

Contractor Application Form: Introduction

Most of our work is carried out on domestic properties managed by local government social housing agencies. The Building Safety Regulator is enforcing more stringent expectations that our clients must demonstrate they only engage refurbishment contractors who are competent and qualified to work on their properties.

Consequently, our clients are imposing upon us the same requirements to:

- demonstrate we are competent to do the work we are engaged to complete;
- meet all relevant Fire Safety and Building Standards; and
- comply with all their H&S rules when our operatives are on their sites.

If we engage your firm, you must demonstrate the same level of competence and commitment to building safety and H&S as we operate onsite. This form aims to collect the information we need from you to evaluate your competency and commitment to safe working practices.

You must satisfactorily complete every section on this form and supply the requested supporting evidence before we can consider engaging your firm to work with us.

1. Details of Contractor:

Contractor's Name	
Trading name if different	
Address	
Postcode	
Business Contact	
Telephone / Mobile	
Email	
H&S Manager	
Telephone / Mobile	
Email	

It is understood you may not have a designated H&S manager or adviser if you are a small business. The H&S manager will be our H&S team's first point of contact. The Business Contact for all other matters.

2. Type of trading entity

If you are trading as a limited company or limited liability partnership registered at Companies House, please provide the following details:

Registered Name		
Registered Office Address		
Postcode		
Company UTR		
Are you trading through a personal service company?	Please answer Yes/No	

Please ensure your invoices raised to Marisco include the statutory disclosures of your Companies House registration name, registered office address and domicile.

If you are trading as an unregistered partnership, provide the full name of the partner registered with the HMRC for tax purposes, and the principal place of business address where contract and legal notices can be served.

Partner's Name	
Principal place of business address	
Postcode	
Partnership UTR	
Number of Partners	

Please ensure your invoice to Marisco includes the statutory disclosure of a full list of the names of the firm's partners. If there are more than 20 partners, the firm can provide an address where the list of partners can be obtained. *Please provide the list of partners as part of this application.*

2. Type of trading entity / . continued

If you are a sole trader, you will have already provided your personal name, trading name, and your principal place of business address in Section 1. Please complete the following additional information to allow us to verify you with the HMRC as a CIS-registered construction contractor.

Personal UTR	
NI number	
Date of Birth	
Are you registered with the HMRC as a CIS contractor?	Please answer Yes/No

As a sole trader in a *contract for service*, you can:

- Only bill for materials and personal labour you provide.
- You have no rights of worker substitution.
- You cannot engage another person to help you fulfil your work.
- You must carry a minimum of £5m Public Liability insurance, and provide proof your insurance policy has an *Indemnity to Principals* clause. Many of our clients require £10m cover. We can only engage you for these clients if you match the £10m cover.
- Unless you can demonstrate alternative H&S training carried out by an external agency to meet our requirements, you must attend an induction morning at our Poole Unit and subsequently complete a mandatory set of online H&S training courses (approximately 8 hours) before starting to work on our site. This is not negotiable.

Recent H&S training undertaken by sole trader applicant in last 12 months. You must provide copies of the training certification with this application:

Are you VAT Registered?

If YES, please enter your VAT Registration Number	
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As we will mostly be engaging your services for CIS-qualifying work, you should assume you will be billing us under the domestic reverse VAT rules where you charge no VAT on your services, and Marisco accounts for the VAT to the HMRC.

We will confirm the appropriate VAT charging system on a project-by-project basis.

3. Your trade, professional, and employer's liability insurance policies

We are not alone in experiencing an ever-increasing demand from our company's insurance underwriters to meet their competency and compliance expectations.

Marisco now undergoes an annual insurance underwriter's audit to ensure we meet their compliance standards on the engagement of competent contractors. The information we ask you to provide us in this questionnaire fulfils our obligations to our insurance underwriters.

We must also consider the implications of the amendments to the *Defective Premises Act* introduced by the *Building Safety Act 2022*, which has extended the period in which a claimant can claim for the costs of rectifying relevant defects from 6 years to 30 years.

This is in addition to the *Defects Liability Period* to be agreed on in our service level agreement, which you must complete as part of this engagement application.

4. Public Liability Insurance Cover

We require all our contractors to carry a minimum of £5m public liability insurance cover. Many of our clients only accept operatives on site if they carry a minimum £10m public liability insurance. Having the lower £5m level will restrict what sites we can invite you to work on.

Level of Public Liability Cover.	Please state either £5m or £10m	
Cover Expiry Date		
Confirm you have provided a copy of your insurance certificates and insurance policy as proof of cover.	Please confirm Yes or No	

Indemnity to Principal Clause

Our insurance underwriters require us to ensure any contractor we engage holds an insurance policy that includes an *Indemnity to Principal* clause.

This is a common term included in most trade insurance policies. Please provide either a copy of the policy or a letter from your insurance broker confirming such a clause is in force.

I confirm my policy has an <i>indemnity to principal</i> clause.	Yes / No	
I have provided evidence the clause exists	Yes / No	

Our insurance underwriters require us to ensure any contractor we engage holds an insurance policy that does not contain any specific exclusions that might affect the work we ask them to undertake. Please provide either a copy of the policy that includes all exclusions or a letter from your insurance broker confirming the same.

5. Employer's Liability Insurance Cover (minimum £10m)

We will require proof of your Employer's Liability insurance coverage if you intend to put your employees or workers on our sites to fulfil your contract.

Level of Employer's Liability Insurance	State level of cover	
Cover Expiry Date		
Have you provided a certificate or other proof of cover?	Yes / No	

6. Professional Indemnity Insurance Cover (minimum £1m)

If the nature of your engagement includes any design element, you must carry a minimum professional indemnity insurance cover of £1m.

I confirm our work will involve a design element	State level of PII cover	
Cover Expiry Date		
Have you provided a certificate or other proof of cover?	Yes / No	

7. Control over the operatives you intend to put on our site.

Many of our clients, and our insurance underwriters restrict the kind of operatives our contractors can send onto our sites. They are limited to being either:

- Your directly employed employees who are paid under your PAYE scheme.
- Your individual workers who do not carry their own insurance cover and have been accepted by your insurance provider as labour-only workers.

It is a specific condition of engaging your firm that you cannot engage any other contractor to assist you in completing your work onsite without our written permission. Your nominated contractor must undergo the same contractor onboarding process we are carrying out for your firm.

To avoid any misunderstanding about how seriously we police the operatives we allow onsite, we ask you to confirm the following. If you answer “No” to any of the following questions, your application will not be taken further.

- 7.1 You will always email us at contractors@mariscosouth.com a list of operatives you intend to put on your site to fulfil the work you have been contracted to undertake in advance of the commencement of works.

Please confirm	Yes or No	<input type="checkbox"/>
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- 7.2 You will always advise us by email to contractors@mariscosouth.com of any changes to the list of operatives who will attend our site.

Please confirm	Yes or No	<input type="checkbox"/>
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- 7.3 You will advise contractors@mariscosouth.com by email the dates you intend to put your operatives on site, giving no less than 2 working days' notice, unless it is agreed otherwise with us in writing.

Please confirm	Yes or No	<input type="checkbox"/>
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- 7.4 You confirm all your operatives will carry photographic credentials that confirm they are either your firm's employee or an approved a labour-only contractor. Any contractor who cannot produce photographic credentials upon request by any authorised Marisco worker will be asked to leave our site immediately.

Please confirm	Yes or No	<input type="checkbox"/>
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- 7.5 You confirm you have taken all reasonable steps to ensure your operatives are both **competent** and **qualified** to undertake the work we have engaged your firm to fulfil. You may be asked to provide evidence of your operatives' competency and qualifications before work commences.

Please confirm	Yes or No	<input type="checkbox"/>
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- 7.6 You confirm you have taken all reasonable steps to confirm your operatives have undergone adequate H&S training, and they will arrive onsite with relevant PAT-tested tools, with compliant PPE, RPE, and first aid kits as our site rules require.

Please confirm	Yes or No	<input type="checkbox"/>
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- 7.7 You confirm your operatives understand they must read and sign our Site File paperwork. They contain our own site risk assessments and method statements your operatives must comply with. Your operatives must also be able to produce upon request your own risk assessments you have prepared for the work in hand. Any of your operatives who fail to sign our site file, including the sheet that records site arrival and departure, will be asked to leave the site immediately.

Please confirm	Yes or No	<input type="checkbox"/>
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We cannot understate the need for contractors to comply with the level of H&S compliance we now exercise and enforce on our sites.

Any of your operatives who do not fully cooperate with any reasonable request from an authorised site manager or H&S inspector (Marisco or Client) to comply with the safe working policies and site rules, will be asked to leave site and not return. You will indemnify this firm against all costs that arise from that action.

8 Contractor's Health and Safety Compliance

All Marisco construction sites will have a *Site Safety File* that contains relevant risk assessment, method statements and other site rule documentation and guidance.

Every one of your operatives entering one of our sites for the first time, must read the Site Safety File and sign their agreement to work according to the rules laid out in the various safe working documentation contained therein. A Marisco staff member will be onsite to assist with the process.

As a contractor to Marisco, you must demonstrate your firm exercises a minimum level of H&S compliance and training within your organisation. Please confirm the following to evidence that commitment to H&S.

8.1 Health & Safety Policy

All the contractors should be able to provide us with a sufficient and relevant written health and safety policy. Please provide a copy of your current, signed policy with this application.

8.2 Does your organisation have a current SSIP accreditation? Please provide copies of all relevant SSIP accreditations you may hold.

SSIP accrediting body (CHAS, SMAS, etc)	
Date of expiry of current certificate	
I have supplied a copy(s) of my firm's certificates Yes / No	

8.3 Does your organisation hold any of the following ISO accreditations:

ISO Standard	ISO:9001	ISO:45001	ISO:14001
Accredited: Yes/No			
Date of expiry:			
Certificate provided Yes/No			

8.4 If you have any other competency or H&S accreditations, please provide details in the box below, and provide certificates.

Please confirm Yes or No	
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If the answer is "Yes" please provide details.

8.5 Have you been subject to any interventions or prosecutions initiated by the local fire authority, Health and Safety Executive, Building Safety Regulator, or any other official agency? Are any interventions or prosecutions pending?

Please confirm	Yes or No	
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If the answer is "Yes" please explain further

8.6 Please enter the number of accidents, recorded injuries, near misses and dangerous occurrences recorded by your firm in the last 3 years:

Year	RIDDOR Reports	Other Recorded Injuries	Near Misses	Dangerous occurrence

Please provide copies of any RIDDOR reports submitted to the HSE in the last 3 years.

9. Applicant's declaration

To the best of my knowledge, the information provided in this application is both true, accurate and complete. I confirm I have made all additional information that may reasonably be expected to be provided to Marisco to determine if my firm and operatives are competent and qualified to carry out the work we have been engaged to complete.

Signature:	
Full Name and Initials (block capitals):	
Position in your firm:	
Telephone Number:	
Date:	

Please provide any other relevant information you believe may be of value in supporting your application to become one of our approved contractors with this form.