



Application for membership

Trusted Trader Scheme

Section A

Ownership details
Applicant details

Please tick the box that applies to you

Sole Trader Partnership Limited Company

Name Date of Birth

Home Address

Postcode

Email address

Position in the business (owner; director; partner)

Business details

Name of Business

Business Address

Postcode

Website(s) Tel No.

Registered Office if a Limited Company

Postcode

VAT Registration Number

Business details:

if you operate a Partnership or Limited Company, please supply the details of each Partner/Director

Name Date of Birth

Address

Postcode

Name Date of Birth

Address

Postcode

Name Date of Birth

Address

Postcode

Name Date of Birth

Address

Postcode

Employee details

Number of employees in the business

Section B

Description of the business

Please tick all applicable boxes below:

Alarms and Security Systems		General Building Services	
Architect		Landscaping/Gardening	
Carpenter / Joiner		Painter and Decorator	
Doors and Windows		Paving / Tarmacking	
Electrician		Plasterer	
Fences		Plumber / Heating Engineer	
Fire places		Roofing	
Flooring		Tiling	
Garage doors supplier/fitter		Other, please specify	

Description of the business

Do you have public liability insurance cover? Yes No

Please append a copy.

Length of time traded in East Ayrshire?

Do you hold any licenses, such as Consumer Yes No

Credit Licence etc? Yes No

If "yes" please give details:

Are you a member of any Trade Associations? Yes No

If "yes" please give details:

Have you or the business had any court action raised against you in the last 3 years? Yes No

If "yes" please give details:

Section C

Have you traded under any other name or been involved in any other business in the last 5 years? Yes No

If "yes" please give details:

Have you, the Partnership, or the Company:

Gone into Liquidation? Yes No

Called in a receiver Yes No

Been wound up in the last 3 years Yes No

If "yes" please give details:

Have you been:

Convicted of a criminal offence Yes No

A partner in a partnership convicted of an offence Yes No

A Director/Secretary/Controller of a company convicted of a criminal offence involving fraud or dishonesty? Yes No

If "yes" please give details:

Do you have any recognised quality systems? Yes No

If "yes" please give details:

Section D

Please enclose copies of all standard documentation which you use in the course of the business. You will need to keep us informed of any changes you make to these.

Please ensure you have enclosed (if applicable):

Blank invoices	Receipts	
Letter headed paper	Terms and conditions	
Licences	Public Liability Insurance documentation	
Proof of membership of Trade Associations	Cancellation Notice	

Declaration

I have read and understood the terms and conditions of the Trusted Trader Scheme and on behalf of the named business agree to be bound by the rules, principles and aims of the scheme.

Full name of applicant (in BLOCK CAPITALS)

Signature

Date:

Data Protection

The information provided by you will be held by East Ayrshire Council and will be used to assist with the operation of the "Trusted Trader Scheme" and for the administration of the Acts enforced by Trading Standards in accordance with our notification under the Data Protection Act 1998. The Council may check your details with other information held and may share these with other Council departments to check the accuracy of the information or to protect public funds. In terms of the Data Protection Act 1998, you are entitled to know what personal information East Ayrshire Council hold about you.

Please return this review form to:
East Ayrshire Council Trusted Trader Scheme
Civic Centre South, John Dickie Street, Kilmarnock KA1 1HW