

# WIAPS APPROVED GROUNDWORKER (EXTERNAL SERVICES) APPLICATION

**For office use only:**  
New or existing: N/E  
Application complete: Y/N  
Date approved:  
Membership number:



This application is to become a member of the Water Industry Approved Plumbers' Scheme. Membership is open to qualified groundworkers and the businesses that employ them ('**Approved Sector Worker Business**'). It is a condition of Membership that for every five groundworkers employed by an Approved Sector Worker Business, at least one of them is an Approved Sector Worker ('**Approved Contractor**'). Approved Contractors must closely supervise the work of others in order to certify the work. "Closely supervised" means that the Approved Contractor is able to physically inspect all aspects of the installation on site to be able to personally certify that it complies with the Water Supply (Water Fittings) Regulations 1999.

**PLEASE COMPLETE IN BLOCK CAPITALS**

## Section 1.1

### About you

Title: ..... First names: .....

Surname: .....

Date of birth: .....

National Insurance number: .....

Water supplier: .....

## Section 1.2

### Personal contact details

Home address: .....

.....

Home postcode: .....

Personal email\*: .....

Home tel\*:.....

Personal mobile\*:.....

\*we require this information to be able to contact you should you leave your current employer, so that you can maintain your membership.

## Section 1.3

**Your qualifications** (if you are due to attend an external services assessment, please skip this section):

- Water Regs UK/WIAPS/WRAS certificate in the Water Industry's External Services Training & Assessment or
- BPEC certificate in Service Pipe and Meter Housing Installation

## Section 1.4

### Individual check list

Have you enclosed (Please tick appropriate boxes):

- Proof of qualifications? (signed copies of certificates); or
- I'm due to sit the External Services Assessment; AND
- Passport-size photo enclosed? (digital or print)



## Section 1.5

### Data protection

WIAPS and WaterSafe are controllers under the Data Protection Act 1998. This statement confirms our commitment to protect your privacy, to process your personal information in a manner which meets our requirements of this legislation and to use your data only for the delivery of WIAPS and WaterSafe in the performance of our legal and regulatory responsibilities. By completing and submitting this information you are confirming that the information you are supplying is correct to the best of your knowledge and you agree to selected contact data being used by WIAPS and WaterSafe.

## Section 1.6

### Declaration

I confirm the information given is true and accurate, I understand and accept that all liabilities and disputes relating to my workmanship, products installed, charges and anything else connected to work I do as a result of being introduced to customers through WIAPS and WaterSafe are solely my responsibility, and the scheme has no liability whatever in any of those respects.

When I have met all the requirements of membership, I understand that my details will be held on an electronic database and may be passed onto personnel in the water industry and those seeking services of an approved contractor.

**Signed by individual applicant:**

Tick to confirm you have read and agree with:

- Terms and conditions of membership
- Code of Conduct

### How did you hear about the scheme? (tick all that apply)

- My company or a work colleague
- A college
- A customer requested it
- A trade article
- Social media
- A website
- The local water company
- Something else, please specify:  
.....

## Section 2.1

### About your business

Business name: .....

Address: .....

..... Postcode: .....

Tel: ..... Email: .....

Parent company (if applicable): .....

Water supplier (where company is based): .....

Water supplier (where person named in section 1 carries out the majority of their work): .....

List on website  
(so customers can find you)

**Scope of work fields (Tick all which apply)**

Underground pipework

Moling

Leak detection

### Liability insurance cover

An Approved Sector Worker Business must carry a minimum level of insurance cover in order for you to be accepted onto WIAPS. The Approved Sector Worker Business will be required to hold a minimum of £2 million of public liability cover and where applicable, £5 million of employers' liability cover. If you are a sole trader, only public liability cover is required.

Public liability £2m

Employers' liability £5m

## Section 2.2

### WaterSafe accreditation

WaterSafe offers free promotion through an online directory at [www.WaterSafe.org.uk](http://www.WaterSafe.org.uk). From the 1<sup>st</sup> April 2022 you will be automatically become a WaterSafe Water Supply Pipe Installer Member and be included on WaterSafe by signing up for WIAPS membership. Before the 1<sup>st</sup> April 2022 you will not be a WaterSafe member, but your company and approved contractors will be listed on WaterSafe website search.

Water companies refer their customers directly to the WaterSafe website so you could potentially gain more business. Please tell us if you would like to be included in public postcode searches on the website (Please tick one)

List on WaterSafe website (customers can find you in postcode searches)

Do not list on WaterSafe website (customers will only see you when they search for your company by name to verify your membership)

## Section 2.3

### Company check list

- Proof of Public liability and where appropriate employers' liability insurance? (**signed** copies of certificates indicating company name, level of cover and period of cover)

Please indicate the number of operational employees (groundworkers) employed by the company: .....

**(For every 5 operational employees at least one should be approved)**

## Section 2.4

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## Section 2.5

### Declaration

We confirm the information given is true and accurate, we understand and accept that all liabilities and disputes relating to workmanship, products installed, charges and anything else connected to work we do as a result of being introduced to customers through WIAPS and WaterSafe are solely our responsibility, and the scheme has no liability whatever in any of those respects. When we have met all the requirements of membership, we understand that our details will be held on an electronic database and may be passed onto personnel in the water industry and those seeking services of an approved contractor.

#### Third-party data

By signing this application we confirm we have the permission of the business and individuals listed in this form, to include their personal details and are data controllers for this information.

#### Signed on behalf of the business:

By signing this application I confirm I am authorised by the business to do so

Signed:

Tick to confirm you have read and agree with:

- Terms and conditions of membership
- Code of Conduct

Position:

Date:

**Please return your completed form** and supporting documentation to [wiaps@waterregsuk.co.uk](mailto:wiaps@waterregsuk.co.uk), or by post to Unit 13 Willow Road, Pen y Fan Industrial Estate, Crumlin, Gwent NP11 4EG. For further information, call 0333 207 9030. Web: [www.waterregsuk.co.uk](http://www.waterregsuk.co.uk)