



APPLICATION FOR MEMBERSHIP

West Lothian Trusted Trader Scheme

SECTION A

Ownership Details

Please tick the box that applies to you

Sole Trader

Partnership

Limited Company

Applicant Details

Name _____

Home Address _____

Postcode _____

E-mail address _____

Date of Birth _____

Position in the business (owner, director, partner) _____

Business Details

Name of Business _____

Business Address _____

Postcode _____

Telephone _____

Website(s) _____

Registered Office if a Limited Company _____

Postcode _____

Company number _____

VAT Registration Number _____

Trading names _____

SECTION A

Business details continued

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.

Alarms and Security Systems

Carpenter/Joiner

Electrician

Garage/Motor Mechanic

Gardeners and Landscaping

General Building Services

Painter and Decorator

Paving/Tarmacking

Plumber/Heating Engineer

Roofing

Tiling

Legal Services

Car Valeting

Computer Services

Financial Services

Hairdressing

Photographic Services

Architect

Removals

Other, please specify

Do you have public liability insurance cover?

Yes

No

Please append a copy.

Length of time traded in West Lothian?

SECTION C

Do you hold any licences, such as Consumer Credit
or Second Hand Dealer's Licence?

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

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

SECTION C

continued

Have you been:

Convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
or		
A partner in a partnership convicted of a criminal offence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
or		
A Director/Secretary/Controller of a company convicted of a criminal offence involving fraud or dishonesty	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If "yes" please give details

Do you have any recognised quality systems? Yes No

If "yes" please give details

SECTION D

Please ensure that you have enclosed copies of the following (where applicable) with your completed application form:

- | | |
|--|--|
| <input type="checkbox"/> Qualifications | <input type="checkbox"/> Waste carrier licence |
| <input type="checkbox"/> Registrations (e.g. Gas Safe) | <input type="checkbox"/> Public liability insurance |
| <input type="checkbox"/> Membership Certificates (Quality schemes/trade bodies/associations) | <input type="checkbox"/> Your paperwork (estimates/quotations, invoice, receipt, letter head, advertising leaflet, terms & conditions) |
| <input type="checkbox"/> Insurance-backed guarantees membership | |

Declaration

I have read 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:

Please return this application form to: West Lothian Council Trusted Trader Scheme, Trading Standards Service, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian EH54 6FF.

Data Protection

The information provided by you will be held by West Lothian Council, Trading Standards 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. In terms of the Data Protection Act 1998, you are entitled to know what personal information West Lothian Council hold about you.

From time to time we may pass details to carefully selected third parties for marketing of the scheme.

If you do not wish your details to be disclosed please tick this box.