

Application for Membership of the Ground Source Heat Pump Association

- Please complete this form and confirm that all business practices are in line with the Ground Source Heat Pump Association's Code of Ethical Practice.
- Companies, including Sole Traders, that are unable to complete this form are required to confirm that all business practices are in line with the Ground Source Heat Pump Association's Code of Ethical Practice and that all FULL membership criteria will be met by the 2nd AGM within membership – failure to do so will result in their withdrawal.

Business name (<i>Trading title or institution</i>)		
Contact name Mobile	Position within organisation	
Address	Invoice address (<i>if different</i>)	For Limited Company: registered address registered number incorporation date
Tel. #1 <input type="checkbox"/>	Tel #2 (<i>optional</i>) <input type="checkbox"/>	
Website:	E –mail Personal: <input type="checkbox"/> General: <input type="checkbox"/>	

Membership Category: Please tick one box	Description of business: Please tick as many boxes as apply
Sponsoring Organisation <input type="checkbox"/>	Large scale Installer <input type="checkbox"/>
Very Large Company (> 100 employees) <input type="checkbox"/>	Domestic/Installer <input type="checkbox"/>
Large Company (51-100 employees) <input type="checkbox"/>	Manufacturer / Supplier / Distributor <input type="checkbox"/>
Big Company (26-50 employees) <input type="checkbox"/>	Driller <input type="checkbox"/>
Medium Company (11-25 employees) <input type="checkbox"/>	Consultant / Project Management <input type="checkbox"/>
Small Medium Co (6-10 employees) <input type="checkbox"/>	Ancillary Services (training / financial) <input type="checkbox"/>
Small Company (2-5 employees) <input type="checkbox"/>	Not for Profit / Charity <input type="checkbox"/>
Sole Trader <input type="checkbox"/>	Other
Individual / Student <input type="checkbox"/>	

Number of employees

Please specify the number of employees active in ground source energy in UK:

Please describe, in **less than 200 words** a summary of your business activities (*or link to website page*):

Have there been any court judgments against the applicant (either individual or business)? **YES / NO**

Is a written sales contract used by the business you represent when selling to consumers? **YES / NO**

To be completed by manufacturers, installers and suppliers

Please tick box to confirm that all of the heat pumps (or systems) that you supply are inline with **GSHPA Standards and MIS 3005** (available at www.gshp.org.uk/Standards)

If not, please advise accordingly:



To be completed by installers – Who does the design work for the systems you install? please indicate below

Your organisation? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Professional Indemnity Insurance is a requirement if you design GSHP systems</i>	If NO :- Please give name of the company used to design the systems
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Accreditation

Are you accredited for ground source under the Microgeneration Certification Scheme (MCS)? Yes In Progress No

- If 'yes' please supply the MCS Number _____ or a copy of your certificate.
Please proceed to 'All Applicants' section on last page.
- If 'no', are you familiar with the Microgeneration Certification Scheme? Yes No
- Are you willing to obtain MCS accreditation? Yes No

**Insurance: All applicants are required to have insurance cover of at least the amount stated here
Please enclose copies of the certificates confirming your cover**

I confirm that I / this organisation has insurance cover as stated below (please state if not applicable)

Employees: (at least £5 million) £.....

Public Liability: (at least £2 million) £.....

Product Liability: (at least £2 million) £.....

Professional Indemnity: £.....
(mandatory if you design GSHP systems)

IMPORTANT: All non-MCS accredited applicants please include:

List of enclosures

- All current marketing, sales and technical literature (or give details of the website(s) where these can be found); Enclosed
- Any Terms and Conditions, sales conditions, agreements and contracts; Enclosed
- A typical quotation letter Enclosed
- Insurance documentation as stated above Enclosed
- Other Information Enclosed

Trade Refs: for verification of your business details. Existing GSHPA members may be listed. (not for publication)

<p>Trade Reference Address</p> <p>Tel:</p> <p>E-mail:</p> <p>Contact name:</p>	<p>Trade Reference Address</p> <p>Tel:</p> <p>E-mail:</p> <p>Contact name:</p>
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Installers: Please provide two references in respect of installations you have carried out. Please ensure the referees are aware that we may wish to arrange a site visit.

Reference # 1 Address and Telephone Contact Name E-mail Date of Installation:	Reference # 2 Address and Telephone Contact Name E-mail Date of Installation:
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Qualifications: Awards and other relevant 3rd party certification

Installers: Please provide qualifications and links with other Associations
Manufacturers/Suppliers: Please provide 3rd party certification or testing of products/services

All Applicants

Please confirm that all of your marketing, sales and technical literature complies with the Ground Source Heat Pump Association's Code of Ethical Practice Y N

The Code of Ethical Practice, Articles of Association and GSHPA Standards are available at: www.gshp.org.uk/Join_the_GSHPA.html

<p>Please confirm the following:</p> <p>I, on behalf of the business that I represent, confirm that all the information supplied on this form is complete, truthful and correct.</p> <p>If any of this information changes, I or another representative of the business will forward, in writing, details of the changes within 10 days of their being made.</p> <p>I have read and agree to abide by GSHPA's Code of Ethical Practice, Articles of Association and Standards;</p> <p>I undertake to keep abreast of and abide by any changes that may be made in the above Code, Articles or Standards from time to time.</p>	Name Position On behalf of Date Signature
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Please return the form and enclosures to:
 The Membership Secretary, GSHPA, National Energy Centre, Davy Avenue, Knowlhill, Milton Keynes MK5 8NG or to info@gshp.org.uk

Please include a cheque for £66 (£55 + VAT) to cover the application fee. A direct transfer can be made to: NEF, account 37399543, Sort Code: 60-14-55, reference GSHPA + your name.

