



National Federation of Demolition Contractors
The voice of the UK Demolition Industry

THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD

[A Company Limited By Guarantee]

Resurgam House, Paradise, Hemel Hempstead, Herts, HP2 4TF

Tel. 01442 217144 Fax. 01442 218268

Email: info@demolition-nfdc.com Web: www.demolition-nfdc.com

APPLICATION FOR CORPORATE MEMBERSHIP

PLEASE COMPLETE APPLICATION IN BLACK INK AND BLOCK CAPITALS AND RETURN TO HEAD OFFICE

For Office Use Only		Application No.	
Date Received at NFDC			
Checks Completed by H.Q.			
Region			
Date Forwarded to Regional Secretary			
Date Returned from Regional Secretary			
National Council Meeting Date		Approved	Declined

1. GENERAL DETAILS

(a) Name in full and full address of firm or company applying for Membership.

	Office Use Only	
	HQ	Region
Name		
Address1		
Address2		
Address 3		
Postcode		
Telephone Number		
Fax Number		
Email		
Website		

(b) Address of Registered Office if different from (a).

		Office Use Only	
		HQ	Region
Address1			
Address2			
Address 3			
Postcode			

(c) Branch Office:-

Address1			
Address2			
Address 3			
Postcode			

(d) If the above company is a subsidiary company or a member of a group of companies, please state name of parent company or group of companies and their principal undertaking(s).

Name of Parent Company/Group			
Principal Undertakings(s)			

(e) Date of formation of company applying for Membership (or, if a Limited Company, date of registration).

Date of Formation			
Date of Registration			
Company Registration Number			

(f) If a Limited Company, please state amount of nominal and paid-up capital.

Nominal £	£		
Paid-up	£		

(g) Do the company objectives, as set out in the Company's Memorandum of Association include demolition and/or dismantling?

Tick Applicable box.	Yes	No		

2. PRINCIPALS (See Application Note 1)

(a) State full names of ALL Partners or Directors, their number of years with the Company, including their demolition experience, whether with this company or a previous Company:-

Name	Company	Demolition Dismantling Experience Details	Years		

(b) If those names above are not shareholders, please state who are and their total percentage interest. **Please enclose details of training and qualifications held by the Directors and Managers of Applicant Company:-**

Name	Percentage Interest		

3. TURNOVER (See Application Note 2)

- (a) Please state in round figure, annual turnover for the last 2 consecutive financial years and what proportion (%) of this is made up from demolition/dismantling contracts:-

			Office Use Only	
			HQ	Region
Year to	Turnover	= %		
Year to	Turnover	= %		
A copy of your last two years audited accounts are required along with your Accountant's Letter of Confirmation.		Enclosed Yes/No		

4. INSURANCE COVER (See Application Note 3 and Appendix A)

(a) Please complete the separate Insurance Questionnaire, which must be submitted with this application.		
(b) Please enclose a copy declaration letter from your Insurance Broker confirming <i>Demolition Specific Insurance</i> and level of cover held.		

5. EMPLOYEES (See Application Note 4)

(a) Please state total number of directly employed Demolition Operatives.			
(b) Of the above, how many are regularly employed as Demolition Operatives in the following Capacities:-			
Demolition Operative 1 (Labourer)			
Demolition Operative 2 (Topman)			
Demolition Supervisor 3			
Demolition Managers 4			
(c) Of the remainder, how many are:-			
Plant Operators			
Tipper Drivers			
Others			
(d) Please submit with this Application Form, copies of CITB Certificates and Competence/Training Achievements for directly employed Operatives.			

6. BUILDING & CIVIL ENGINEERING BENEFIT PAY SCHEME (See Application Note 5)

			Office Use Only	
			HQ	Region
(a) Please state your Registration Number:-				
(b) Please confirm that ALL DEMOLITION Operatives are included in the Template Scheme	YES	NO		
1. Holiday Payment Plan	Total Number of Employees			
2. Accident & Life Cover	Total Number of Employees			
3. Pension Payment Plan	Total Number of Employees			
(c) Your most recent purchase of Holiday Credits.				

7. CONSTRUCTION INDUSTRY TRAINING BOARD (CITB)

(a) You are required to be registered with CITB. Confirm.	YES	NO		
(b) Please state your Registration Number				

8. SUB-CONTRACTORS

(a) Do you employ sub-contractors?	YES	NO		
If YES in what capacity?				
(b) Do you employ Labour Only sub-contractors?	YES	NO		
If YES, please state under what conditions.				
(c) Do you sub-contract any of your demolition and dismantling contracts?	YES	NO		
If YES, to any of the above, please confirm how you ensure that your sub-contractors meet the current legal requirements for sub-contractors in the construction industry.				

9. SAFETY

		Office Use Only	
		HQ	Region
(a) Please confirm how you comply with the Standards in BSI 6187 – 2000.	Enclose a separate detailed sheet.		
(b) Please confirm how you comply with the Construction Design & Management Regulations 2007.	Enclose a separate detailed sheet.		
(c) State briefly, the normal safety measures taken by your Company during demolition operations. Please submit a copy of your Company's Safety Policy and a typical Health and Safety Plan produced by your Company, including a Method Statement of demolition work undertaken by the Company.	Enclose a separate detailed sheet.		
(d) Has your company, within the last 5 years been prosecuted by the HSE? Is the subject of a current investigation and/or were you issued with a Prohibition Notice?	YES	NO	
If YES please forward details.	Enclose a separate detailed sheet.		
(e) Has your company, with the last 5 years been prosecuted by the EA? Is the subject of a current investigation and/or an improvement notification?	YES	NO	
If YES please forward details.	Enclose a separate detailed sheet.		

10. MEMBERSHIP OF OTHER BODIES

(a) Are you a member of any other Federation, Trade Association or Health and Safety Organisation?	YES	NO		
If YES please state names:-				

11. PLANT AND EQUIPMENT

(a) Please state details (i.e. numbers, type, etc.) of plant owned.

(b) Please state type of demolition attachments owned (i.e. shears, pulverisers etc.).

		Office Use Only	
		HQ	Region

12. DEMOLITION AND/OR DISMANTLING CONTRACTS

(a) Please state date and particulars of your most recent demolition and/or dismantling contract carried out by the Company.

Date	Details	Client	Value of Demolition	Type of Building		

(b) Please state details of other main demolition and/or dismantling contracts carried out during the past 3 years.

Date	Client	Value of Demolition	Type of Building		

13. GENERAL DEMOLITION AND DISMANTLING EXPERIENCE

Indicate whether you have demolished the following. If YES, please state brief details of the method used.

				Office Use Only	
				HQ	Region
(a) Mass concrete	Yes	No	Method Used		
(b) Reinforced concrete.	Yes	No	Method Used		
(c) Pre-stressed post tensioned concrete.	Yes	No	Method Used		
(d) Chimneys (industrial)	Yes	No	Method Used		
(e) Steel framed Buildings	Yes	No	Method Used		
(f) High rise structures	Yes	No	Method Used		

14. USE OF EXPLOSIVES

(a) Have you had experience in the use of explosives?	YES	NO		
If YES, please give brief details				

15. ASBESTOS REMOVAL

			Office Use Only	
			HQ	Region
(a) Have you had experience in asbestos removal?	YES	NO		
If YES, please state whether or not your company currently holds HSE asbestos.	YES	NO		
If you currently hold an Asbestos Removal Licence please enclose a copy.				
(b) Are you a member of an Asbestos related Trade Association?	YES	NO		
If YES, Please confirm details and Registration Number.				
Registration Number				
Details				

16. CURRENT CONTRACTS

The Membership Committee will require access to a current site to confirm compliance with Regional Federation Standards.

The Membership Secretary will contact you during the course of the application process for a suitable site.

Should your Membership Application be successful you will be required to provide two further sites during the first 12 months probationary membership period.

Note: A minimum of 2 sites required which must be under your direct control as controlling contractor. (Please see 3.3c Conditions of Membership).

17. ATTENDANCE AT REGIONAL MEETINGS

All Members of the Federation are required to take an active part in the Regional Meetings. If your application is successful you are required to attend a minimum of three regional meetings per year. You will be required to pay an annual Regional Membership Fee which will be advised by your Region. (Refer to Application Note 6 Appendix B.)

Please state your reasons for applying for Membership of the Federation.		
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19. REFERENCES

(a) Employers

Please give the names and addresses of at least three Employers from whom it is agreed that the Federation may seek references.

Name	Address	Office Use Only	
		HQ	Region
1.			
2.			
3.			

(b) Bankers

Please state the names and addresses of your Bank **and return with this application a letter authorising us to contact your bank for a reference.**

Name	Address		
1.			
Account Number	Sort Code		

(c) Accountants and Auditors

Name	Address		
1.			
2.			

PROPOSED BY			
COMPANY NAME			

PROPOSED BY AN EXISTING MEMBER OF THE FEDERATION. (IF NONE KNOWN, PLEASE CONTACT THE CHIEF EXECUTIVE AT RESURGAM HOUSE, HEMEL HEMPSTEAD, HERTS. HP2 4TF (See Application Note 7)

Note:- £500 non-refundable application fee to be provided with completed Application Form.

Note:- Membership Applications take a minimum of 6 months to process and may take considerably longer if all information requested is not provided.

DECLARATION

I/WE, the undersigned, hereby make application for Membership of THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LIMITED.

I/We declare that I am/we are engaged in carrying out demolition and/or dismantling work as our principal company activity.

I/We undertake, if elected Members, to abide loyally by the Constitution and Rules of the Federation, and to adhere to the terms of the Working Rule Agreement, including the operation of the Building & Civil Engineering Benefit Scheme or other Scheme approved by National Council. To support the decisions of the Federation, to complete annually the Declaration Form required by the Federation and promptly pay the Annual Subscription for Membership, and it is understood that failure to comply could result in expulsion from the Federation.

I/We declare to abide by the Addendum to the Rules of the Federation, as proved by National Council on 15 March 2007:-

All new Corporate Members of the Federation will be required to complete one year's probation. During this initial period, new member companies will be subject to two further site inspections.

Either by:-

(i) The Regional Membership Sub-Committee. (Sub-Committee Member's expenses to be met by the Company being inspected).

(ii) The Federation appointed Site Auditors. On successful completion of an ASAS audit, a Certificate of Compliance will be issued and the member company's name will be added to the list of accredited members. (Site audit accreditation fees will apply).

Signed _____ Name _____

Position _____ Date _____

OFFICE USE ONLY

Approved by Regional Meeting Committee on _____ Month _____ Year _____

Signed Chairman/Secretary _____

Appendix A



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CORPORATE MEMBERSHIP APPLICATION-COMBINED LIABILITY

INSURANCE DECLARATION

Please arrange for your broker or insurance adviser to fully **answer all questions on** this form, which should be returned to you for attachment with your membership application to the NFDC.

INSURANCE	EMPLOYERS LIABILITY	PUBLIC LIABILITY
Title of Insured:		
Insurers Name:		
Policy No:		
Expiry Date:		
Policy Business Description:		
Limits of Indemnity: £10,000,000	£	(NFDC Rules require a minimum of £1 m)

CORPORATE MEMBERSHIP APPLICATION-COMBINED LIABILITY

INSURANCE DECLARATION CONTINUED

Does cover include Indemnity to Principals:

Acts of self-employed &/or labour only Subcontractors:	Yes/No
Acts of bona fide Subcontractor:	Yes/No
A minimum limit of the number of people on any one site:	Yes/No
Max Height Limit:	Yes/No
Max Depth Limit:	Yes/No
Damage to Underground Services:	Yes/No
Risks of Fire/Explosion:	Yes/No
Product(s) Liability:	Yes/No

Professional Indemnity:

Vibration, Subsidence/Collapse:	Yes/No
Machine Demolition:	Yes/No
Hand Demolition:	Yes/No
Balling Demolition:	Yes/No
Hot Work Allowed on Site:	Yes/No
Restrictions For Burning & Welding Conditions:	Yes/No

Works involving:-

Non – HSE Notifiable Asbestos:	Yes/No
HSE Notifiable Asbestos:	Yes/No
Any restrictions on types of Property/Structure:	Yes/No
Any specific exclusions:	Yes/No

If 'YES', please give details:

.....

.....

.....

CORPORATE MEMBERSHIP APPLICATION-COMBINED LIABILITY

INSURANCE DECLARATION CONTINUED

Signature:..... Date:.....

Position Held:.....

Broker/Underwriter/Insurance Adviser:.....

[Company Stamp]



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NFDC Membership Application Notes

Note 1 Applications are not considered unless the Owner, Partners or Directors have a minimum of five years practical experience in demolition and dismantling.

Note 2 Every application must be accompanied by an Auditor's confirmation of the demolition/dismantling turnover and be supported by the most recent two consecutive year's annual accounts or certified audited accounts, which should indicate the proportion of demolition and dismantling work.

All applicants must demonstrate that they carry out a significant proportion of works directly attributable to Demolition activities. (65%+ is deemed to meet this condition).

Note 3 The separate demolition Insurance Questionnaire must be completed by your Broker or Insurance Adviser and returned with your membership application. **Your insurance must state that you are insured to undertake demolition-specific activities. (Appendix A)**

Note 4 It is a condition of membership that Members must directly employ trained demolition and dismantling personnel.

Note 5 All applicants must be registered with and currently operate [and continue to operate during membership] the Building and Civil Engineering Benefit Scheme or other Federation approved scheme which must provide at least equal benefits as contained in the Building and Civil Engineering Benefit Scheme.

Note 6 Regional Meetings – Attendance

Corporate members will be required to attend a minimum of three regional meetings per year. Please note fines will be issued for non- attendance, refer to **Appendix B**.

Note 7 Proposer Options

If you do not have an existing Member to propose this application, please contact the Chief Executive at Resurgam House, Hemel Hempstead, Herts. HP2 4TF, who may be able to assist you.



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THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD

CORPORATE MEMBERSHIP CRITERIA

1. **EXCERPT TAKEN FROM NFDC RULES, AS APPROVED BY NATIONAL COUNCIL 06 MARCH 2003 © THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD**

THE NFDC GUARDS ITS REPUTATION CLOSELY AND TAKES ITS RESPONSIBILITIES TO CLIENTS AND EMPLOYEES VERY SERIOUSLY, THEREFORE, MEMBERSHIP IS NOT GRANTED FREELY. THE FEDERATION IMPOSES RIGID CRITERIA WHICH ALL COMPANIES APPLYING TO JOIN ITS RANKS MUST SATISFY. THE FEDERATION RESERVES THE RIGHT TO REJECT ANY APPLICATION FOR MEMBERSHIP FOR WHATEVER REASONS.

2. **QUALIFICATION OF MEMBERS**

2.1 **Corporate Members**

All corporations or firms who engage either exclusively or as their principle activity in the execution of works of demolition and dismantling and individuals carrying on business as aforesaid, may be admitted as Members of the Federation subject to conformance with the criteria described in Rule 3.1 and 3.3.

3. **MEMBERSHIP**

3.1 **Applications for Membership**

All applications for Membership shall be made on a form approved by the Council. All sections of the application form must be fully completed and NIL returns are not acceptable. The completed form shall be submitted with a non-refundable administration fee as determined by the Council from time to time; in the first instance to the appropriate Regional Committee within the area in which the applicant's Head Office is situated and/or business is normally carried out.

The Region considering the application shall take due regard of all the relevant information directly pertaining to the application. In particular the following information shall be ascertained:

- (a) The number of years the applicant has been engaged in carrying out demolition and or dismantling works.

- (b) The value and nature of the applicant's turnover for the most recent two consecutive complete years of trading and the proportion of such turnover, which has resulted from demolition/dismantling contracts. The applicant will be required to provide an audited statement confirming the demolition/dismantling turnover of the applicant's firm. In the case of a Limited Company the applicant must furnish the most recent two consecutive years' annual accounts and in the case of a Partnership or Sole Trader the certified audited accounts for the most recent two consecutive years. Where a Partnership or Sole Trader has formed a Limited Company to take forward their own existing business then a combination of the accounts of the Limited Company and the Partnership/Sole Trader covering the two years will be required and full details of the constitution of the Limited Company must be submitted. The Region shall also satisfy itself that the applicant meets the conditions of membership as stated in Rule 3.3.
- (c) Each Regional Organisation shall appoint a Membership Sub-Committee to initially examine applications and to make a report of the outcome to The Council.

3.2 Disclaimer

For the avoidance of doubt; in no case shall the Council be bound to give any reason for the rejection of an application and the Council shall have full and absolute discretion to refuse any application for Membership.

3.3 Conditions of Admission to Membership

All applications for Membership shall satisfy the following conditions for admission:

- (a) Every application for Membership; shall be vetted initially by the Regional Membership Sub-Committee. If required [and provided the application conforms to the criteria set out above] the applicant's Principal or Director responsible for demolition/dismantling must be prepared to attend a meeting of the Regional Committee of the Region in which trade or business is conducted to discuss matters and answer questions pertinent to the application.
- (b) Every application for Membership shall include the names of a Director and/or Principal and/or details of the senior management team all of whom should be able to demonstrate that they have experience of carrying out demolition or dismantling business for a minimum period of five years.
- (c) Every application for Membership shall be the subject of a site visit to verify that the applicant can demonstrate experience of operating in the role of Controlling Contractor. For the purpose of these Rules, Controlling Contractor is deemed to mean being able to demonstrate control of all aspects relating to the control of a demolition or dismantling contract. An application shall be deferred by the Regional Sub-Committee, until a suitable current site has been inspected.
- (d) Every applicant for Membership must, upon request, be capable of satisfying the Federation of their financial probity, normally by supplying, immediately upon request, the names and addresses of persons, firms, companies or authorities for whom work has been done and authorising the Federation to take up references from such bodies.

- (e) Every applicant for Membership must have directly employed in full-time employment a significant proportion of their labour force who are trained demolition and dismantling personnel.
- (f) Every applicant for Membership must be registered with and currently operating and continue to operate during Membership, the B & C E Template Scheme.
- (g) Every applicant for Membership must be registered and maintain registration during Membership with Construction Skills.
- (h) Every applicant for Membership must be prepared to permit a Representative of the Federation to call at the applicant's office to verify records and also inspect any current contracts in progress. Such investigation to be subject to undertakings of confidentiality.
- (i) Every applicant for Membership must be able to demonstrate that they undertake demolition and dismantling in accordance with BS6187 -2000, Code of Practice [or any successor thereof], and in accordance with any Health & Safety Executive [HSE] Guidance Notes in force from time to time, and must continue to do so whilst in Membership.

A copy of each of the following must be submitted with every application:

- (i) Applicant's Company Safety Health and Environmental Policy
 - (ii) A Construction Phase Health and Safety Plan for work previously carried out by the Applicant.
 - (iii) Applicant's Accident Statistics Record in the HSE format (for the past three years)
- (j) Every applicant must prove that they hold and continuously maintain DEMOLITION SPECIFIC employer's liability insurance cover and public liability insurance cover. [A letter from the applicant's Insurance Company or Broker will suffice]. The Membership Sub-Committee will require sight of the following:
 - (i) A copy of the renewal certificate of Current Employers Liability Insurance Cover relating specifically to their business together with a schedule to the certificate showing a minimum of £10 million cover, in accordance with statutory law.
 - (ii) A copy of the renewal schedule of Public Liability Insurance showing minimum £2 million cover, together with a schedule as described in (i) above.
 - (k) All new corporate members of the Federation will be required to complete one year's probation, during this initial period new member companies will be subject to two further site inspections.

Either by.

 - (i) The Regional membership committee. (Sub-Committee member expenses to be met by the company being inspected).
 - (ii) The Federation appointed auditors. On successful completion of an ASAS audit a certificate of compliance will be issued and the member's company name will be added to the list of accredited members. (Site audit fees will apply)

- (l) All corporate members of the Federation will be required to undertake one compulsory Site Audit per annum. Audits will be carried out in strict accordance with the rules and guidance notes as agreed by unanimous vote of National Council.

3.4 Annual Subscriptions

Upon becoming a Member of the Federation, a new Member shall immediately pay an Annual Subscription, which rate is determined by the Council from time to time. The Annual Subscription to be paid by a new Member shall be calculated on a pro rata quarterly basis depending upon the date of admission in any one year of membership.

- (a) The year of Membership shall be reckoned from 1 November to 31 October in the following year. All Members subscriptions are due on the 1 November in each year.
- (b) If the Annual Subscription of any Member is unpaid within two months of the same becoming due the Chief Executive shall notify the Member that the subscription is overdue. The Council may require the Member to demonstrate that all terms and conditions of membership are being fully complied with.
- (c) If the Annual Subscription of any Member is unpaid within three months of the same becoming due, then Membership of the Federation will automatically be terminated in accordance with Rule 3.10.2(a).

3.5 Training

- 3.5.1 All Members are required, as a condition of Membership, to train all their demolition operatives. Operatives should hold or be working towards the recognised qualification for demolition site operatives and supervisors, which is the NDTG/NFDC/CITB Certificate of Competence of Demolition Operatives (CCDO) (CSCS affiliated) card scheme, which covers all grades of operative from new entrant to supervisor.
- 3.5.2 Plant operatives should hold or be under training to obtain the Construction Plant Certification Scheme (CPCS) plant operative card for the relevant category of plant, which they operate
- 3.5.3 The NVQ's level 2, 3 & 4 (Demolition Operative 2 Demolition Supervisor level 3 and Managers level 4) are now an integral part of the CSCS affiliated CCDO scheme.
- 3.5.4 On admittance to Membership of the Federation each new Member automatically becomes a member of the NDTG National Demolition Training Group and are required, as a condition of continuing Membership, to participate in courses provided by the training group.

3.6 Change of Title or Alteration in Company Structure

- 3.6.1 In the event of a Member wishing to continue in Membership under a new title or structure, (e.g. a Partnership or Sole Trader becoming a Limited Company or the Member operating under a New Company title) the Member shall advise the Federation of the details at the earliest opportunity. The Council shall then decide if the details given satisfy the criteria for continuation of Membership, which the Council may from time to time determine.
- 3.6.2 Members shall advise the Federation at the earliest opportunity of any changes in corporate structure affecting their organisation and it shall be at the Council's discretion to determine whether or not such changes invalidate the organisations Membership of the Federation.

3.7 Annual Membership Returns

- 3.7.1 All Members shall complete and return an Annual Membership Declaration Form, which shall be circulated with the notice of payment of Annual Subscription [Annual Subscription Form]. In conjunction with the Annual Membership Declaration Form, all Members shall also provide copies of their current Employers and Public Liability Insurance Renewal and complete and return the separate materials production return, and detailed reports in respect of any fatal accidents and dangerous or environmental occurrences including details of any such incidents involving sub-contractors or specialists employed on Members sites, which have occurred during the previous year of Membership. The Annual Subscription Form and the Annual Membership Declaration Form together with the appropriate renewal fee must be returned in accordance with the details contained therein.
- 3.7.2 Failure to complete and return the Annual Membership Declaration Form will be regarded by the Council as a breach of the Federation's Rules of Membership.

3.8 Notification of Fatal Accidents and Dangerous or Environmental Occurrences

Members are required to notify the Chief Executive within 14 days from occurrence of any fatal accident and dangerous or environmental occurrence concerning their business operations. In respect of fatal accidents or dangerous occurrences, a copy of the Form F.2508 or its successor or replacement as submitted to HSE will be considered an acceptable compliance with this Rule. In respect of environmental occurrences, the Environment Agency Notice as served will suffice. Such Notification received by the Federation will be treated as confidential information.

3.9 NFDC Accident/Occurrence Procedures

- 3.9.1 If a fatal accident, notifiable dangerous occurrence or environmental occurrence, takes place on premises at which a Member Company is working either alone, or with others, the Member Company shall notify the National Council, by writing to the Chief Executive, within 14 days of the event. The notification shall give all currently available information of the fatal accident, notifiable dangerous occurrence or environmental occurrence as required by Rule 3.8. On completion of any subsequent Official proceedings or

prosecution, the Member Company may be required to give to the National Council full and unexpurgated details of the accident or occurrence. Information so provided shall be recorded, and if deemed necessary, the facts, matters and circumstances will be reviewed by the Federation's appropriate Committee and/or Sub-Committee, with the objective of distilling therefore any appropriate learning which can subsequently be issued by the Federation in the form of Guidance Notes for Members.

3.9.2 Further, in the case of a fatal accident and upon completion of any Official proceedings the Council may instruct the Accident Investigation Committee to act and the Committee shall invite and consider the Member Company's oral and written representations on the fatal accident.

3.9.3 The Accident Investigation Committee shall comprise of a Hon. Life-Vice President [Chairperson], appointed by Council, the Vice-President, and the appropriate Regional Chairperson of the Region to which the Member under investigation belongs (subject to there being no conflict of interest). The Chief Executive shall attend as Secretary of the Committee. If Council deems a conflict of interest exists, then a suitable replacement Committee Member or Members shall be appointed. The Accident Investigation Committee shall forward a detailed report in confidence, together with their recommendation(s) to the Council. Thereafter the Council shall take one of the following courses of action, which course shall be recorded in Council's minutes, namely:

- (a) The Member Company's NFDC Membership is placed on probation for such period as the Council shall determine;
- (b) The Member Company shall be suspended from Membership for such a period as the Council shall determine;
- (c) The Member Company shall be expelled from the Federation in accordance with the provisions of Article 9 of the Articles of Association;
- (d) Such other appropriate action, if any, that the Council deems fit.

3.10 Termination of Membership

3.10.1 The Membership of any Member may be terminated by a unanimous vote of the Council if at any time it is of the opinion that the act or conduct of the Member is not in the best interests of the Federation. The Member shall be notified in writing of the Council's unanimous decision. Upon service by post of such notice the Member shall be required either to resign within eight days of receiving the Council's notification or, in lieu of such resignation, to attend in person the next meeting of the Council to offer an explanation (both verbally and in writing). If by unanimous vote of the Council it is agreed, after considering the Members' explanation, to expel the Member then Membership ceases immediately. If the decision of the Council is not unanimous the question of expulsion shall be referred to the Members of the Federation at an Extraordinary General Meeting (EGM). If it is resolved at such a meeting to expel the Member then Membership shall cease immediately.

3.10.2 **Membership shall cease forthwith if:**

- (a) The Member fails to pay the Annual Subscription within three months of the same becoming due.
- (b) The Member being a Corporation be wound up or dissolved or have its name struck off the Register of Companies (other than a voluntary liquidation for the purpose of reconstruction or amalgamation forthwith carried into effect) or if it enters into any arrangement or composition with or makes an assignment in favour of its Creditors.
- (c) The Member being a firm or an individual shall become bankrupt or enters into any arrangement or composition or makes an assignment in favour of the firm's Creditors or the individual's Creditors.
- (d) The Member being an individual shall die.
- (e) The Member gives notice in writing to resign Membership.
- (f) The Council agrees that the controlling interest of the Member's firm has so altered as to invalidate the original Membership Application.
- (g) The Council determines that the Member is in breach of the Federation's Rules.
- (h) The Council determines that the action(s) of the Member has brought the Federation into disrepute.

3.11 **Re-application for Membership by a former Member**

Any application for membership of the Federation which includes Individuals, Partners or Directors from a former NFDC Member organisation will be required to submit all information in accordance with all sections of Rule 3.1 and further required to satisfy all sections of Rule 3.3.

3.12 **Membership Certificates**

3.12.1 **Entitlement**

All applicants, on becoming new Members of the Federation, and upon paying the required Annual Subscription [or part thereof, see Rule 3.4] shall be entitled to receive a Membership Certificate bearing the Seal of the Federation. The Certificate shall show:

- (a) The name of the Member Firm
- (b) The date of admittance to Membership
- (c) The designated Federation number of the Member Firm

3.12.2 Authorisation

All Membership Certificates shall be endorsed by the President, and the Chief Executive of the Federation.

3.12.3 Presentation and Issue

Membership Certificates shall be presented to new Members of the Federation at Regional Meetings.

3.12.4 Replacement Certificates

Replacement Membership certificates shall be issued to Members on application to the Chief Executive, and a fee, which shall be determined by the Council, shall be payable prior to despatch.



THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD

CORPORATE MEMBERSHIP FEES

FULL YEAR

£1,690 Plus VAT at the current rate

THREE QUARTERS YEAR

FEB/MAR/APR

£1267.50 Plus VAT at the current rate.

HALF YEAR

MAY/JUNE/JULY

£845.00 Plus VAT at the current rate

QUARTER YEAR

AUG/SEPT/OCT

£422.50 Plus VAT at the current rate



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THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD

Check List for NFDC Membership Application

Please ensure you have fully completed your application form in black ink

All Applicants for Corporate Membership must be supported by the enclosures detailed below; it will also considerably hasten the processing of your application if you would kindly ensure that the application form is fully completed before it is submitted.

Turnover – Question 3 on Application form

Have you enclosed your auditor's confirmation of your demolition/dismantling turnover for Corporate Membership, with the principal activity representing a significant proportion of annual turnover? Yes /No

Have you enclosed copies of your most recent two consecutive years of audited accounts? Yes/ No

Insurance Cover – Question 4 on Application Form

Have you enclosed a completed insurance questionnaire from your insurance company or broker confirming details of your insurance cover, which must include cover for demolition activities? Yes/ No

Safety – Question 9 on Application Form

Have you enclosed a copy of your firm/company's safety policy? Yes /No

Have you enclosed a typical method statement? Yes /No

Please forward the Administration Fee of £500.00 plus VAT with your completed application documentation.



National Federation of Demolition Contractors
The voice of the UK Demolition Industry

Appendix B

IMPORTANT NOTICE TO NFDC MEMBERS

With effect from 11th March 2010

In accordance with Federation Rules, Members are required to attend a minimum of three Regional Meetings per year. For the avoidance of any doubt, the attendance year runs from National AGM to National AGM.

The National Council consider that attendance of Regional Meetings is vitally important to ensure any Federation matters and issues are raised, debated and actioned accordingly.

As such, at the National Council Meeting held on 24th November 2009, it has been determined that the following action will be taken for non-attendance of Regional Meetings:-

- (1) Should a Member Company miss 1 or 2 of the minimum 3 meetings required a fine will be levied at £500.00 per meeting. This will be split, National to receive £300.00 and Region to receive £200.00.
- (2) Should a Member Company miss all 3 meetings during the year, a fine will be levied at £1,500.00. Also, the offending Member Company will be placed on probation and required to attend the next available National Council Meeting to give an explanation for non-attendance. The National Council will then decide on what further action is to be taken.
 - a) **Note**, members on Probation will be clearly identified on the Federation web site.
 - b) **Note**, in accordance with Federation Rules, persons eligible to attend Regional Meetings as Company Representatives shall be a Director, Principle or Senior Management Representative.

Yours sincerely,

Howard Button

For and on behalf of the National Council