

## SAVA Scheme

### How to apply for membership to produce the Home Condition Survey

Thank you for choosing SAVA. Our aim is to make the joining process as simple and straightforward for you as possible. This document is to guide you through the application process. If you have any questions or concerns, please contact our Customer Support team on 01908 442277. The team is specifically in place to help you so do call them and they will be more than happy to talk you through what you need to do and answer any specific questions that you may have.

We look forward to welcoming you as a member of SAVA.

This document will make reference to a number of other documents that form part of the Application Pack and should be read in conjunction with them. The Application Pack consists of:

- **How to Apply for Membership (this document)**
- **The Application Form**
- **The Membership Agreement**
- **The Membership Rules**
- **The Product Rules**

#### 1. Applying for Scheme Membership

##### A. First Step

- i. Go to [www.nesltd.co.uk](http://www.nesltd.co.uk), select the Membership link at the top of the home page and then click on the SAVA Scheme icon
- ii. Apply online or download and print the paper application form

##### B. Second Step

Compile the following documents:

- i. So we can check your identity, a colour photocopy of the personal details page of your Passport, or a colour photocopy of the photo-card of your current Driving Licence
- ii. A colour photocopy of your qualification diploma or Direct Entry certificate
- iii. The relevant signed Application Form or completed online Application Form
- iv. Criminal record disclosure - You must obtain and provide us with the original copy of a basic level criminal record disclosure for yourself. This document will advise us of any unspent criminal convictions that you may have. We can accept a disclosure that is no more than 1 year old at the time we receive your application. Please send the original copy to us as part of your application and we will return it to you once we have completed registration. If you wish to send an authenticated colour copy of your disclosure instead of the original, please see the document 'How to Apply for your Basic Disclosure' for further details

- v. If you will be providing your own insurance you must include a photocopy of your or your employer's, Insurance Cover Note/ Certificate or Insurance Broker's letter confirming the existence of appropriate Professional Indemnity Insurance cover. Please see the relevant Product Rules for the rules relating to Insurance

### **C. Third Step**

Send all documents to:

SAVA Scheme  
National Energy Services  
Davy Avenue  
Knowlhill  
Milton Keynes  
MK5 8NA

Alternatively complete the online application form and upload colour copies of the necessary accompanying documents

## **2. Various Checks to be carried out on Applicants**

We will carry out various checks to ensure that you are a "Fit and Proper" person to carry out the work. These checks include:

- i. If your Application Form indicates that you have had membership of another relevant scheme refused or withdrawn we will contact that scheme to determine the circumstances. If you have previously been a member of our scheme, we will review your membership history including auditing and CPD requirements
- ii. If your Application Form details any other "Relevant Matters", concerning your Fit and Proper status we will investigate them
- iii. That your identity is proven using your Passport or Driving Licence
- iv. The result of your criminal record disclosure search. We have formal guidelines for assessing the relevance of criminal records; copies of these are available on request
- v. Please note if you are joining us from another certification scheme or professional body we will ask you to provide a record of your Continuous Professional Development (CPD) from the last 12 months to prove your ongoing competency. If you qualified more than 12 months ago and are yet to join a certification scheme or have not been certified with a scheme in the last 12 months, you will be asked to complete the Direct Entry route in order to join the scheme. Please call us on 01908 442277 or email [membership@nesltd.co.uk](mailto:membership@nesltd.co.uk) for more details.

As a suggestion, we will ask that you create a summary document that tells us the date you completed the CPD, the title or topic of the training, what you

achieved by completing the CPD and how many hours of learning this was worth.

- vi. We reserve the right to reject your application after a review of our investigations above

### **3. Accepting or Rejecting Applications**

If you are successful you will receive a Welcome Pack containing the Certificate of Membership with its unique Membership number and a Frequently Asked Questions document.

If you are not successful you will be notified in writing of the reasons for refusal.

### **4. How to Add Further Reports to an Existing Membership**

Inform us of the additional reports you wish to add to your existing Membership. You will be advised of the information you will need to provide, which may differ depending on the report concerned. We will also advise you regarding any relevant payments and charges for these additional reports.

## **SAVA Scheme**

### **What to Pay**

## **Valid From 1st May 2016**

This section shows the types of payment you need to make to the Scheme in order to join, maintain Membership, and lodge various types of report.

### **1. Regarding VAT**

VAT is applicable, and must be paid by you whether you are VAT registered or not.

### **2. Fees for joining the Scheme**

There is no fee to join the scheme.

You are required to renew your membership every year and upon your first renewal, a membership fee of £150 + VAT will be payable. This fee is payable upon renewal every year thereafter.

We reserve the right to charge for additional auditing costs as per section 5.

### **3. Report Registration/Lodgement Fees**

Fees are payable to register reports with us. From time to time we may be required to further lodge some or all of these reports on another externally administered register (like the Central Register for EPCs) in which event this fee will be charged for separately.

All fees may be liable to change and we will inform you if they do. Fees must be paid by direct debit.

The fees payable as at 1<sup>st</sup> May 2016 are:

- A. The registration fee for a Home Condition Survey - **£20 + VAT**
- B. Optional use of the BCIS integrated cost calculator per HCS - **£2 + VAT**
- C. The Professional Indemnity and Public Liability Insurance fee for a Home Condition Survey - **£10 + VAT\***

\*You may choose to use your own insurance for HCS reports and will not be required to pay the £10 + VAT fee for use of the SAVA PI and PL insurance if you do so.

Your insurance must meet the requirements outlined in the Product Rules and you will be required to use your own policy for a minimum of 6 months at a time. Please contact the Customer Support team for further clarification.

### **4. How to pay for your reports**

Reports will be charged monthly by direct debit.

Direct debit will be set up as part of your application to the scheme. Once signed up, you will receive an email at the start of each month detailing how much you have spent in the previous month. The payment will then be debited from your account around the 12th day of that month.

To view an ongoing statement or invoice, please log into your NES one account and view the Statement and Credit section.

### **5. Additional Auditing Costs**

If it is necessary to contact your client to ensure a re-visit is possible after an audit fail, we will charge your account £10 + VAT.

The fee payable to cover the costs associated with your re-instatement following a suspension is £50.

If we need to arrange a re-survey after an audit failure we will charge you any costs we incur in making this arrangement, this will be in addition to the fees above.

**6. Refund Policy**

- A. Report registration fees and insurance fees are not refundable
- B. Additional auditing fees are not refundable