|  |  |
| --- | --- |
| Form Completed By: Enter name here. | |
| Signed: Click here to sign. | Date: Select date. |

**ORGANISATION INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation Name | Click here to enter name. | | | | | | | | Branch  (If Applicable) | | | | Click here to enter branch. | | | | | |
| Organisation Address | Click here to enter address.  Post Code: Click here. | | | | | | | | Telephone  Number | | | | Click here to enter number. | | | | | |
| Facsimile Number | | | | Click here to enter number. | | | | | |
| Company Registration Number | | | Click here to enter number. | | | | | | Size of Work Force | | | | Click here to enter number. | | | | | |
| Web Address | Click here to enter web address. | | | | | | | | | | | | | | | | | |
| Legal Entity | ☐ | Individual | | | | ☐ | Limited Company | | | | ☐ | Limited Liability Partnership | | | | | ☐ | Partnership |
| Minimum Project Value | | | | £ Enter amount here. | | | | | Maximum Project Value | | | | | | £ Enter amount here. | | | |
| Operating Regions  (Please select all regions you offer) | | | ☐ | | Avon | | | ☐ | | Gloucestershire | | | | ☐ | | Oxfordshire | | |
| ☐ | | Bedfordshire | | | ☐ | | Greater London | | | | ☐ | | Surrey | | |
| ☐ | | Berkshire | | | ☐ | | Hampshire | | | | ☐ | | West Sussex | | |
| ☐ | | Buckinghamshire | | | ☐ | | Hertfordshire | | | | ☐ | | Wiltshire | | |

|  |  |
| --- | --- |
| Does the Organisation have any accreditations e.g. ISO 9001 \ ISO 14001 | Click here to enter. |

|  |  |  |  |
| --- | --- | --- | --- |
| Estimating Contact Name | Click here to enter name. | Contact Telephone Number | Click here to enter number. |
| Contact e-mail | Click here to enter e-mail. | | |
| Contracting Contact Name | Click here to enter name. | Contact Telephone Number | Click here to enter number. |
| Contact e-mail | Click here to enter e-mail. | | |

**ORGANISATION SERVICES**

On the following page please indicate the main services that your organisation can offer by ticking the boxes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **Preliminaries** | 🞎 | Waterproof Rendering | 🞎 | Specialist Equipment |
| 🞎 | Agency Labour | 🞎 | Waterproofing | 🞎 | Theatre Seating |
| 🞎 | Builders Clean | **K** | **Linings/Sheathing/Dry Partitioning** | 🞎 | White Goods |
| 🞎 | Permanent Services | 🞎 | Cubicles | **P** | **Building Fabric Sundries** |
| 🞎 | Scaffolding | 🞎 | Demountable Partitions | 🞎 | Blown Insulation |
| 🞎 | Temporary Services | 🞎 | Drylining | 🞎 | Cutting & Drilling |
| 🞎 | Testing | 🞎 | Metsec Framing | 🞎 | Insulation |
| **B** | **Complete Building/Structures/Units** | 🞎 | Partitions | 🞎 | Ironmongery |
| 🞎 | Bathroom Pods | 🞎 | Raised Access Floors | 🞎 | Mastic Sealants |
| 🞎 | Volumetric Construction | 🞎 | Suspended Ceilings | **Q** | **Paving/Planting/Fencing/Site Furniture** |
| **C** | **Demolition/Alteration/Renovation** | 🞎 | Timber Flooring | 🞎 | Artificial Grass |
| 🞎 | Asbestos Removal | 🞎 | Washroom System | 🞎 | Block Paving |
| 🞎 | Chimney Sweeps | **L** | **Windows/Doors/Stairs** | 🞎 | Court Markings |
| 🞎 | Demolition & Stripping Out | 🞎 | Aluminium Windows & doors | 🞎 | Cycle Shelters |
| 🞎 | Shoring | 🞎 | Balustrades | 🞎 | Fencing & Gates |
| 🞎 | Shotblast Cleaning | 🞎 | Canopies | 🞎 | Green Roofing |
| 🞎 | Structural Repairs | 🞎 | Conservatory | 🞎 | Landscaping |
| 🞎 | Timber Treatment & Damp Proofing | 🞎 | Folding Partitions | 🞎 | Resin Bonded Gravel |
| **D** | **Groundworks** | 🞎 | Garage Doors | 🞎 | Road Markings |
| 🞎 | Dewatering | 🞎 | Glazing | 🞎 | Sports & Play Surfaces |
| 🞎 | Groundworks | 🞎 | Industrial & Roller Shutter Doors | 🞎 | Streetworks |
| 🞎 | Piling | 🞎 | Louvres & Brise Soleil | 🞎 | Tarmacadam Surfacing |
| 🞎 | Retaining Walls | 🞎 | Metal Stairs | 🞎 | Tree Surgery |
| 🞎 | Sheet Piling | 🞎 | Revolving Doors | 🞎 | Vehicle Barriers |
| 🞎 | Underpinning | 🞎 | Roller Shutters | **R** | **Disposal Systems** |
| 🞎 | Vibro Compaction | 🞎 | Rooflights | 🞎 | Aluminium Rainwater Goods |
| **E** | **Insitu Concrete/Large PCC** | 🞎 | Secondary Glazing | 🞎 | Cast Iron Rainwater Goods |
| 🞎 | Formwork, Concrete, Steel Fixing | 🞎 | Security Grilles | 🞎 | Drain Surveys, Cleaning & Repairs |
| 🞎 | Precast Concrete Frame | 🞎 | Sliding Doors | 🞎 | Harvesting Tanks |
| 🞎 | Precast Floors & Stairs | 🞎 | Steel Windows & Doors | 🞎 | Pumping Stations |
| 🞎 | Precast Foundations | 🞎 | Sunpipes | 🞎 | Sewerage Treatment Tanks |
| 🞎 | Precast Panel Cladding | 🞎 | Timber Stairs | 🞎 | Syphonic Roof Drainage |
| **F** | **Masonry** | 🞎 | Timber Windows & Doors | 🞎 | UPVC Rainwater Goods |
| 🞎 | Brick Cleaning | 🞎 | UPVC Windows & Doors | **S** | **Piped Supply Systems** |
| 🞎 | Brickwork | 🞎 | Walkways | 🞎 | Fire Suppression Systems |
| 🞎 | Fireplaces & Chimneys | 🞎 | Window Films / Manifestations | 🞎 | Swimming Pools |
| 🞎 | Glass Block Walling | 🞎 | Window Repairs | **T** | **Mech Htg/Cooling/Refrigeration Systems** |
| 🞎 | Repointing | **M** | **Surface Finishes** | 🞎 | Mechanical & Plumbing Services |
| 🞎 | Stonework | 🞎 | Acoustic Flooring | 🞎 | Renewable Energy |
| **G** | **Structural/Carcassing/Metal Timber** | 🞎 | Artex & Coving | 🞎 | Solar Panels |
| 🞎 | Carpentry | 🞎 | Ceramic Tiling | 🞎 | Underfloor Heating |
| 🞎 | Engineered Timber & Gluams | 🞎 | Coloured Render | **U** | **Ventilation/Air Conditioning Systems** |
| 🞎 | Metal Decking | 🞎 | Cornice Works | 🞎 | Air Conditioning |
| 🞎 | Roof Trusses | 🞎 | Fire Protection | 🞎 | Passive Ventilation |
| 🞎 | Structural Steelwork | 🞎 | Hygienic Cladding | **V** | **Electrical Supply/Power/Lighting Sys** |
| 🞎 | Timber Frame | 🞎 | Insulated Render | 🞎 | Electrical Services |
| 🞎 | UPVC Facsias & Soffits | 🞎 | Marble & Terrazzo | **W** | **Communications/Security/Control Sys** |
| **H** | **Cladding / Covering** | 🞎 | Painting & Decorating | 🞎 | Access Control |
| 🞎 | Composite Roof Panels | 🞎 | Plastering & Rendering | 🞎 | CCTV Systems |
| 🞎 | Copings & Fascias | 🞎 | Polished Flooring | 🞎 | Data & Communication |
| 🞎 | Curtain Walling | 🞎 | Polished Plaster | 🞎 | Fire Alarms |
| 🞎 | Leadwork | 🞎 | Resin Flooring | 🞎 | Intruder Alarms |
| 🞎 | Metal Roofing | 🞎 | Screeding | 🞎 | Lightning Protection |
| 🞎 | Patent Glazing | 🞎 | Soft Flooring | **X** | **Transport Systems** |
| 🞎 | Rainscreen Cladding | **N** | **Furniture/Equipment** | 🞎 | Cranes |
| 🞎 | Rigid Sheet Roofing & Cladding | 🞎 | Blinds | 🞎 | Escalators |
| 🞎 | Slate Roofing | 🞎 | Curtains & Soft Furnishings | 🞎 | Hoists |
| 🞎 | Structural Glazing | 🞎 | Fall Arrest Systems | 🞎 | Lifting Beams |
| 🞎 | Tile Roofing | 🞎 | Fitted Furniture | 🞎 | Passenger Lift |
| 🞎 | Weatherboarding | 🞎 | Kitchens | 🞎 | Platform Lift |
| **J** | **Waterproofing** | 🞎 | Mirrors | **Z** | **Purpose Made Joinery & Metalwork** |
| 🞎 | Asphalt Roofing | 🞎 | Sanitaryware | 🞎 | Joinery |
| 🞎 | Felt Roofing | 🞎 | Shelving | 🞎 | Metalwork |
| 🞎 | Single Ply Roofing | 🞎 | Signage |  |  |

1. **HEALTH AND SAFETY AT WORK – SELECTION AND CONTROL OF WORKS CONTRACTORS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you registered with CHAS or a similar SSIP (Safety Schemes in Procurement) recognised Health and Safety assessment scheme? | ☐ | Yes\* | ☐ | No |
| **\*if yes, please provide a copy of the certification of accreditation and go directly to section B**  **(the remainder of section A may be left blank)** | | | | |

This form must be completed by prospective sub-contractors and returned fully completed.

The Health and Safety at Work etc Act 1974 puts responsibility on the Main Contractor to ensure that persons engaged by them perform their duties in construction activities safely and without risk to others.

To appraise the safety standards of your organisation the following must be completed:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Does the organisation have a Health & Safety Policy **\*(if yes please provide a copy)** | | | ☐ | Yes\* | | ☐ | No |
| Who is the person responsible for Health & Safety within the organisation? | | | Click here to enter name. | | | | |
| Who are the professional safety office / consultant for the company? | | | Name Click here. | | | | |
| Address  Click here to enter address. | | | | |
| Details of Qualifications  Add details here. | | | | |
| Who is responsible for monitoring the Health & Safety within the organisation? | | | Click here to enter name. | | | | |
| Have you a safety manual within the organisation outlining the rules and working procedures? | | | ☐ | Yes | | ☐ | No |
| What Health & Safety Training do you provide? | | | | | | | |
|  | | Course | | | Organisation Providing Training | | |
| A | For Management/Supervisors | Click here to type. | | | Click here to type. | | |
|  |  | Click here to type. | | | Click here to type. | | |
|  |  | Click here to type. | | | Click here to type. | | |
|  |  | Click here to type. | | | Click here to type. | | |
| B | Operatives | Click here to type. | | | Click here to type. | | |
|  |  | Click here to type. | | | Click here to type. | | |
|  |  | Click here to type. | | | Click here to type. | | |
|  |  | Click here to type. | | | Click here to type. | | |
| Please give details of the organisation’s safety record for the past 3 years:  Click here to enter. | | | | | | | |
| Please give details of reportable accidents to the Health & Safety Executive within the last 3 years:  Click here to enter. | | | | | | | |
| Who is responsible for investigating accidents? | | | Click here to enter name. | | | | |
| Do you carry out noise assessments?  **\*(please attach example)** | | | ☐ | Yes\* | | ☐ | No |
| Do you provide COSHH assessment and instruct operatives in safe use of products  **\*(attach an example of COSHH assessment)** | | | ☐ | Yes\* | | ☐ | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Give details of any Health & Safety surveillance carried out by the organisation:  Click here to enter. | | | | |
| Do you provide personal protective clothing/ equipment to employees | ☐ | Yes | ☐ | No |
| If Yes, have you records of clothing/ equipment which are available on request? | ☐ | Yes | ☐ | No |
| What is your safety helmet policy? | Click here to type. | | | |
| Is the plant equipment owned or hired? | Click here to type. | | | |
| How do you ensure that plant and equipment is kept in good condition and PAT tested?  Click here to enter. | | | | |
| Do you produce a risk assessment for each project?  **\*(if yes please provide an example)** | ☐ | Yes\* | ☐ | No |
| Do you produce method statements for each project?  **\*(if yes please provide an example)** | ☐ | Yes\* | ☐ | No |
| Do you wish to provide further details, if relevant:  Click here to enter. | | | | |

1. **QUALITY MANAGEMENT PROCEDURES**

To comply with our Quality Management and Procedures, it is necessary for you to complete the questions below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your organisation been certified to the Quality Management standard ISO9001:2015 by a UKAS accredited certification body | ☐ | Yes | ☐ | No |
| If Yes, please identify the certification body  Click here to type. | | | | |
| Does your organisation have a quality system but not certified | ☐ | Yes | ☐ | No |
| Does your organisation not have a quality system but consider that you can provide the service and materials to comply with our requirements and specifications | ☐ | Yes | ☐ | No |

1. **ENVIRONMENTAL MANAGEMENT PROCEDURES**

To comply with our Environmental Management and Procedures, it is necessary for you to complete the questions below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your organisation been certified to the Environmental Management standard ISO14001 by a UKAS accredited certification body | ☐ | Yes | ☐ | No |
| If Yes, please identify the certification body  Click here to type. | | | | |
| Does your organisation have an Environmental system but not certified | ☐ | Yes | ☐ | No |
| Does your organisation not have an environmental system but consider that you can provide the service and materials to comply with our requirements and specifications | ☐ | Yes | ☐ | No |

1. **MODERN SLAVERY & HUMAN TRAFFICKING PROCEDURES**

\*Only applicable to companies with a turnover > £36m.

To comply with our Modern Slavery and Human Trafficking policy and procedures, it is necessary for you to

complete the questions below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does the organisation have a Modern Slavery and Human Trafficking statement/policy?  **(IF YES PLEASE PROVIDE A COPY)** | ☐ | Yes | ☐ | No |
| Who is responsible for ensuring the policy is implemented?  Click here to type. | | | | |
| Are any parts of the business identified as at risk of slavery or human trafficking taking place?  **(IF YES PLEASE IDENTIFY MITIGATION STEPS)** | ☐ | Yes | ☐ | No |

1. **HEALTH & SAFETY DOCUMENT CHECKLIST:**

CHAS/SSIP recognised accreditation

OR

Health & Safety Policy

Example of Risk Assessment

Example of Method statement

Example of COSHH

Example of Noise Assessment

Please submit your insurance brokers letter – **TO WHOM IT MAY CONCERN,** so we can validate your insurance on our systems.

**COMPULSORY – MUST BE INCLUDED WITHOUT EXCEPTION**

1. Employers Liability – liability cover & expiry date
2. Public liability – (£5M minimum) liability cover & expiry date, with Exclusions or Limitations – e.g. height or depth restrictions, terrorism exclusions, etc

3. Proof Of Indemnity to Principle on the public liability, a MUST from our insurers. If this is not included in the TWIMC letter from the broker, then please get it added or an e-mail from thr broker confirming this is in place.

Re all of the above, Sub Contract-Works must be covered by the sub-contractor to the full value of the sub-contract subject to the specific clauses in the sub-contract.

**WHERE HELD**

1. Professional Indemnity – please provide if held, however this MUST be provided if stated on the Feltham Construction Subcontract Order.
2. Contractor’s All Risks - liability cover & expiry date

Please e-mail all the requested information to [subcontract@felthamconstruction.co.uk](mailto:accounts@felthamconstruction.co.uk).

**We cannot release payments where you have not provided valid insurances covering the period during which your work was undertaken.**

|  |  |
| --- | --- |
| **FELTHAM CONSTRUCTION OFFICE USE ONLY** | |
| **ACCOUNT NUMBER** | FCL USE ONLY. |

**ORGANISATION INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Unique Tax Reference (UTR) | Click here to enter reference. | | |
| Company Registration Number | Click here to enter number. | | |
| National Insurance Number | Click here to enter number. | NI Contact Name  (if LLP or Sole Trader) | Click here to enter contact. |
| VAT Registered Number | Click here to enter number. | | |

Feltham Construction Ltd is subject to HMRC Domestic Reverse Charge VAT.

If you think the Reverse Charge does not apply to you then please evidence this claim using HMRC literature for review by FCL.

We can be contacted at [subcontract@felthamconstruction.co.uk](mailto:accounts@felthamconstruction.co.uk).

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Accounts Dept Contact Name | Click here to enter contact. |
| Telephone Number | Click here to enter contact. |
| Facsimile Number | Click here to enter contact. |
| E-mail Addresss | Click here to enter contact. |

**PAYMENT INFORMATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank Name | Click here to enter name. | | | | | | | |
| Bank Address | Click here to enter address. | | | | | | | |
| Post Code: Click here to enter post code. | | | | | | | |
| Account Name | Click here to enter name. | | | | | | | |
| Account Number | - | - | - | - | - | - | - | - |
| Sort Code | - | - | - | - | - | - | - | - |

|  |  |
| --- | --- |
| **DETAILS NEEDED** | **DETAILS SUPPLIED** |
| Customer Name | Feltham Construction Ltd |
| Sub-Contractor Name | Click here to enter name. |
| Customer VAT Number | GB 438 1469 36 |
| Sub-Contractor VAT Number | Click here to enter number. |
| The self-biller (the customer) agrees to issue self-billed invoices for all supplies made to them by the self-billee (the sub-contractor) for the following period 01/09/24 – 31/10/26: | 31 / 10 / 2026 |
| The self-biller agrees to complete self-billed invoices showing the supplier's name, address and VAT registration number, as well as all the other details that make up a full VAT invoice | Tick to indicate agreement 🗹 |
| The self-biller agrees to make a new self-billing agreement in the event that their VAT registration number changes | Tick to indicate agreement 🗹 |
| The self-biller agrees to inform the supplier if the issue of self-billed invoices will be outsourced to a third party | Tick to indicate agreement 🗹 |
| The self-billee (the sub-contractor) agrees to accept invoices raised by the self-biller on my behalf until the following date: | 31 / 10 / 2026 |
| The self-billee agrees not to raise sales invoices for the transactions covered by this agreement | Tick to indicate agreement 🗹 |
| The self-billee agrees to notify the customer immediately if they change their VAT registration number, stop being VAT registered or sell their business (or part of their business) | Tick to indicate agreement 🗹 |
| Customers Signature | Signed by: |
| Customer's Business or Organisation (if applicable) | Signed on behalf of Feltham Construction |
| Date: | 01 / 09 / 24 |
| Sub-Contractor’s Signature | Click here to sign. |
| Sub-Contractor’s Business or Organisation (if applicable) | Click here to enter text. |
| Date: | Click here to enter a date. |



**GENERAL DATA PROTECTION REGULATION (GDPR)**

In line with GDPR we are informing you of what data we collect and how we store/handle it in order to be compliant.

We may collect and use personal information for the performance of a contract to which you are party. We have a duty to ensure that your data is secure and confidential at all times and we will only collect data that is required by us to perform the contract into which we have entered with you. We do not sell any information to third parties.

We will retain the information provided to us for a minimum of 7 years, unless there is a specific contractual or legislative reason to hold the data for longer. Information beyond that time, once no longer required, will be disposed of securely. For further detail please visit our website [www.felthamgroupltd.co.uk](http://www.felthamgroupltd.co.uk).