**Please see appendix 2 for guidance on how to complete this form**

**This form requests information which relates to your eligibility to be an Energy Assessor for either existing domestic, non-domestic, new build domestic or new build Non domestic buildings in Scotland. Each category is a separate membership in itself. Application for one category of membership does not infer that membership of other categories will automatically be offered. Each membership category has its own specific competency criteria that must be evidenced before membership can be offered. Therefore it is important that you fully complete this application form and clearly indicate which membership category(s) that you wish to apply for. Failure to do so or non-disclosure of any relevant information will prejudice the application.**

**BRE reserves the right to come back to you to ask for further information. You should also advise BRE immediately if any detail in this application changes at any time. Please complete all questions in block capitals.**

**Please ensure that you have completed all sections of this form and that you have enclosed the accompanying documents and all applicable fees.**

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| **Membership**  **Please indicate the membership category that you are applying for:** | | | | |
| **Applicant’s Name:** | | **Company Name:** | | |
| **Scheme No.** | **Membership category** | **Yes/No?** | **Annual membership fee enclosed Yes/No?**  **(state amount inc VAT)** | **Membership Approved? (Initials  1 & 2)** |
| **1** | **Existing Domestic Buildings** |  |  |  |
| **2** | **Existing Non Domestic Buildings** |  |  |  |
| **3** | **New Domestic Buildings** |  |  |  |
| **4** | **New Non Domestic Buildings** |  |  |  |

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| **Please complete and return this application form, with supporting documentation, and appropriate payments to:   BRE Global Ltd.**  **EPC Scheme Administrator,**  **BRE Scotland, Orion House, Bramah Avenue, Scottish Enterprise Technology Park,  East Kilbride G75 0RD** | |
| ***BRE use only*** – *Application Number* |  |

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| **For BRE use only** | | | | |
| Date received |  |  | **Y** | **N** |
| Fee(s) enclosed |  | Application complete |  |  |
| Receipt number |  | Is detailed assessment ok |  |  |
| Application type(s) |  |  |  |  |
|  |  |  |  |  |
| **Registration number** |  | Membership awarded |  |  |

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| **Section 1a: Applicant Personal Details** | |
| **Applicant’s Full Name:** |  |
| **Applicant’s Date of Birth:** |  |
| **Nationality:** |  |
| **Home Address** |  |
| **Post Code** |  |
| **Personal e-mail address:** |  |
| **Personal Tel. No.:** |  |
| **Business Details** | |
| **Business Type:** | **Sole Trader □ Limited Company □ Partnership □ Not for Profit □ Housing Association □ Local Authority □**  **Other □** (please state category) |
| **Business Name:** |  |
| **Principal Contact’s Name:** |  |
| **Title or Role:** |  |
| **Business Address:** |  |
| **Post Code:** |  |
| **Business e-mail address:** |  |
| **Business Tel. No.:** |  |
| **Web site:** |  |
| **Date Company was established:** |  |
| **Company Registration No.:** |  |

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| **Section 1b: Professional Insurance Details** | | | |
| **Insurance category\*** | **Amount of cover** | **Insurer’s name** | **Policy expiry date** |
| **Professional indemnity** |  |  |  |
| **Public liability** |  |  |  |

\***Minimum recommended cover for each category is £2 million.**

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| **Section 2: References\*** | | | |
| **Reference 1** | | **Reference 2** | |
| **Contact name:** |  | **Contact name:** |  |
| **Role:** |  | **Role:** |  |
| **Company Name:** |  | **Company Name:** |  |
| **Company Address:**  **Postcode:** |  | **Company Address:**  **Postcode:** |  |
| **Tel. No.:** |  | **Tel. No.:** |  |
| **E-mail:** |  | **E-mail:** |  |
| **Web site:** |  | **Web site:** |  |

**\*One referee can be from within your Company, the other should be an external referee other than a colleague, friend or relative.**

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| **Section 3:  Qualifications & Professional memberships and Relevant Experience** | | | | | | | |
| **Education** | | | | | | | |
| **Subject/discipline** | | **Level of attainment (i.e. Diploma, Degree)** | | | **Awarding body** | | **Date of award** |
|  | |  | | |  | |  |
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| **Professional qualifications and memberships of professional bodies  (please give full details)** | | | | | | | |
| **Qualification** | | **Awarding body** | | | **Category** | | **Year awarded** |
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| **Relevant Experience** | | | | | | | |
| **Current role:** |  | | | | | **Number of years in role:** |  |
| **Please summarise any supervisory or managerial responsibilities you have:** |  | | | | | | |
| **Additional comments:** | | | | | | | |
| **Number of relevant projects you have been involved with: (complete as applicable or enter “N/A”)** | | | | | | | |
| **Domestic – New Build** | | |  | **Non-Domestic – New Build** | | |  |
| **Domestic – Existing Build** | | |  | **Non- Domestic – Existing Build** | | |  |

**Please detail relevant qualifications, experience & professional memberships i.e. member of RICS, CIBSE.**

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| **Section 4a: Non Domestic To be completed only by applicants who wish to join as:**  **Existing Buildings Non-Domestic Energy Certifiers** | | |
|  | **Existing Buildings - Non Domestic only** | **BRE  use only** |
| **Are you currently an Approved Certifier of Design for Non Domestic Buildings under the BRE Global Scheme for Section 6 Energy Y/N?  (If Yes, please provide your membership No.)** |  |  |
| **Are you currently approved by BRE or another EPC Scheme to issue EPCs for Non-Domestic Buildings in England, Wales or Northern Ireland? Y/N?**  **(If Yes, please provide your membership No.)** |  |  |
| **SBEM training**  **Are you fully trained in the use of the current version of iSBEM, including the production of EPCs? Y/N?  (If yes, please state date of your most recent training course & provider)** |  |  |
| **Building Survey experience**  **Briefly describe your experience and training related to surveying non-domestic buildings in Scotland and elsewhere**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Building Services experience**  **Describe your experience and training related**  **to plant room operation in non-domestic buildings, in Scotland and elsewhere**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Existing Building Non Domestic Energy Audits**  **Describe your experience and training related to undertaking energy audits of non-domestic buildings in Scotland or elsewhere (include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |

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| **Section 4b: Non Domestic To be completed only by applicants who wish to join as:  New Buildings Non-Domestic Energy Certifiers** | | |
|  | **New Buildings –Non- Domestic only** | **BRE  use only** |
| **Are you currently an Approved Certifier of Design for  non domestic buildings under the BRE Global Scheme for Section 6 (Energy) Y/N?  (If Yes, please provide your membership No.)** |  |  |
| **Are you currently approved by BRE, or another recognised certification scheme, to issue EPCs for  non-domestic new buildings in England, Wales or Northern Ireland? Y/N?**  **(If yes please state which Scheme and your membership No.)** |  |  |
| **SBEM training**  **Are you fully trained in the use of the current version of iSBEM, or similar approved software, including knowledge of the production of new building EPCs?** **Y/N?**  **(If yes, please state date of your most recent training course & provider)** |  |  |
| **New Building Design Experience**  **Briefly describe your experience and training related to design for non-domestic new buildings buildings in Scotland and elsewhere.**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Building Services Experience**  **Describe your experience and training related to design and specification of plant room operations for non-domestic buildings, in Scotland and elsewhere.**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Existing Building Non Domestic Energy Audits**  **Describe your experience and training related to preparing energy audits for non-domestic new buildings in Scotland or elsewhere   (include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |

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| **Section 5a: Domestic To be completed only by applicants who wish to join as:**  **Existing Buildings Domestic Energy Certifiers** | | |
|  | **Existing Buildings - Domestic only** | **BRE  use only** |
| **Are you currently an Approved Certifier of Design for Domestic Buildings under the BRE Global Scheme for Section 6 Energy Y/N?  (If Yes, please provide your membership No.)** |  |  |
| **Are you currently approved by BRE, or another EPC Scheme, to issue EPCs for Domestic Buildings in England, Wales or Northern Ireland? Y/N?**  **(If Yes, please provide your membership No.)** |  |  |
| **RdSAP Training**  **Are you fully trained in the use of the current version of RdSAP 2012, including the production of EPCs?   Y/N?  (If yes, please state date of your most recent training course & provider)** |  |  |
| **Building Survey Experience**  **Briefly describe your experience and training related to surveying domestic buildings in Scotland and elsewhere.**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Building Services Experience**  **Describe your experience and training related to services for domestic buildings, in Scotland and elsewhere.**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Existing Building Domestic Energy Audits**  **Describe your experience and training related to undertaking energy audits of domestic buildings in Scotland or elsewhere.  (include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |

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| **Section 5b: Domestic To be completed only by applicants who wish to join as:  New Buildings Domestic Energy Certifiers** | | |
|  | **New Buildings - Domestic only** | **BRE use only** |
| **Are you currently an Approved Certifier of Design for  domestic buildings under the BRE Global Scheme for Section 6 (Energy) Y/N?  (If Yes, please provide your membership No.)** |  |  |
| **Are you currently approved by BRE, or another recognised certification Scheme, to issue EPCs for  domestic new buildings in England, Wales or Northern Ireland? Y/N?** (If yes please state which Scheme and your membership No.) |  |  |
| **SAP Training**  **Are you fully trained in the use of the current version of SAP including knowledge of the production of new building EPCs?**   **Y/N?** (If yes, please state date of your most recent training course & provider) |  |  |
| **New Building Design Experience**  **Briefly describe your experience and training related to design for domestic new buildings buildings in Scotland and elsewhere.**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Building Services Experience**  **Describe your experience and training related to design and specification of services for domestic buildings, in Scotland and elsewhere.**  **(include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |
| **Existing Building Domestic Energy Audits**  **Describe your experience and training related to preparing energy audits for domestic new buildings in Scotland or elsewhere.   (include – types of buildings, number of years, relevant training undertaken and qualifications gained)** |  |  |

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| **Section 6: Undertakings and Declarations** | | | |
| **Declaration by the Applicant (ALL APPLICANTS TO COMPLETE)**  **I confirm that:**  a) I have read and understood the scheme document and terms and conditions of certification.  b) I will enter into all training and assessment recommended by BRE Global for membership of the scheme.  c) I will abide by all requirements of the scheme document and understand that failure to do so could result   in suspension or withdrawal of my registration with this scheme.  d) I undertake to keep my CPD and professional training requirements up to date whilst a member of the   scheme.  e) I undertake to abide by the code of conduct for the scheme and have signed and enclosed a copy with   this application (see Appendix 1).  f) I undertake to adopt specific procedures to properly produce Energy Performance Certificates (EPCs) for   either New or Existing Domestic or Non-Domestic buildings.  g) I undertake to pay BRE for the recording of all EPCs issued by myself under BRE’s Protocol with the   Scottish Government (Building Standards Division) as set out in the fee sheet (FS022).  h) I undertake to promptly pay annual fees for membership of the scheme as set out in the fee sheet.  i) I undertake to cooperate with BRE Global in the investigation of any complaint against my work.  j) I undertake to lodge all EPCs as required by the Scottish Government (Building Standards Division).   (Currently the HEED Database operated by the Energy Savings Trust).  k) I will abide by the prevailing BRE ‘Global Terms and Conditions’.  l) I will abide by the prevailing BRE ‘Appeals Procedure’  m) I will abide by the prevailing BRE ‘Use of the Certification Mark’ guidance.  n) I will immediately cease production of EPCs if the Company or I personally become insolvent, informing  BRE of same on the first available day that this situation is known. | | | |
| **Applicant’s Name:** |  | **Position:** |  |
| **Applicants Signature:** |  | **Date:** |  |
| **Declaration by Authorised Representative of the Company** | | | |
| **I hereby confirm on behalf of (the Company) that the information contained in this application is correct and that any changes in circumstances will be notified to BRE Global in writing, and I accept and agree to abide by the requirements of the above declaration.** | | | |
| **Authorised Representative’s Name:** |  | **Position** |  |
| **Signature:** |  | **Date:** |  |

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| **Section 7: Please confirm you have enclosed the following** | | |
| **Items** | **Enclosed (Y/N?)** | **Exemption claimed (Y/N?)** |
| **Membership fee(s) payment:**  (Cheques should be made payable to “BRE Global” please remember to include VAT.)  See fee sheet FS022 for more details. Exceptions are listed below to the current fee structure |  |  |
| **1 Existing Domestic Buildings** |  |  |
| **2 Existing Non Domestic Buildings** |  |  |
| **3 New Domestic Buildings** |  |  |
| **4 New Non Domestic Buildings** |  |  |
| **All Domestic applicants   Recent copy of Basic Disclosure Scotland Certificate** |  | **N/A** |
| **Evidence of qualifications and relevant training certificates** |  | **N/A** |
| **Proof of membership of professional organisations** |  | **N/A** |
| **Current CV of applicant** |  | **N/A** |
| **Copy of Insurance details Professional Indemnity & Public liability cover notes** |  | **N/A** |
| **Signed and dated copy of the Code of Conduct  (see Appendix 1)** |  | **N/A** |
| **If a fee exemption has been claimed, please state grounds on which the claim is being made. i.e.**  **Current Domestic ACD Scheme members, claiming exemption from Existing Domestic EPC membership fee. Current Non Domestic ACD claiming exemption from Existing Non Domestic EPC Scheme membership fee.** | | |

**Please only send copies of documents, unless otherwise requested. All material submitted will be retained. Disclosure Scotland certificates should be no more than three months old from date of application to join Scheme.**

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| **Fee exemptions or concession currently apply for the following conditions:** | |
| **Current member of BRE Scotland ACD scheme** | **No fee for corresponding existing building EPC scheme i.e. – current member of the BRE ACD Domestic Scheme can apply to the Existing Building Domestic EPC Scheme with no membership fee. (2013 only)** |
| **Current member of BRE E & W’s existing buildings scheme** | **50% fee discount on membership fee for reciprocal BRE Scotland existing buildings Scheme for those who have had at least three months membership of the E & W members and have lodged a minimum of three EPCs with that Scheme. Fast track membership is not available to new E & W members who have benefitted from other BRE discounts or fee waivers. In such circumstances, full membership fees will apply for Scottish membership(s)** |

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| **Appendix 1:**  **Code of conduct** | |
| **BRE Global Scheme:  EPCs for New and Existing Buildings Domestic or Non Domestic Buildings in Scotland**  **As an Approved Energy Assessor for the BRE EPC Scheme, I will:**    • act with integrity and fairness;  • have regard to the public interest and to the interests of all those affected by their activities;  • not maliciously or recklessly injure or attempt to injure the reputation of another person;  • avoid conflicts of interest;  • uphold the reputation of the Scheme.  In discharging the function of Approved Energy Certifiers for New or Existing Domestic and Non Domestic Buildings in Scotland, Certifiers must:  • exercise appropriate skill, care, diligence and judgement in undertaking the work required for the issue of Energy Performance Certificates;  • not misrepresent themselves as having expertise and experience that they do not possess;  • maintain and broaden their expertise;  • undertake only those tasks for which they have appropriate expertise and experience;  • not use others to carry out the work on their behalf;  • acknowledge that for some projects they may lack appropriate experience to enable them to act as the Energy Assessor;  • disclose to BRE Global if they have been convicted of an offence by a court or have been subject to an adverse finding of any kind by any tribunal, court or other authority.  • provide a Basic Disclosure Scotland certificate as required by all new applicants to the domestic schemes or as directed by the Scheme Manager  (note this is a requirement for those Energy Certifiers entering domestic buildings in the discharge of their work. Re certification by Disclosure Scotland may be a requirement of continued membership). No negotiation is available on this requirement. Failure to provide a current Disclosure Scotland Certificate will be grounds for expulsion from the BRE EPC Scheme. | |
| **Name (block capitals):** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Appendix 2: Guidance Notes** |
| Please read the following notes. They will help you fill in the application form properly and so we will be able to deal with your application quickly. More details are available on the “Joining Information” page of the dedicated web site: [www.bre.co.uk/epcscotland](http://www.bre.co.uk/epcscotland)  **Note 1:**  Please complete all details required in section 1a.  **Note 2:**  To help you fill in section 1b, complete the relevant information on your employer status. All applicants should include insurance details, having insurances in place is a requirement of the scheme.  **Note 3:**  To help you fill in section 2, please supply two referees who can provide professional and character references. One referee can be a colleague in your Company, the other should be an external, professional referee. i.e. client or supplier. Family or friends should not be proposed as a referee.  **Note 4:**  To help you fill in section 3, please complete details of your qualifications, both academic and professional. Please include with your application copies of certificates and evidence of your experience. A current CV should also be included. Please ensure that you supply valid information within your CV by stating relevant details to the role of an Energy Certifier for example:  State which qualifications, experience or training you have in:   * Building Design * Energy Certification * Property surveying * Plant room & Services * Surveying * Software competency (name package(s)   **Note 5:**  Section 4a, please complete this section only if you wish to apply to issue EPCs for existing non-domestic buildings. Otherwise leave this section blank. Similarly for Section 4b, only complete this if you are applying for membership of the EPCs for new non domestic buildings, otherwise, leave blank.  **Note 6:**  Section 5a, please complete this section only if you wish to apply to issue EPCs for existing domestic buildings. Otherwise leave this section blank. Similarly for Section 5b, only complete this if you are applying for membership of the EPCs for new domestic buildings, otherwise, leave blank.  **Note 7:**  To help you fill in section 6, it is important that you complete the declaration and provide an original signature.  **Note 8:**  To help you fill in section 7, please tick boxes for the relevant items included. Note that **all applications** should be accompanied by evidence of qualifications, membership of professional bodies, an up to date CV, relevant training certificates, insurance details and a signed copy of the Code of Conduct. Domestic applicants should include a copy of a recent Basic Disclosure Scotland Certificate. Payment for all membership application(s) should also be included. |