

## Application for Membership of the Ground Source Heat Pump Association

1. Contact Details:	
<b>Business name:</b>	<b>Company registration number:</b>
<b>Main contact name:</b>	<b>Accounts contact name:</b> <i>(If different from main contact)</i>
<b>Main contact position with organisation:</b>	
<b>Business address:</b>	<b>Invoice address:</b> <i>(If different from main address)</i>
<b>Main contact telephone:</b>	<b>Main contact mobile:</b>
<b>Accounts contact telephone:</b>	<b>Accounts contact mobile:</b>
<b>Website:</b>	<b>Main contact email :</b>
	<b>Accounts contact email:</b>
<b>Other contact details for receiving newsletters:</b> <b>Name:</b>	<b>Other contact details for receiving newsletters:</b> <b>Name:</b>
<b>Email:</b>	<b>Email:</b>
<b>MCS number (if registered):</b>	<b>BDA member (if applicable):</b> Please circle relevant response.  Yes / No/ NA
As part of our application progress and due diligence checks we ensure that all existing and new members of the Association are competent and sufficiently skilled.  <b><i>Please can installers, drillers and consultants provide two references for work you have recently undertaken?</i></b>	<b>Name:</b> <b>Contact number:</b> <b>Contact email:</b>  <b>Name:</b> <b>Contact number:</b> <b>Contact email:</b>

## 2. Business Category:

Please select **one** category that **best defines** you or your organisation seeking membership:

Category:	Tick:
A Commercial Installer / Domestic Installer	
B Manufacturer / Supplier / Distributor	
C Drilling Company	
D Consultant / Project Management	
E Trade Association	
F Housing Association	
G Public Agency	
H Local Authority	
I Educational Establishment such as school, college or university	
J Government Department	
K End User	
L Other (Please Specify)	

## 3. Subscription Category:

Please tick your turnover in the heat pump sector:

Annual Turnover:	Annual Fee: (ex. VAT)	Tick:	No of Employees:
(>£100m)	£8,500		
(£50m - £100m)	£6,400		
(£10m - £50m)	£4,000		
(£5m - £10m)	£2,950		
(£2.5m - £5m)	£1,850		
(£1m - £2.5m)	£1,325		
(£500,000 - £1m)	£ 780		
(£100,000 - £500,000)	£ 575		
(<£100,000)	£ 325		
Housing Association	£1,325		
Local Authority	£750		
Public Agency	£750		
Individual	£100		
Student	£25		
Educational Establishment <i>such as school, college or university</i>	£275		
Government Department	£780		
Trade association reciprocal membership	By negotiation	Please contact Stephen Bielby at <a href="mailto:info@gshp.org.uk">info@gshp.org.uk</a> for details.	

#### 4. Referrals:

Are you applying on the recommendation of an existing member of the GSHPA?

Yes:

No:

If yes, please provide their details below:

Referrer's name:

Company name:

#### 5. Standards & Codes of Practice & Insurance:

Please confirm that you have read and accept the following documents:

Statement:	Tick:
I / my company shall abide by the GSHPA Code of Conduct: <a href="http://www.gshp.org.uk/pdf/GSHPA_Code_of_Conduct.pdf">www.gshp.org.uk/pdf/GSHPA_Code_of_Conduct.pdf</a>	
I / my company confirm all of the heat pumps (or systems) that we supply / install are in accordance with GSHPA Standards: <a href="http://www.gshp.org.uk/Standards.html">www.gshp.org.uk/Standards.html</a>	
I / my company shall abide by the Articles of Association as set out by the GSHPA: <a href="http://www.gshp.org.uk/pdf/Articles-of-Association_GSHPA.pdf">www.gshp.org.uk/pdf/Articles-of-Association_GSHPA.pdf</a>	

#### 6. Insurance Requirements:

As part of our Articles of Association we require that all members hold the following insurance. Please tick that you hold the following.

*If you do not hold insurance then please explain the reason why.*

I / my company can confirm we hold the following insurance:	Tick:	Renewal due:
Public Liability of at least £2 million		
Product Liability of at least £2 million		
Employee Liability of at least £5 million		
Professional Indemnity of at least £500,000 (suggested figure) PI is required if design is involved. If you design something and it doesn't work - because the design was no good - then you can be sued: you need PI insurance. We would also request that you confirm you hold Professional Indemnity Insurance (if applicable) that is commensurate with the size of your business.		
Reason for not holding the required insurance:		

**Please ensure a copy of your Insurance Certificates are included with your application form.**

**7. Agreement:**

Please confirm and sign that you have read and agree to the following statement:

On behalf of the business that I represent, I confirm that all of the information supplied on this form is complete and correct.

I agree	<b>Tick:</b>
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Signed:

Position with Company:

**8. Payment:**

GSHPA operates on an annual membership year from 1<sup>st</sup> April to 31<sup>st</sup> March.

An invoice will be sent to you on receipt of your completed application form, signed Code of Conduct and insurance documents. Details of how to make electronic payment will be on the invoice.

No payment plans are to be offered in 2022 – 2023.

**9. Communication:**

I agree to the emails given on this form being stored and used to receive the GSHPA newsletter, events and other areas of interest.

Yes No

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Please list any other email addresses you would like communication to go to.

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Please indicate how we may contact you.

Post	Telephone	Email	None

*I acknowledge that the information I have supplied shall be used in accordance with the Data Protection Act 1998 and shall not be passed on to third parties.*

**10. Vehicle Stickers**

All members receive GSHPA windscreen stickers when applying for and renewing membership.

Please indicate how many vehicle stickers you require:

## 11. Working Groups

We welcome members to join our Working Groups.

The 4 working groups are:

1. **Policy & Development**
2. **Standards**
3. **Marketing**
4. **Education & Training**

If you would like to apply for one or more Group please tick the appropriate box/es so that an application form can be sent to you.

## 12. Checklist

Before you submit your renewal application please ensure that the following are attached:

1. Completed signed renewal form.
2. Signed Code of Conduct (attached next page)
3. Insurance documents where applicable.

Please tick the box once your checklist is complete.

**Thank you for choosing to join the Ground Source Heat Pump Association**

Please return the form to the address below:

Email: [admin@gshp.org.uk](mailto:admin@gshp.org.uk)

Telephone enquiries: Stephen on 0330 2234 302 or Andrea on 07766 148193

**Membership year 2022-23**

Ground Source Heat Pump Association, 39 Dryburgh Road, London SW15 1BN

## **Code of Conduct for members of the Ground Source Heat Pump Association**

Members of the GSHPA are required to maintain the highest standards of professional conduct.

Members shall:

- At all times so order their conduct as to uphold the dignity and reputation of the ground source installation industry and to safeguard the public interest in matters relevant to the art, science and practice of Ground and Water Source Heat Pump system design, installation and commissioning.
- Exercise professional skill, care and diligence to the best of their ability and discharge their duties and responsibilities with fidelity, and with proper regard for professional standards.
- Actively maintain, and encourage others to maintain, their professional competence through systematic improvement and broadening of their knowledge and skill.
- Reject bribery and all forms of corrupt behaviour and make positive efforts to ensure others do likewise.
- Avoid, where possible, real or perceived conflict of interest and disclose to their employer or client any significant interest in another company, firm or person carrying on any business which may benefit directly or indirectly from their work.
- Take all reasonable steps to prevent avoidable danger to the health, safety and welfare of themselves, colleagues and the general public.
- Promote the principles of sustainability and seek to prevent the avoidable adverse impact on the environment and Association.
- Only undertake work for which they have sufficient professional and technical competence and adequate resources to meet their obligations. They should also disclose relevant limitations of competence.
- Treat everyone fairly and with respect and embrace equality of opportunity, diversity and the elimination of discrimination.
- Cooperate and integrate actively and with other professionals in the built environment
- Observe the proper duties of confidentiality owed to appropriate parties
- Assess relevant liability, and if appropriate hold professional indemnity insurance or relevant contractor's insurance.
- Notify the GSHPA of any significant violation of the GSHPA Standards or the GSHPA Code of Practice by another member.
- Cooperate in full, and in a timely fashion, with the Association's Technical Panel in the event of any report of technical or service failings, and shall accept the findings, and abide by any conclusion reached after due process, including the implementation of any required remedial actions
- Notify the Association if convicted of a criminal offence or disqualified as a company director or if the subject of an adverse adjudication from a Certification Body or equivalent industry or consumer protection regulator.

We understand, respect and abide by the GSHPA Code of Conduct for 2022 - 2023:

Signed by: ..... Name: .....

On behalf of: ..... Date: .....