



Ryedale District Council

Application for inclusion on register of contractors & suppliers

A: Basic Information

1. Categories of works or services you wish to be considered for:

2. Name of firm:

3. Address of correspondence:

4. Person applying on behalf of the firm:

Name:

Position:

Contact details:

Tel no:

E-mail:

Website:



Ryedale District Council

Application for inclusion on register of contractors & suppliers

B: General and technical details

We will use the following information you supply here to assess whether your firm is suitable to carry out the categories for which you wish to be considered.

1. Please list below the addresses of all relevant offices or premise / depots not given in question 3.

Continue on a separate sheet if necessary.

--

2. Please state the number of personnel regularly and permanently employed:

Full Time	Part-time

3. Please state the trades/businesses your firm would normally let to sub-contractors.
Continue on a separate sheet if necessary.

--



Ryedale District Council

Application for inclusion on register of contractors & suppliers

4. Current forecast annual turnover

£

5. Largest contract entered into during the last three years:

Name:	Value: £
-------	----------

Please state on the *schedule of referees* at the end of this application form a minimum of three referees, for whom work has been carried out in the last three years. Referees from the Local/Central Government area would be particularly relevant, but are not essential.

6. Please confirm that you are able to accept orders for goods, services, or works by electronic means (i.e. via computer)

Tick appropriate:

Yes No

7. Please state below the full names of any employers, trade, technical associations or guarantee schemes of which organisation is a member. Where appropriate, please indicate the maximum value of any one contract covered by a guarantee scheme.
Continue on a separate sheet if necessary

Name of Association etc	Grade of membership, if applicable	Membership / licence number	Date joined	Certificate expires	Max value of guarantee scheme, if applicable

8. Please provide details of any recent industry and quality management awards e.g. EFQM, Quality Mark, Investors in People, ISO 9000, Health & Safety, or similar.
Continue on a separate sheet if necessary



Ryedale District Council
Application for inclusion on register of contractors & suppliers

Date	Award

C: Disclosure of interests

1. Are any of your Directors/Partners/Proprietors currently or ever been a Councillor or directly employed by or any of its constituent/previous authorities?

Tick appropriate:

Yes No

2. If the answer to the above question is yes, please provide details.
Continue on a separate sheet if necessary.



Ryedale District Council Application for inclusion on register of contractors & suppliers

D: Where a sole trader or partnership

1. Please state the full name(s) of proprietor and every partner.

Please state date of formation:

E: Where a limited company

1. Please state registered office if different from question A3.

2. Please state whether the company is:

Public

Private

3. Full names of every Director, Partner, and the Company Secretary.



Ryedale District Council

Application for inclusion on register of contractors & suppliers

4. Date of registration and the registration number under the Companies Act.
(If applicable).

5. Date of registration and the registration number under the industrial and provident act 1965-1978. *(If applicable).*

6. Please list the subsidiary companies.
Continue on a separate sheet if necessary

7. If the company is a member of a group of companies, give the names and addresses of the ultimate holding company and any other subsidiaries involved in services associated with those offered by you to the council.
Continue on a separate sheet if necessary

8. Would the parent company/ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Please tick as appropriate: Yes No

F: Where a Local Authority or other statutory body

1. Please state whether or not your council has a definite and committed policy of allowing you to tender for other works.

Please tick as appropriate: Yes No

If Yes, please attach a copy of the appropriate council minute.



Ryedale District Council

Application for inclusion on register of contractors & suppliers

G: Safety Policy

If you have less than 5 employees, you may omit this section, but you must answer all other questions.

1. You must return with this application, a copy of the following documents:
 - a) A signed statement of your general policy on health & safety
 - b) The organisation for carrying out the policy – i.e. division of duties, delegation of responsibilities, structure chart, etc
 - c) The arrangement for carrying out policy – i.e. safety procedures, safety manuals, risk assessments etc

2. Who is the person responsible in the firm for Health & Safety?

Name:

Position:

Health & Safety Qualifications:

3. State how the policy is brought to the attention of all your employees

Schedule of Referees

Referee 1

Name of Firm / Authority

Contact name

Position

Address

Post Code Tel No



Ryedale District Council

Application for inclusion on register of contractors & suppliers

Referee 2

Name of Firm / Authority	<input type="text"/>	
Contact name	<input type="text"/>	
Position	<input type="text"/>	
Address	<input type="text"/>	
Post Code	<input type="text"/>	Tel No <input type="text"/>

Referee 3

Name of Firm / Authority	<input type="text"/>	
Contact name	<input type="text"/>	
Position	<input type="text"/>	
Address	<input type="text"/>	
Post Code	<input type="text"/>	Tel No <input type="text"/>

When you have completed the questionnaire, please read and sign the section below.

I /We certify that the information supplied is accurate to the best of my / our knowledge and that

I/We accept the conditions and undertakings requested in the questionnaire.

I / We consent for the authority to pass on my personal data relevant to the operation of the firm to other interested parties for the purpose of obtaining and/or providing references. I understand that the council may also use this information in relation to other categories or areas of Local Government service provision, which I have not applied for in my application for inclusion on the Approved List.

Signed: Date:

For and on behalf of:

Please note the term firm refers to Sole Proprietor, Partnership, Incorporated Company, Co-operative, Local Authority or other statutory body as appropriate. The undertaking should be signed by the applicant, a partner or authorised representative in her/his own name and on behalf of the firm.