

Application for membership of the Anglian Water **Approved Plumber** and WaterSafe Scheme



Section One – Personal Details

Surname: First name:

Home address:

..... Postcode:

Date of birth:

National Insurance Number:

Email:

Landline:

Mobile number:

We require this information to be able to contact you should you leave your current employer, so that you can maintain your membership. Please inform us if anything changes.

Section Two – Employer’s Details

Business Name:

Business Address:

..... Postcode:

Telephone number:

Company Email:

Section Three

An Approved Plumbing Business must carry a minimum level of insurance cover for you to be accepted onto APLUS and WaterSafe. The Approved Plumbing Business will be required to hold a minimum of £2 million of public liability cover and where applicable, £5 million of employers’ liability cover. If you are a sole trader, only public liability cover is required.

Sole Trader – please provide copy of Public Liability insurance.

Company – please provide copies of both Public and Employer’s Liability insurances.

Section Four – Qualifications

To gain entry to the approved plumber/contractor scheme, all applicants must be able to provide evidence (including copies of certificates) of completing at least ONE of the qualifications listed on the WaterSafe website here: https://www.watersafe.org.uk/advice/howtobecomeaplumber/recognised_plumbing_qualifications/.

Please give details of the qualification below:

.....

.....

Section Five

All applicants for full membership should hold one of the Water Regulations qualifications as listed on the WaterSafe website here:

https://www.watersafe.org.uk/about/installer_area/qualifications_water/

Please give details of the qualification below:

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Declaration

- i) I wish to apply for membership to the Anglian Water Approved Plumber Scheme.
- ii) I acknowledge that in making this application I will be liable for the application fee.
- iii) I acknowledge that in making this application I will adhere to the Terms and Conditions of the Approved Plumber Scheme.
- iv) I understand that it is a condition of APLUS membership that I take part in an initial on-site assessment and subsequent routine audits.

Signature: Date:

Print name:

Please email all completed applications, together with ID photo, qualifications, and insurance certificates (see above) to aplus@anglianwater.co.uk. Alternatively, it can be posted to: Water Regulations Team, Anglian Water Services, Heigham WTW, Waterworks Road, Norwich NR2 4DA. Telephone: 0345 600 1063 option 4.



WaterSafe Consent Form

All fully Approved Plumber/Contractors approved by Anglian Water are listed for free on the WaterSafe online search facility. This facility will increase the profile of your plumbing business online. As part of WaterSafe website search facility, members of the public can access selected contact information about your company and the names of individual approved. We will also pass selected data to WaterSafe for administration purposes only which will not be published.

Please tell us in which way you would like to be included:

Permission to use your information (tick one box only):

- 1. List on Watersafe website with postcode search (so customers can find you):
- 2. List on Watersafe website as company only (your company details can be found by search for company name only. Not included in the postcode search.)
- 3. Do not list on Watersafe website at all:

If you have selected the postcode search option 1 above, please state areas served, eg PE29, NR1, IP5:

Please tick types of work undertaken:

Emergency (out of hours) Plumbing:

Invisible (leak detection:

Household/Domestic Plumbing:

Moling:

Commercial/Industrial Plumbing:

Pipe freezing:

Underground pipework:

Sanitation & above ground drainage:

Data protection:

- APLUS is a controller under the General Data Protection Regulation. This statement confirms our commitment to protect your privacy to process your personal information in a manner which meets our requirements of this legislation and to use your data only for the delivery of the WaterSafe Approved Installers Scheme Ltd, in the performance of our legal and regulatory responsibilities.
- By completing and submitting this information you are confirming that the information you are supplying is correct to the best of your knowledge and you agree to selected contact data being used by WaterSafe.
- Your information may be used for identity verification purposes.

Signature:

Position:

Date:

APLUS

General Terms & Conditions of Membership for Approved Plumbers



1. Scope

The Water Supply (Water Fittings) Regulations 1999 confer exemption from the requirement to notify the water undertaker of the installation of certain water fittings under Regulation 5 (Notification) where such installation is done by an approved contractor. Under Regulation 6 an approved contractor shall furnish a signed compliance certificate confirming that any plumbing installation complies with the regulations, to the person who commissioned the work (with a copy to the water undertaker when appropriate). The certificate is a defence for the owner or occupier in any proceedings for offences and contraventions of the regulations. This document sets out the terms and conditions for a plumber to obtain and maintain membership of Anglian Waters Approved Plumber Scheme (APLUS).

2. Warranty

All work must conform to Water Supply (Water Fittings) Regulations 1999. Plumbers/Contractors must comply with constitutions made by their appropriate professional bodies. To ensure that compliance with Water Supply (Water Fittings) Regulations 1999 is maintained a proportion of completed jobs will be subjected to random audit inspections. An Approved Plumber/Contractor is permitted to Certificate work for up to five plumbers/contractors working under his or her 'close direction'. 'Close direction' means an approved member working on the same site.

3. Requirements to obtain membership

- 3.1 For inclusion on the list of 'Approved Plumber/Contractors' you must be:
 - 3.1.1 fully competent
 - 3.1.2 **working on the tools**
 - 3.1.3 living in the Anglian Water region.
- 3.2 The qualifications detailed on the WaterSafe website are acceptable as evidence of competence.
- 3.3 Applicants **MUST** have public liability insurance cover to the value of £2m (individual) or £5m (company) and must indicate on the application form the category of insurance. Failure to indicate the correct category of Public Liability Insurance held will have an effect on membership to the scheme. Should this insurance lapse, you may not operate as an 'Approved Contractor' and you will be removed from the scheme.
- 3.4 Applicants will be required to hold one of the water regulations qualifications listed on the WaterSafe website.

4. Terms of membership

- 4.1 There is currently a charge of £150.00 + VAT per person application fee which must be paid upon request.
- 4.2 Anglian Water reserves the right to alter and amend the Terms and Conditions of membership to the Approved Plumber/Contractor Scheme at any time without prior notice.

5. What members will receive

- 5.1 As well as the advertising facility and Water Regulation advice/interpretation and support by Anglian Water each member of the scheme will receive:
 - 5.1.1 A membership certificate and identity card as proof of being an Anglian Water approved plumber/contractor.
 - 5.1.2 Vehicle stickers.
 - 5.1.3 Administration stationery necessary for the recording of work - a pad of self certification certificates.
- 5.2 Inclusion on the WaterSafe website: www.watersafe.org.uk.

6. Self-certification

- 6.1 All Anglian Water Approved Plumbers shall, upon completion, furnish a signed certificate to the person who commissioned the work and, in some cases, the water undertaker, for **any** installation, alteration, extension, connection or disconnection. This certificate is most important as it states that the water fittings installed, altered, extended, connected or disconnected fully complies with the Water Supply (Water Fittings) Regulations 1999.
- 6.2 The Approved Plumber shall keep a record of all certificates issued for a period not less than two years as a requirement under the duties and responsibilities of the scheme. The approved plumber must also provide Anglian Water with **all** blue certificate copies of the compliance certificates which have issued to the customer (person who commissioned the work).
- 6.3 Where work has been carried out under Regulation 6 (2), a copy of the certificate must be sent to the relevant local water undertaker.
- 6.4 Failure to issue certificates or to submit copies of certificates to Anglian Water will result in your membership being suspended or terminated.

7. RPZ Valve Installation (BA Device)

Important Amendment to Regulation 5 Notification

The Water Supply (Water Fittings) Regulations 1999 state that an approved contractor is not required under Regulation 5 Notification to notify for the installation of a water fitting falling within paragraph 2, 4(g) in the Regulation 5 Notification table (4(g) a reduced pressure zone valve assembly or other mechanical device for protection against a fluid which is in fluid category 4 or 5; this has now been amended and notification/application to the relevant water undertaker for such a water fitting falling within paragraph 2, 4(g) is now required by every person.

8. Data protection

APLUS and Anglian Water are controllers under the General Data Protection Regulation. This statement confirms our commitment to protect your privacy, to process your personal information in a manner which meets our requirements of this legislation and to use your data only for delivery of the APLUS scheme, in the performance of our legal and regulatory responsibilities. By completing and submitting your application for membership of the APLUS scheme you are confirming that the information you have supplied is correct to the best of your knowledge and you agree to selected contact data being used by APLUS and shared with other approved contractor scheme operators and WaterSafe. Your information may be used for identity verification purposes

9. Auditing of the scheme

- 9.1 All new members will be audited by Anglian Water within the first twelve months of joining the scheme. In addition, Anglian Water will arrange and undertake further audit inspections as necessary, the timing of which shall be determined by us.
 - 9.1.1 Anglian Water will contact the approved plumber by post/email informing them of their intention to carry out an audit inspection of their work.
 - 9.1.2 The 3 audit addresses must be located within the Anglian Water region of water supply.
 - 9.1.3 The audit also involves a review of Water Regulations Certificates of Compliance copies that have been retained for two years by the approved plumber.
- 9.2 Any contraventions of the Water Supply (Water Fittings) Regulations 1999 will be discussed between Anglian Water and the approved plumber. The contravention(s) will not normally be discussed with the user unless the contravention(s) constitutes a contamination risk to the user and/or the public water supply.
- 9.3 Failure by the approved plumber to rectify at their own expense any contravention found during, or subsequent to the audit inspection, will result in termination from the scheme and possibly liable for legal action by Anglian Water.

10. Disputes

- 10.1 Any dispute between an individual scheme member and Anglian Water shall be referred to the Water Supply Regulations Manager.
- 10.2 It shall be the role of Anglian Water's Head of Water Quality, to arbitrate in the event of a dispute, after allowing both sides to present their case.

11. Appeal

In the event of a dispute, resulting in the termination of a person's APLUS membership or Water Regulations infringements being upheld:

- The Head of Water Quality will determine the outcome of any such appeal.
- The determined outcome of any such appeal will be both final and non-negotiable, with all parties being bound by this decision(s).

12. Termination

- 12.1 In the event that an approved plumber is found to be carrying out work which is not in accordance with these Terms & Conditions or the Water Supply (Water Fittings) Regulations 1999, Anglian Water reserve the right to suspend and/or terminate membership and remove that approved plumber from the APLUS scheme.
- 12.2 If the approved plumber changes employment from the company they are working for and are insured under (public liability insurance), they must notify Anglian Water immediately of their change in circumstances as only insured approved plumbers are able to maintain their approved status. Failure to notify Anglian Water of changes to employment and contact addresses will result in immediate removal from the scheme.
- 12.3 If the approved plumber is deemed to be bringing the scheme or its brand into disrepute they will be removed from the scheme. For Approved plumbers that are also multiple sector members eg Approved RPZ Valve Tester, suspension or termination from the approved plumber sector may not result in suspension or termination from all sectors. Anglian Water will assess the reason for termination, and once a decision has been made inform the member of the scheme membership status.
- 12.4 Any plumber removed from the scheme will be required to remove all membership references from advertising material and stationery. Certificate of Membership, identity card, compliance certificates and vehicle stickers must be returned to Anglian Water on request. All other approved contractor schemes and WaterSafe will also be informed that the plumber/contractor no longer a member of the APLUS Approved Plumber Scheme.

13. Scheme liability

Scheme members understand and accept that all liabilities and disputes relating to workmanship, products installed, charges and anything else connected to work as a result of being introduced to customers through APLUS or WaterSafe, are solely the members responsibility and APLUS and WaterSafe will have no liability whatsoever in any of those respects.

14. Membership Expiry & Annual Renewal

- 14.1 Although an individual's APLUS membership doesn't carry a specified expiry date, all members are always required to have the appropriate level of liability insurance cover.
- 14.2 Members of APLUS are expected to renew their membership on an annual basis.
- 14.3 The membership renewal date is determined by the expiry date of a member's liability insurance cover.
- 14.4 Membership will be automatically renewed, simply by ensuring APLUS always have a copy of your current in date liability insurance certificate.

Please Note: Any individual APLUS Membership which is not renewed on or before the renewal date will automatically expire.