



National Federation of Demolition Contractors  
**Voice of the Global Demolition Industry**

**THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD**

[A Company Limited By Guarantee]

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

Tel. 01442 217144 Email: [info@demolition-nfdc.com](mailto:info@demolition-nfdc.com) Web: [www.demolition-nfdc.com](http://www.demolition-nfdc.com)

**APPLICATION FOR CORPORATE MEMBERSHIP**

PLEASE COMPLETE APPLICATION IN BLACK INK AND BLOCK CAPITALS AND RETURN ABOVE ADDRESS

<b>For Office Use Only</b>		Application No.	
Date Received at NFDC			
Checks Completed by H.Q.			
Date Application Forwarded to Membership Committee		Region	
Date Application Approved by Region			
National Council Meeting Date		Approved	Declined

**SECTION 1. GENERAL DETAILS**

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

	Office Use Only
Company Name	
Contact Name	
Position in Company	
Address 1	
Address 2	
Postcode	
Telephone Number	
Fax Number	
Email	
Website	

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

		Office Use Only
Address 1		
Address 2		
Address 3		
Address 4		
Postcode		

(c) Branch Office:-

Address 1		
Address 2		
Address 3		
Address 4		
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	

**SECTION 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	Percentage of share holding	Office Use Only

(b) **Please provide details of training and qualifications held by the Directors and Managers of Applicant Company and enclose certificates:-**

Name	Details of training (please enclose copies of any certificates held)	

(c) **All Corporate Membership Applications must be supported with confirmation that a Director of the Company Management Structure has either a Managers CCDO Qualification or is a Member of the Institute of Demolition Engineers (IDE). The following Grades of IDE Membership are acceptable: - Technician Grade; Entrant Grade; Associate Membership; Full Membership and Fellow.**

**Student Membership and Affiliate are NOT acceptable.**

Name		
CCDO Qualification Held	Answer Yes or No (If "NO" complete the box below)	
IDE Grade		

**SECTION 3. TURNOVER (See Application Note 2)**

(a) Please state in round figure, annual turnover for the last 2 consecutive financial years.

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	
<b>Please ensure the Proportion of Work Declaration below is signed and returned with your application.</b>		

**Proportion of Work Declaration**

Before submitting your application for membership, you are requested to confirm that you comply with the rules of the Federation particularly with regard to the amount of demolition and dismantling work that you carry out, as this issue has arisen with members in the past.

Accordingly we require a declaration that the **principle activity** of the company applying for membership is demolition and dismantling and that a significant proportion of your turnover is attributable to demolition and dismantling work.

Both a Director of the company and the company's accountant are asked to verify this on the applicant's behalf. We trust you will appreciate that this only serves to protect the Federation and enhance the benefits of membership.

If you are unsure as to whether you are in compliance with this minimum requirement it is important to take professional advice and discuss with your accountant – before confirming the position in the simple declaration set out below.

I have read the notice referred to above and confirm the applicant's principle activity is demolition and dismantling work and that a significant proportion of the applicant's turnover is attributable to such work.

I am duly authorised by the applicant to make this declaration.

Director \_\_\_\_\_

As the applicant's accountant I confirm that the above statement by the Director is correct to the best of my knowledge and belief

Accountant \_\_\_\_\_

DECLARED this \_\_\_\_\_ day of \_\_\_\_\_.

## SECTION 4 – INSURANCE COVER

(See Application Note 3)

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



## CORPORATE MEMBERSHIP APPLICATION-COMBINED LIABILITY

### INSURANCE DECLARATION / QUESTIONNAIRE

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.

<b>INSURANCE</b>	<b>EMPLOYERS LIABILITY</b>	<b>PUBLIC LIABILITY</b>
Title of Insured:		
Insurers Name:		
Policy No:		
Expiry Date:		
Policy Business Description:		
Limits of Indemnity: £10,000,000	£  (NFDC Rules require a minimum of £10 m)	£  (NFDC Rules require a minimum of £5 m)

**SECTION 4 INSURANCE COVER CONTINUED**

**CORPORATE MEMBERSHIP APPLICATION-COMBINED LIABILITY**

**INSURANCE DECLARATION / QUESTIONNAIRE**

All questions must be answered

**Please confirm Insurance cover includes: -**

<b>Does cover included Employers Liability?</b>	Yes/No
<b>Does cover include Public Liability?</b>	Yes/No
<b>Does cover include Professional Indemnity?</b>	Yes/No
<b>Does cover include Indemnity to Principals?</b>	Yes/No

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**Please confirm cover includes: -**

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
Vibration, Subsidence/Collapse:	Yes/No
Machine Demolition:	Yes/No
Hand Demolition:	Yes/No
Hot Work Allowed on Site:	Yes/No
Restrictions For Burning & Welding Conditions:	Yes/No
Non – HSE Notifiable Asbestos:	Yes/No
HSE Notifiable Asbestos:	Yes/No
Any restrictions on types of Property/Structure:	Yes/No

**SECTION 4 INSURANCE COVER**

**CORPORATE MEMBERSHIP APPLICATION-COMBINED LIABILITY**

**INSURANCE DECLARATION / QUESTIONNAIRE CONTINUED**

Please give details of any exclusions below:-

.....  
.....  
.....  
.....  
.....  
.....  
.....

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

Position Held:.....

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

[Company Stamp]

**Please enclose a copy of your Certificate of insurance.**

**SECTION 5. EMPLOYEES (See Application Note 4)**

		Office Use Only
(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. Note NFDC minimum requirement that operatives and site supervisors hold CCDO cards and demolition plant operatives hold the CPCS cards.		
(e) Please complete the training matrix and return with the above training Certificates.		

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

(a) Please state your Registration Number: -			
(b) Please confirm that ALL DEMOLITION Operatives are included in the Template Scheme for: -	YES	NO	
1. Accident & Life Cover	Total Number of Employees		
If your company operates an alternative Scheme to the B&CE, please ask your Insurance Broker to provide a letter confirming that their Scheme meets the Federation's Terms and Conditions <b><u>and attach it to this application.</u></b> Please also ensure your Insurance Broker signs the declaration page below.			
2. Pension Payment Plan (B&CE Scheme Recommended). Alternative schemes are acceptable.	Total Number of Employees		



**SECTION 6 – ALTERNATIVE SCHEME TO B&CE - INSURANCE DECLARATION**

Rules of the Federation state that all members must demonstrate that all operatives in full-time demolition employment are registered with and operate throughout their Membership, the B&CE insurance scheme or an alternative scheme approved by the National Council.

If your company operates an alternative Scheme to the B&CE, please ask your Insurance Broker to provide a letter confirming that their Scheme meets the Federation's Terms and Conditions **and attach it to this application**. Please also ensure your Insurance Broker signs this declaration page below.

Name \_\_\_\_\_ Position Held \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Broker/Underwriter/Insurance Adviser \_\_\_\_\_

[Company Stamp]

**SECTION 7. CONSTRUCTION INDUSTRY TRAINING BOARD (CITB)**

**All Members must be registered with CITB**

(a) Are you are registered with CITB.	YES	NO	
(b) Please state your Registration Number			

**SECTION 8. SUB-CONTRACTORS**

			Office Use Only
(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.			

**SECTION 9. HEALTH AND SAFETY**

(a) Please confirm how you comply with the Standards in BSI 6187 – 2011.	Enclose a separate detailed sheet.		
(b) Please confirm how you comply with the Construction Design & Management Regulations. 2015.  If you already hold an SSIP approved certificate of compliance this will be accepted as proof of CDM regulations.	Enclose a separate detailed sheet.  Enclose a copy of your certification.		
(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 & 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.		
(f) Health Surveillance, Fit for Work Test		YES	NO	
Does your Company operate an Occupational Health Scheme?				
(g) Who is your Health & Safety Advisor / Consultant?				
Name		Address		

**SECTION 10. MEMBERSHIP OF OTHER BODIES**

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

**SECTION 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.).


(c) What is the approximate value of the demolition plant owned?

£
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**SECTION 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	Office Use Only

**SECTION 13. GENERAL DEMOLITION AND DISMANTLING EXPERIENCE**

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

(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	

**SECTION 14. USE OF EXPLOSIVES**

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

**SECTION 15. ASBESTOS REMOVAL**

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

**SECTION 16. CURRENT CONTRACTS**

The Membership Committee will require access to a current site to confirm compliance with National Federation Standards. This site audits will be carried out by an independent Auditor to ensure impartiality and accompanied by a Committee Member.

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. Site audit fees are chargeable.

**Note:** A minimum of 2 sites required which must be under your direct control as controlling contractor. (Please see 4.3.7 Rules of Membership).

### **SECTION 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 Appendix A).

	Office Use only
Please state your reasons for applying for Membership of the Federation.	

### **SECTION 18. REFERENCES**

(a) Employers

Please **enclose written references** from three of your most recently employers and list their details below.

Company Name and Contact Name	Address/Postcode	
1.		
2.		
3.		

(b) Bankers

Bank Name	Address	
Account No	Sort Code	
Telephone No.		
Account Managers Name		

(c) Accountants and Auditors

		Office Use only
Company Name & Contact Name	Address	
1.		
2.		

#### SECTION 19 - PROPOSER

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

**Written confirmation from the NFDC Member Company Proposer required on their letter headed paper**

**(Note, we will make contact with the proposer)**

APPLICATON PROPOSED BY (name)		
COMPANY NAME		
PROPOSERS EMAIL ADDRESS		

- **Please enclose a cheque for £2,000 PLUS VAT (£2,400) which is a non-refundable application fee to be provided with the completed Application Form.**
- **Membership Applications can 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 25<sup>th</sup> March 2011

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 \_\_\_\_\_

Company \_\_\_\_\_

**PLEASE SUBMIT THIS APPLICATION AND ASSOCIATED**

**DOCUMENTATION IN BOTH HARDCOPY FORMAT AND REPLICATE ELECTRONICALLY ON A CD/DVD/USB STICK. NUMBERED AND DIVIDED INTO THE VARIOUS SECTIONS.**





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### NFDC Membership Application Notes

**PLEASE ENSURE THAT ALL ADDITIONAL DOCUMENTATION REQUESTED BY THE NFDC IS ENCLOSED WITH YOUR APPLICATION AND CROSS REFERENCED WITH EACH SECTION AND SUBMITTED BY HARDCOPY AND REPLICATED ON A CD/USB STICK.**

**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 principal activity of demolition and dismantling work. (Signed declaration by Accountant required)

All applicants must demonstrate that their principal activity is directly attributable to Demolition. Note: signed declaration by Accountant required. (Signed Proportion of Declaration to be signed)

**Note 3** The demolition Insurance Declaration/Questionnaire must be completed by your Broker or Insurance Adviser and returned with your membership application and a copy of your insurance certificate. **Your insurance documentation must state that you are insured to undertake demolition specific activities.**

**Note 4** It is a condition of membership that Members must directly employ trained demolition and dismantling personnel. Please complete the **Training Matrix Appendix B.**

**Note 5** All applicants must be registered with and currently operate [and continue to operate during membership] the Building and Civil Engineering Benefit Scheme. The latest information regarding the Scheme can be downloaded from their website.

#### **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 A.**

#### **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, Hertfordshire. HP2 4TF, who may be able to assist you.

Written confirmation from the NFDC Member Company proposer required on their letter headed paper.



National Federation of Demolition Contractors  
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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

#### **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 3.1.4

- (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 National 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 Insurance Scheme.
- (g) Every applicant for Membership must be registered and maintain registration during Membership with Construction Skills.
- (h) Every applicant for Membership must be able to demonstrate that they undertake demolition and dismantling in accordance with BS6187 -2011, 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 £5 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 by.

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 5.1.4

### **3.5 Training**

- 3.5.1 All Members are required, as a condition of Membership, to train all their demolition operatives. All Demolition site operatives are required to hold 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. In accordance with rule 5.2.

### **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 favor 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 favor 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

### **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 5.1] 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**

**Check List for NFDC Membership Application**

**All Applications 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 as incomplete applications cannot be processed.

ADMINISTRATION FEE		Yes/No
Page 13	Have you included your cheque for the administration fee of <b>£2,000 PLUS VAT.</b> (non-refundable)	
APPLICATION FORM – HARDCOPY AND ELECTRONIC FORMAT		
Page 14	<b>Have you included your application and supporting evidence in hardcopy and electronic format?</b>	
SECTION 2 – PRINCIPALS		
(b)	Training Certificates held by Directors and Managers.	
SECTION 3 – TURNOVER		
(a)	Auditor’s confirmation of your demolition/dismantling turnover with the principal activity representing a significant portion of annual turnover.	
(a)	Proportion of Work Declaration to be signed.	
(a)	Enclosed last two years accounts.	
SECTION 4 – INSURANCE		
(a)	Insurance Declaration completed.	
(b)	Declaration letter from Insurance Broker confirming details of your insurance cover confirming <b>Demolition Specific Insurance included.</b>	
SECTION 5 – EMPLOYEES		
(d)	CITB Certificates and Competence/Training Achievements for directly employed Operatives.	
(e)	Have you completed the Training Matrix – Appendix B	
SECTION 9 - SAFETY		
(a)	How you comply with BSI 6187 – 2011?	
(b)	How you comply with CDM Regulations 20015?	
(b)	SSIP approved Certificate.	
(c)	Details of safety measure you undertake during demolition operations.	
(c)	Health & Safety Policy and Health & Safety Plan.	
(c)	Method Statement.	
(d)	Details HSE Prosecutions or Prohibition Notices if applicable.	
(e)	Details of EA investigation and or/Improvement Notice if applicable.	
SECTION 15 – ASBESTOS REMOVAL		
(a)	Asbestos Removal Licence if applicable.	
SECTION 18 – REFERENCES		
(a)	3 x Employers References (Confirmation in writing from all three)	
SECTION 19 - PROPOSER		
	Confirmation in writing from NFDC	
APPLICATION DECLARATION	Have you signed the Application Declaration?	



National Federation of Demolition Contractors  
**Voice of the Global Demolition Industry**

## ***Appendix A***

### **NOTICE TO NFDC MEMBERS**

In accordance with Federation Rules, Members are required to attend a minimum of three Regional Meetings per year. This can include the National AGM, Half Year Convention Meeting, NDTG AGM and Demolition Expo. For the avoidance of any doubt, the attendance year runs from the day after National AGM, up to and including the following 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 24<sup>th</sup> November 2009, it was 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. (All monies raised will be donated to the President's chosen Charity).
  - (2) Should a Member Company miss all 3 meetings during the year, a fine will be levied at £1,500.00.
- a) **Note**, in accordance with Federation Rules, persons eligible to attend Regional Meetings as Company Representatives shall be a Director, Principle or Senior Management Representative.

Howard Button  
Chief Executive  
For and on behalf of the National Council