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 **£75 + VAT** must be paid prior to the finalisation of your membership.

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

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

Commercial & Landlord Services

☐ Commercial plumbing maintenance
☐ High-capacity drainage solutions
☐ Large-scale heating system installation
☐ Water efficiency audits
☐ Emergency plumbing for landlords
☐ Landlord gas safety certificates (CP12)
☐ Legionella risk assessment
☐ All of the above

SNIPEF
Plumbing and heating association

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

☐ Air-source heat pumps*
☐ Biomass boiler installation & servicing*
☐ Energy efficiency
☐ Greywater recycling systems

☐ Ground-source heat pumps*

☐ Low flow plumbing fixtures

☐ Smart heating controls

☐ Solar panels*

☐ All of the above

☐ Hydrogen-ready boilers

☐ Rainwater harvesting systems

☐ Smart water leak detection

☐ Water-efficient tap & toilet installation

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

Application Fee: Please note that a **non-refundable** application fee of **£75 + 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:

- ☐ I consent to SNIPEF contacting my Local Authority Trading Standards Office or appropriate statutory bodies to confirm my trading history.
- ☐ I understand work my business has completed will be inspected by SNIPEF within six months of becoming a SNIPEF member.
- ☐ I have read and understand how SNIPEF Management Ltd manages personal data. (Privacy Policy is available online at www.snipef.org/privacy)
- ☐ 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.

Declaration: 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.

Step 5 (continued) – 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.

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

Step 6 (continued) – About your apprentices

List the names and National Insurance Numbers of the **plumbing and gas apprentices** you employ. Apprentices are not charged for.

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