
DERBYSHIRE TRUSTED TRADER APPLICATION FORM CHECKLIST

Please ensure that you have enclosed the following with your completed application form. By enclosing these items you will help speed up the assessment process. If we need any more information, or further clarification we will contact you.

- 1 Application form** – declaration signed by person having authority to commit the business to the code of practice.
 - 2 Payment** – our fees are £75 for sole traders and social enterprises or £110 for all other businesses – both sums include VAT. Ways to pay:
 - **Online** at www.derbyshire.gov.uk > Home > Business and economy > Make an online payment. Select ‘Trusted Trader fee’ and enter the correct amount (£75 or £110 depending on your business type)
 - **Over the phone**, call 01629 536166 and ask to make a Trusted Trader payment, or
 - **By cheque** made payable to “Derbyshire County Council”
 - 3 Copies of your:**
 - **qualifications**
 - **registrations** – e.g. Gas Safe, Part P electrical, CSCS, FENSA
 - **membership certificates** – e.g. trade bodies and associations
 - **quality assurances** – e.g. ISO9001, Kitemark, FSA
 - **insurance backed guarantees membership** (if appropriate)
 - 4 Public Liability Insurance Certificate** (or appropriate indemnity insurance) – include copy of certificate and extract from policy schedule summarising PLI cover if this is not included on the certificate).
 - 5 Utility bill or similar** – to show name and current address
 - 7 Paperwork** – which you give to your customers e.g. estimates / quotations / receipts, letter heads, advertising leaflets, terms & conditions (if available).
 - 8 Copies of a sample of customer references** if these are readily available (optional).
 - 9 Any additional information** which you feel might support your application.
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Please return your completed application and payment (cheques payable to Derbyshire County Council) in the pre-paid envelope to:
Trusted Trader, Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AG.

DERBYSHIRE TRUSTED TRADER MEMBERSHIP APPLICATION FORM

Please fill in this form using black ink and capital letters and then send it with your payment to the address at the end.

Please continue your answers to any of the questions on a separate sheet of paper if necessary, indicating which one you are answering. If you have any questions or need any help filling in any part of this form, please contact a member of our Trusted Trader team by:

- emailing trusted.trader@derbyshire.gov.uk or
- calling 01629 536148.

Information in the form **highlighted like this** will be used in your entry on the Derbyshire Trusted Trader website at www.derbyshire.gov.uk. Please attach a continuation sheet if necessary.

1 Trading name(s)

(this will be the name appearing in the web register)

2 Business name

(if different from above - for limited or public company please enter the full company name)

3 Type of business

(please tick box)

Sole trader

Partnership

Limited company

Other

(Please specify below)

Please include the full names, dates of birth and home addresses of all owners, partners or directors

Full name	Date of birth	Position	Home address

If anyone else is involved in controlling the business, please include their full name, home address and role

Full name	Home address	Role

4 Company registration number

(if applicable)

**TRUSTED
TRADER**

 **DERBYSHIRE**
County Council



5 Head office or registered office address (please state which)

	Postcode
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6 Business address (if different from above – please include full address)

	Postcode
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7 Business telephone number
(including area code)

Landline	Mobile
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8 Business email address

(for your customers to use to contact you)

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9 Website (a link will be provided from the Trusted Trader website to your company website)

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10 Nature of business (what do you do?)

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11 Please state the month and year your business started trading in Derbyshire (normally at least six months' trading is required)

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Any previous businesses or trading names

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Any previous business or trading addresses

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12 Please list any registrations (with ID numbers), trade association memberships, or independently checked quality assurance systems you hold which are relevant to your business (for example, Gas Safe, Part P electrical contractor, FENSA, City & Guilds, ISO9001) **and include certificates / documents and membership numbers as appropriate.**

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13 Do you offer discounts to Derbyshire Gold Card holders (disabled people and people aged 60+)

 YES NO

14 You must enclose with this application a copy of your current public liability insurance certificate (not your employers' liability insurance certificate) OR your professional indemnity insurance certificate ENCLOSED

15 Do you hold any licences relevant to your business, for example consumer credit? YES NO NOT APPLICABLE

If YES, please give the licence number

16 Use this space to tell us about your business. If your application is successful, what you tell us here will be published on your member's page. It's your chance to promote your business to the public. For example, you can mention your business values, how long you've been trading, any discounts or guarantees you offer and whether you charge for estimates or call outs.

17 Please list details of any: (a) civil court judgements against you less than 6 years old (b) unspent criminal convictions (c) undischarged bankruptcy orders (d) current legal proceedings (e) current investigations by professional or law enforcement bodies.

NONE SEE BELOW (please give details)

N.B. Please note that we carry out checks. Failure to disclose may affect the success of your application.

18 Name of person completing this form

Your position in the business

Your telephone number(s)
(if different from question 7)

Your email address
(if different from question 8)

This email address will be used by us to contact you and not published

DECLARATION (to be signed by owner, director or senior manager authorised to do so and who has the authority to commit the business to the code of practice)

By submitting this application form you confirm the following;

1. I agree that you may use personal information provided by me in order to conduct appropriate anti-fraud checks. Personal information that I provide may be disclosed to a fraud prevention agency, which may keep a record of that information.
2. I agree to provide relevant documents and certificates referenced above upon request.
3. I agree to the details of my application and membership activities being held on Derbyshire County Council databases according to the time limits explained below.
4. I have read the Derbyshire Trusted Trader scheme's code of practice and I agree to abide by it on behalf of the named business.
5. I agree that, in assessing this application, Derbyshire County Council's trading standards service may request information about my business from other organisations listed on my application (such as trade associations, qualification awarding bodies and insurance companies). I authorise those organisations to release such information. I also agree that Derbyshire County Council may disclose details, on enquiry, about the status of my application.
6. If accepted as a Trusted Trader, I understand that Derbyshire County Council will publish all genuine, relevant and lawful customer feedback about my business regardless of whether the customer's comments are positive or negative.

The above personal information will be used in order that Trading Standards can assess your suitability to join the Trusted Trader Scheme. It will be retained securely by Derbyshire County Council's Trading Standards Service for the duration of the application process and then kept as follows;

- If your application is unsuccessful, you have 28 days to appeal against our decision. If you do appeal, the information will be retained for the duration of the appeal process. If you do not appeal, the information will be disposed of after the 28 day deadline for submitting an appeal has passed.
- If your application (or any appeal) is successful, the information will be retained for the duration of your membership and for 6 years after your membership of the Trusted Trader Scheme ceases. Anyone with a claim for breach of contract has 6 years from the date of the alleged breach in which to begin civil action.

Your information will not be shared with any third parties without your consent, except for when we are required to do so by law.

I give my consent for my personal information to be used for the purpose described above.*

*Please note you have the right to withdraw this consent at any time and you can do this by emailing trusted.trader@derbyshire.gov.uk

For more information on how we use data we hold about you, how long we keep it and your rights relating to it, for example to have it corrected, erased, restricted, transferred or to see your data, please see our information on GDPR. If you would like to contact our data protection officer please Call Derbyshire tel: 01629 538303. You have the right to contact the Information Commissioner's Office if you have any concerns about how we handle your data.

Have you:

- Completed all relevant sections of this form?
- Enclosed your current public liability insurance certificate (Q.14) and documents required at Q.12?
- Paid (or enclosed) the correct fee?

Signature

Name of signatory (please print)

Position in business

Date

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