

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 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	

Would you like to be included in the **SNIPEF Technical WhatsApp** group? Yes

This group is designed exclusively for SNIPEF and Affiliated Members and Operatives to share technical information, stay updated on new regulations, and support one another with your expertise and individual specialities within the trade. You can also use this group to easily contact the SNIPEF Technical team for assistance.

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. The more complete your listing is, the better it will perform in searches and help promote your business.

Commercial & Landlord Services

- | | |
|--|--|
| <input type="checkbox"/> Commercial plumbing maintenance | <input type="checkbox"/> Emergency plumbing for landlords |
| <input type="checkbox"/> High-capacity drainage solutions | <input type="checkbox"/> Landlord gas safety certificates (CP12) |
| <input type="checkbox"/> Large-scale heating system installation | <input type="checkbox"/> Legionella risk assessment |
| <input type="checkbox"/> Water efficiency audits | <input type="checkbox"/> All of the above |

Drainage & Sewer Services

- | | |
|---|---|
| <input type="checkbox"/> CCTV drain surveys | <input type="checkbox"/> Gutter & downpipe cleaning |
| <input type="checkbox"/> Rainwater harvesting systems | <input type="checkbox"/> Septic tank installation and maintenance |
| <input type="checkbox"/> Sewer line repairs & replacement | <input type="checkbox"/> All of the above |

Heating & Gas

- | | |
|--|--|
| <input type="checkbox"/> Boiler installation, repair & servicing | <input type="checkbox"/> Carbon monoxide testing |
| <input type="checkbox"/> Central heating installation & upgrades | <input type="checkbox"/> Gas appliance installation |
| <input type="checkbox"/> Gas leak detection & repair | <input type="checkbox"/> Gas pipe installation & repair |
| <input type="checkbox"/> Gas safety checks & certifications | <input type="checkbox"/> Oil heating |
| <input type="checkbox"/> Power flushing | <input type="checkbox"/> Radiator installation & maintenance |
| <input type="checkbox"/> Smart heating controls | <input type="checkbox"/> Solid fuel heating |
| <input type="checkbox"/> Underfloor heating | <input type="checkbox"/> Unvented hot water systems |
| <input type="checkbox"/> All of the above | |

Lead Work & Pipe Replacement

- | | |
|--|--|
| <input type="checkbox"/> Lead flashing & roofing repairs | <input type="checkbox"/> Lead pipe replacement |
| <input type="checkbox"/> Lead testing & safety assessments | <input type="checkbox"/> Lead water main replacement |
| <input type="checkbox"/> Lead welding & fabrication | <input type="checkbox"/> All of the above |

Plumbing

- | | |
|---|--|
| <input type="checkbox"/> Blocked drains & drain cleaning | <input type="checkbox"/> Burst pipe repairs |
| <input type="checkbox"/> Disabled adaptations | <input type="checkbox"/> Emergency plumbing repairs |
| <input type="checkbox"/> Kitchen & bathroom installations | <input type="checkbox"/> Leak detection & repair |
| <input type="checkbox"/> Pipe installation & replacement | <input type="checkbox"/> Shower repairs & installation |
| <input type="checkbox"/> Tap repairs & replacement | <input type="checkbox"/> Toilet repairs & installation |
| <input type="checkbox"/> Water pressure adjustment | <input type="checkbox"/> Water softener installation |
| <input type="checkbox"/> 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: https://bit.ly/42yejBA
<input type="checkbox"/>	I have read and understand how SNIPEF Management Ltd manages personal data. (Privacy Policy is available online at www.snipef.org/privacy)
<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.

