



**NATIONAL ACCESS & SCAFFOLDING
CONFEDERATION**

Design Membership Criteria

NASC design membership is open to all UK registered businesses which provide designs to the access and scaffolding industry.

In order to become a member an applicant must be able to demonstrate that it has met the following criteria:

Trading

The applicant must have been trading in the UK for 12 months as a limited liability company, or limited liability partnership, and be able to produce financial statements for the period prepared by the accountants for the owners.

Insurance

The applicant must hold Professional Indemnity Insurance of £1 million and Public Liability and Employers' Liability Insurance appropriate to the business.

Training and Competence

The applicant must demonstrate that designers or principal designers employed by the business hold as a minimum:

- *An HNC qualification in Civil, Structural, or Mechanical Engineering, preferably registered with one of the recognised engineering institutions i.e. ICE, IStructE, IET etc;*
- *and/or has a minimum 5 years proven experience in a scaffolding design office;*
- *and/or has a minimum 5 years proven experience in a principal contractor's temporary works design department.*

Or equivalent levels of qualifications and experience.

Code of Conduct

Applicants must be prepared to abide by the NASC Code of Conduct and the NASC Bye Laws and Rules.



NATIONAL ACCESS & SCAFFOLDING CONFEDERATION

NASC DESIGN MEMBERSHIP APPLICATION FORM

1. GENERAL

a) Company/Partnership Name:

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Business registration number: Date of registration:

Which of the following applies to the business? (Delete as applicable):

Public Limited Company

Private Limited Company

Limited Liability Partnership

b) Provide full names (on a separate sheet) of all the officers of the business i.e. company directors, company secretary, partners and/or proprietor as applicable.

c) Are any current officers of the company (and/or persons with a financial interest) currently or previously disqualified from acting as a company director? If yes, provide details (on a separate sheet).

d) Number of years trading (minimum requirement 12 months)

e) Principal business address:

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Tel:

Email address:

Website:

f) Principal contact (for NASC matters):

Name: Position:

Tel: Email:

g) Registered address (if different to principal business address):

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h) Is the business a member of a group of companies? Y N

If yes, give the name and address of this group (on a separate sheet) indicating telephone number and email address.

i) Does the business have more than one operating branch? Y N

If yes, provide details (on a separate sheet) of company branches indicating telephone number and email address for each branch.

j) How will your business be of service to the scaffolding industry and to NASC members?

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2. FINANCIAL

a) Indicate the total turnover for the last completed financial year:

Financial Year To (mm/yy): TURNOVER:

Please provide a copy of full accounts for the last completed financial year as prepared and signed by your accountants/auditors.

b) Provide details of business accountants/auditors (include name, address and contact name and telephone number).

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3. INSURANCE

a) Indicate the level of Employers Liability Cover £.....

b) Indicate the level of Public Liability Cover £.....

Enclose copies of current Employers Liability and Public Liability insurance certificates. These must state level of cover, policy number and expiry date.

c) Indicate the level of Professional Indemnity Cover (minimum £1m) £.....

Enclose a copy of Professional Indemnity certificate. This must state level of cover, policy number and expiry date.

d) Please provide details (on a separate sheet) of any disputes raised by your clients/third parties over the previous 12 months, if any.

4. TRAINING & COMPETENCE

a) How many employees are currently engaged in scaffolding design within the business?

Please provide full details (on a separate sheet(s)) of the following for all designers:

- i) Current C.V.
- ii) Qualifications
- iii) Engagement terms (directly employed, sub-contractor, self-employed etc)

b) Please provide details (on a separate sheet) of the last 12 months CPD for personnel engaged in scaffolding design.

c) Please provide details (on a separate sheet) of future scaffolding specific training the business has planned for employees over the next 12 months.

5. REFERENCES

a) Please provide two references and indicate company name, address, project name, contact name and contact telephone number:

1.....
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2.....
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b) Please provide bona fide copies of any client/local government/authorising bodies certificates and/or endorsements you have gained within the last two years.

6. DECLARATION

I hereby declare that I have checked the information provided is accurate and correct:

Managing Director/Partner's Name (print):

Signature:

Date:



CHECKLIST

Please ensure that you complete and return this checklist with all requested enclosures fully cross-referenced with this application form. Failure to include all relevant items could result in this application being unsuccessful.

- Details of company officers etc (section 1b)
- Details of disqualified officers or persons with financial interest etc (if applicable) (section 1c)
- Group details (if applicable) (section 1h)
- Details of company branches (if applicable) (section 1i)
- Full set of business accounts for the last financial year (section 2a)
- Copies of Employers Liability & Public Liability certificates (if applicable) (section 3a & b)
- Copy of Professional Indemnity certificate (section 3c)
- Details of disputes raised by clients/third parties over previous 12 months (if applicable) (section 3d)
- Details of all persons engaged in scaffolding design inc CV, Qualifications etc (section 4a)
- Details of CPD for scaffold designers (section 4b)
- Details of future training for scaffold designers (section 4c)
- Copies of Client/Local Government bodies certificates and endorsements awarded (Section 5b)