

# Membership Application Form

## Before you begin

This application form contains **10 steps** and will take approximately **20 minutes** to complete. You will need the following information to complete your application:

- Operatives (names, dates of birth, and National Insurance numbers)
- Proof of Public Liability Insurance and Employers' Liability Insurance (if applicable)
- Copies of qualifications/certificates relevant to the type of work you undertake

Please note that a **non-refundable** application fee of **£99 + VAT** must be paid prior to the finalisation of your membership.

**Membership Fee:** SNIPEF Membership requires an annual fee which must be paid prior to the finalisation of your membership. Please see the [FAQ](#) page on the SNIPEF website for current rates. Your first year's fee will be calculated on a pro rata basis from the date your business joins.

If you need any assistance in completing this form, please contact our Membership Department at [membership@snipef.org](mailto:membership@snipef.org) or call 0131 556 0600.

## Step 1 – About your company

Registered company name	
Address Line 1	
Address Line 2	
Town/City	
Postcode	
Company email	
Company phone	

What type of company is it?

- Limited Company
  Partnership
  Sole Trader

*For the purposes of this form, "limited company" includes Ltd companies, Limited Liability Partnerships (LLPs), Limited Partnerships (LPs), and any business registered with Companies House.*

If you are a limited company, what is your Companies House number?

When was the company established?

Annual turnover?

- Less than £632,000                       £632,000 to £10.2 million  
 £10.2 million to £36 million                       Above £36 million

Are you a member of any of the following?

- GasSafe                       MCS                       TrustMark  
 Select                       NICEIC                       Lead Contractors Association  
 OFTEC                       Other

## Step 2 – Contact information

**Main Contact** *(the person who will receive membership communications and our newsletter)*

Name	
Phone	
Email	

**Nominated Qualified Person** *(the person you are nominating to keep SNIPEF updated about the operatives you employ and their qualifications. This can be the same person as your main contact above.)*

Name	
Phone	
Email	

**Finance Contact** *(the person that invoices should be sent to)*

Name	
Phone	
Email	

What is your preferred method of contact?

- Phone                       Email                       Text Message                       WhatsApp

We will typically contact you via email for most communications. However, if you prefer another method for specific updates or urgent matters, please let us know by indicating your preferred method above.

Website	
X (Twitter)	
Facebook	
Instagram	
LinkedIn	

### Step 3 – Type of work

What type of clients does the company do work for?

- Domestic
  Commercial
  Industrial

Please list the primary activities of your company (*primary activities are what your business mainly does day-to-day. E.g. plumbing and heating system installation and repair*)

Please list the secondary activities of your company (*secondary activities are other services your company offers that aren't its main focus. E.g. drain maintenance*)

### What type of work do you do? (Select all that apply)

The categories of work you select will appear on your company listing on the SNIPEF customer searchable website, [needaplumber.org](http://needaplumber.org). The more complete your listing is, the better it will perform in searches and help promote your business.

#### Commercial & Landlord Services

- Commercial plumbing maintenance
  Emergency plumbing for landlords  
 High-capacity drainage solutions
  Landlord gas safety certificates (CP12)  
 Large-scale heating system installation
  Legionella risk assessment

Water efficiency audits

All of the above

### **Drainage & Sewer Services**

CCTV drain surveys

Gutter & downpipe cleaning

Rainwater harvesting systems

Septic tank installation and maintenance

Sewer line repairs & replacement

All of the above

### **Heating & Gas**

Boiler installation, repair & servicing

Carbon monoxide testing

Central heating installation & upgrades

Gas appliance installation

Gas leak detection & repair

Gas pipe installation & repair

Gas safety checks & certifications

Oil heating

Power flushing

Radiator installation & maintenance

Smart heating controls

Solid fuel heating

Underfloor heating

Unvented hot water systems

All of the above

### **Lead Work & Pipe Replacement**

Lead flashing & roofing repairs

Lead pipe replacement

Lead testing & safety assessments

Lead water main replacement

Lead welding & fabrication

All of the above

### **Plumbing**

Blocked drains & drain cleaning

Burst pipe repairs

Disabled adaptations

Emergency plumbing repairs

Kitchen & bathroom installations

Leak detection & repair

Pipe installation & replacement

Shower repairs & installation

Tap repairs & replacement

Toilet repairs & installation

Water pressure adjustment

Water softener installation

All of the above

### **Renewable & Sustainable Services**

- |   |  |
|---|--|
| <input type="checkbox"/> Air-source heat pumps*     | <input type="checkbox"/> Biomass boiler installation & servicing*  |
| <input type="checkbox"/> Energy efficiency          | <input type="checkbox"/> Greywater recycling systems               |
| <input type="checkbox"/> Ground-source heat pumps*  | <input type="checkbox"/> Hydrogen-ready boilers                    |
| <input type="checkbox"/> Low flow plumbing fixtures | <input type="checkbox"/> Rainwater harvesting systems              |
| <input type="checkbox"/> Smart heating controls     | <input type="checkbox"/> Smart water leak detection                |
| <input type="checkbox"/> Solar panels*              | <input type="checkbox"/> Water-efficient tap & toilet installation |
| <input type="checkbox"/> All of the above           |  |

*If you selected any of the following - Ground Source Heat Pumps, Air Source Heat Pumps, Solar Panels, or Biomass Boilers - please email evidence of your relevant qualifications along with your completed application form.*

## Step 4 – About your Proprietors, Partners and Directors

List the names and National Insurance Numbers of the business' Proprietors, Partners and Directors. Anyone listed here will not be charged for.

**Note:** *If the applicant is connected to a plumbing, heating or related trade business that became bankrupt or went into liquidation, your membership application cannot be considered for 12 months from the date that business ceased to trade.*

Name	Designation (e.g. Partner)	NI Number	Do they carry out plumbing & heating work?

## Step 5 – About your operatives

List the names and National Insurance Numbers of any **plumbers** and **gas operatives** you employ. All fields must be completed for us to progress with your application. *If you need more space to fill in operative details, please continue on page 9 of this application.*

Name	Date of birth	NI Number	Operative type (Plumber/Gas/Other)


Does your business use subcontractors? (This is for information purposes only)

Yes  No

## Step 6 – About your apprentices

List the names and National Insurance Numbers of the **plumbing and gas apprentices** you employ. Apprentices are not charged for. *If you need more space to fill in apprentice details, please continue on page 9 of this application.*

Name	Date of birth	NI Number	Apprentice type (Apprentice Plumber/ Apprentice Gas/ Apprentice Other)

Total number of other staff (e.g. office staff)

## Step 7 – Insurance

SNIPEF members **must** have at least £2 million in Public Liability Insurance and, if your company has employees, at least £5 million in Employer's Liability Insurance. Please attach copies of your business' insurance certificate(s) to this application.

What insurance do you have? (Select all that apply)

Public Liability Insurance  Employers' Liability Insurance

Insurance Policy Number	
Policy Expiry Date	

## Step 8 – Where did you hear about SNIPEF?

Tell us where you heard about SNIPEF

- Previously a member
- Trade merchants
- PlumbHeat magazine
- Social media
- Scottish Water
- Northern Ireland Water
- Internet search
- Another member
- Other (please specify)

## Step 9 – Reason for joining SNIPEF

Select as many as apply

- Promote your business as a SNIPEF member and use the SNIPEF logo
- Generate new business via SNIPEF's Need a Plumber website and referrals from Scottish Water/NI Water
- Join the Approved Certifier of Construction Scheme (ACCS)
- Access to professional advice and support on Employment, Health & Safety and Technical issues
- Become a member of the WaterSafe Approved Contractor Scheme
- Access to member-only discounts on a variety of products and services
- Join the Welfare, Holiday and Sick Pay Schemes
- Other (please specify)

Did one of our Business Development Officers help you with this application? If so, please enter their name below.

## Step 10 – Payment and declaration

**Membership Fee:** SNIPEF Membership requires an annual fee which must be paid prior to the finalisation of your membership. Please see the [FAQ](#) page on the SNIPEF website for current rates. Your first year's fee will be calculated on a pro rata basis from the date your business joins.

**Application Fee:** Please note that a **non-refundable** application fee of **£99 + VAT** must be paid prior to the finalisation of your membership.

**Processing time for your application:** You should anticipate a 2-week period from payment of the application fee for the necessary quality checks to complete. Once those have completed successfully we will contact you by email with an update and next steps and a request to pay your annual membership. This can be paid as a one-off payment or by Direct Debit.

How do you wish to pay for your annual SNIPEF membership?

- Direct Debit (over 10 months)  One Off Payment

Please check the boxes to confirm the following statements:

<input type="checkbox"/>	I consent to SNIPEF contacting my Local Authority Trading Standards Office or appropriate statutory bodies to confirm my trading history.
<input type="checkbox"/>	I understand work my business has completed will be inspected by SNIPEF within six months of becoming a SNIPEF member.
<input type="checkbox"/>	I acknowledge and agree that, if my application is successful, I will comply with the SNIPEF Constitution: <a href="https://bit.ly/42yejBA">https://bit.ly/42yejBA</a>
<input type="checkbox"/>	I have read and understand how SNIPEF Management Ltd manages personal data. (Privacy Policy is available online at <a href="http://www.snipef.org/privacy">www.snipef.org/privacy</a> )
<input type="checkbox"/>	I declare that to the best of my knowledge all information submitted is correct. I fully understand the submission of any misleading information will jeopardise my membership. I confirm all certificate copies provided are from the originals.

Name

Job Title

*Please email your completed application form (along with copies of your insurance and any relevant qualifications, as referenced in step 3) to [membership@snipef.org](mailto:membership@snipef.org).*


