Road name			
District			
Town			
County		Post code	
Home phone number		Mobile phone number	
Email address			

Your employment details (only for employment as an Energy Assessor)							
<input type="checkbox"/>	Self employed	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>	Plc, Govt/Public Body
Company name (if applicable)				Position held			
Registration number (if applicable)				Employment start date			
Building number or name							
Road name							
District							
Town							
County				Post code			
Office phone number				Mobile phone number			
Email address							
Web site							

Your insurance details			
<p>To register with NAPIT as an Energy Assessor for On Construction Dwellings you must provide details of current Professional Indemnity Insurance cover either in your personal name or in the name of your employer. The minimum acceptable level of cover is £250k, but it is your responsibility to ensure that the actual cover held is suitable to cover the work that you carry out.</p> <p>Please complete the following details and attach a copy of the insurance certificate to this application form.</p>			
Insurance company		Policy number	
Prof. Indemnity Cover (£)		Policy expiry date	

Energy Assessors – On Construction Dwellings

Public Registers

Your name, scheme membership number and the status of your membership (live, suspended, withdrawn, or inactive) will be automatically made public. If you want contact details to be made public please indicate which details below:

<input type="checkbox"/>	Personal details	<input type="checkbox"/>	Employer details	<input type="checkbox"/>	No contact details to be publicised
--------------------------	------------------	--------------------------	------------------	--------------------------	-------------------------------------

Details of Professional Skills: (Notify any changes or additions)

Name of Professional Body			
Membership number		Date membership granted	

Details of Relevant Qualifications Obtained:

University / College etc	Qualification held	Date obtained	Indicate relevance to property construction or energy assessment

Your on-going learning records

To renew your membership as an accredited Energy Assessor you must demonstrate that you have continued an established routine for maintaining your knowledge. As a minimum, you should exhibit on-going learning amount to the equivalent of 5 working days from the last year. If you have a separate CPD record please attach it to this application and write "RECORD ATTACHED" in the table below, otherwise please provide brief details below.

Subject	Activity (e.g. course, conference, structured reading, video etc)	Indicate relevance to property construction or energy assessment	Indicate the learning hours value
NAPIT Compulsory On Line CPD Test			4

Declaration of applicant

Indicate here if you have ever been found to be at fault as a result of disciplinary proceedings or customer complaint investigation by any Registration Scheme, Professional Body, Trade Association or similar organisation.	YES / NO
Indicate here if you have ever been refused membership of any Registration Scheme, Professional Body, Trade Association or similar organisation.	YES / NO
Indicate here if you have ever been suspended or removed from the membership of any Registration Scheme, Professional Body, Trade Association or similar organisation.	YES / NO
If you have answered YES to any of the above questions please provide details on a separate sheet indicating any mitigating circumstances that we should take into account in order to consider your renewal.	

Terms and conditions

<ol style="list-style-type: none"> 1. You must comply with any guidance provided by NAPIT and in particular the Code of Conduct for Energy Assessors, and the procedures relating to the production of Energy Performance Certificates. 2. You must at all times preserve the reputation and integrity of the NAPIT Scheme. You must not engage in any activity or practice which may result in public criticism of NAPIT or our Approved Scheme. 3. You must use best endeavours to promote awareness of NAPIT to customers and industry. 4. This agreement may be terminated by immediate written notice to you if: <ol style="list-style-type: none"> a. you cease to participate in the Scheme, by failing to renew your membership with NAPIT, or your membership is either suspended or revoked; b. your employer (if applicable) goes into liquidation or an administrative receiver and manager or administrator is appointed for you or your assets or you enter into a voluntary arrangement with your creditors or suffer any similar insolvency process or process which affords you protection from your creditors; c. you commit a breach of this Agreement and, following our disciplinary processes, we conclude that this agreement should be withdrawn; 5. Your Membership fees are for a full 12 month period regardless of your trading status and are non-refundable. 	<ol style="list-style-type: none"> 6. Termination of this Agreement will not affect any existing rights and/or claims that we may have against you, and will not relieve you from fulfilling your obligations which accrued prior to termination. 7. If for whatever reason this Agreement terminates, to protect the reputation of NAPIT and ensure its continued operation: <ol style="list-style-type: none"> a. you must immediately cease any use of our trademarks; b. you must not purport to be associated with the NAPIT Scheme and must not make negative comments about NAPIT, the NAPIT Scheme. 8. NAPIT may enjoy the benefit and enforce the terms of [this Agreement] [Clause 6] in accordance with the provisions of the Contracts (Rights of Third Parties) Act 1999. 9. Please note that in signing this agreement you give permission to NAPIT to carry relevant checks and monitoring on your Energy Assessment activities as required by the NAPIT Scheme. 10. Use of any software supplied under this agreement is exclusively limited to the NAPIT Scheme. 11. NAPIT will handle your data in accordance with the Data Protection Act 1998. Data will be used for registration purposes and your details may be shared with central and local government departments or government appointed scheme operators if it is relevant to your status as an Accredited Energy Assessor. NAPIT Registration will share your data within the NAPIT Group of companies. 12. By signing this licence you are confirming your agreement to the declarations listed below.
---	--

Energy Assessor's declaration

<p>I certify to the best of my knowledge that all the information I have given in this form is correct at the time of its submission and I agree to notify NAPIT of any changes in writing. I understand that any inaccurate statement or omissions may disqualify me from registration with NAPIT.</p> <p>I confirm that I will continue to ensure that I am covered with appropriate professional indemnity insurance at all times.</p> <p>I agree to the use of my contact details as described in this document and recognise that specific information will enter the public domain.</p> <p>I confirm that I will carry out at least 5 working days of continuing professional development (CPD) each year.</p>	<p>I agree to abide by the NAPIT Code of Conduct for Energy Assessors. I agree to visit the NAPIT website on a regular basis to ensure that I make myself aware of any changes to the Code or other documentation provided.</p> <p>I understand that if I am applying for registration via the Accreditation of Prior Experience and Learning (APEL) that further assessments and activities must be completed as described in this document before I can be registered.</p> <p>If applying as a self-employed assessor I agree to pay all Energy Performance Certificate fees* arising (otherwise see employer declaration below).</p>
Applicant signature	Date

Employer's declaration (if applicable)

<p>I confirm that the applicant is an employee of the company named in this document and agree that they will perform the duties of an Energy Assessor in accordance with NAPIT's requirements. I agree to ensure that they are covered by appropriate insurance including Public Liability, Employers Liability and Professional Indemnity.</p>	<p>I agree to pay all Energy Performance Certificate fees* arising</p>
Name	Position
Employer's signature	Date

* The standard EPC fee will consist of a certification fee of £10 + VAT per building certificated and the National Lodgement Fee levied on NAPIT by *Landmark Solutions* which will be passed on at cost (currently £1.15 + VAT).

Energy Assessors – On Construction Dwellings

Payment			
To renew your membership as an accredited Energy Assessor with NAPIT payment must be provided in full with this renewal form.			
Payment to be made by cheque or by credit/debit card			
Please tick the appropriate box to calculate your payment (all prices below are inclusive of VAT)			
<input type="checkbox"/>	£339.25	(£295 + VAT)	Annual membership fee (including software)*
* This fee will be refunded in the event that the application is unsuccessful.			
Either	I enclose a cheque made payable to NAPIT REGISTRATION LIMITED for £339.25 (£295 + VAT)		
Or	Please debit my MasterCard / Visa Card / Switch, Delta or Solo the sum of £339.25 (£295 + VAT)		
Card Number			
Expiry Date		Start Date (if shown)	
Security Code (3 digits on back)		Issue Number	
Card Holder's Signature			
Date			

You can also make a payment by credit/debit card by calling NAPIT offices on 0870 444 1392

Checklist			
Tick the boxes as appropriate to show you have enclosed the necessary items			
<input type="checkbox"/>	Insurance certificate (professional indemnity)	<input type="checkbox"/>	Continuing Professional Development Record
<input type="checkbox"/>	Changes / Additions to professional skills	<input type="checkbox"/>	Declarations signed
<input type="checkbox"/>	Cheque to the above value enclosed.....	OR	Card payment mandate above completed

NAPIT Registration Ltd, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL
 Tel: 0870 444 1392 Fax: 0870 444 1427 Web: www.napit.org.uk Email: EAScheme@napit.org.uk

Energy Assessors – On Construction Dwellings