



**Pre-Qualified Contractors List  
Application Form**  
(Property Related Works)

TRADING NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE \_\_\_\_\_

CONTACT E-MAIL \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

To be eligible for inclusion on Staffordshire County Council's property related tender lists, it is a condition that you/the company are registered with Constructionline and CHAS (Contractors Health and Safety scheme). Please provide registration details below:

CONSTRUCTIONLINE REGISTRATION NUMBER \_\_\_\_\_

CHAS (REGISTERED NAME) \_\_\_\_\_

DATE OF LAST SUCCESSFUL ASSESSMENT \_\_\_\_\_

***You will not be admitted onto Staffordshire County Council's Prequalified Contractors List for Property Related Works without being registered with BOTH organisations.***

Contractors shall maintain insurance cover for Public Liability to an amount not less than £5,000,000 (five million pounds) and Employers Liability to an amount not less than £10,000,000 (ten million pounds)

Evidence enclosed

**MONITORING**

Do you consider yourself to be an Ethnic Minority Business as defined in the following definition?

YES / NO

<input type="checkbox"/>	<input type="checkbox"/>
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An ethnic minority business would be defined as "for-profit" enterprises, which are 51% or more owned, operated and controlled by members of the one or more ethnic minority group. "Ethnic minority" includes anyone who defines him or herself as being in any of the census 2001 categories other than White British (CRE Code of Practice on Procurement).

Continued over



## Prequalification Declaration

1. I / We certify that the information supplied is accurate to the best of my / our knowledge and that I / we accept the conditions and undertakings requested by Constructionline and CHAS, alongside the County Council's additional set requirements. I / We understand that false information could result in my / our exclusion from the County Councils list of Prequalified Contractors.
2. I / We will produce, if required, on demand to the County Council for their inspection and examination all such time sheets, job sheets, invoices, wage books or records that may be required for verification of the work done on each such job and my / our account for each job, and to retain these records for a period of three years.
3. I / We have read, understood and agree to abide by Staffordshire County Council's 'Equality for All' Policy, available at (<http://www.staffordshire.gov.uk/community/equalopportunities/home.aspx>). I / We will comply with requirements of the Sex Discrimination Act 1975, the Equal Pay Act 1979 (as amended), the Race Relations Act 1976, the Disability Discrimination Act 1995, the Race Relations (Amendment) Act 2000, and any other similar legislation reasonably required by the County Council.
4. I / We have read, understood and agree to abide by Staffordshire County Council's Environmental Policy, available at:  
(<http://www.staffordshire.gov.uk/yourcouncil/councilpoliciesandplans/environmentalpolicy/home.aspx>)
5. I / We are aware, and have auditable systems in place, that where works may bring the contractor or any employee into unsupervised contact with children or vulnerable adults, then they will be subject to an Enhanced Disclosure check by the Criminal Records Bureau ([www.crb.gov.uk](http://www.crb.gov.uk))
6. I / We have read, understood and agree to abide by Staffordshire County Council's 'Conditions of Employment (for Property Related Works)', available at:  
(<http://www.staffordshire.gov.uk/business/procurement/scc/property/home.aspx>)

*Please note, any of the aforementioned conditions may change from time to time, it is the responsibility of the contractor to check the website for current versions.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

For and on behalf of \_\_\_\_\_

*The undertaking should be signed by the applicant, a partner or authorised representative in his/her own name and on behalf of the Company.*

**Please return this signed declaration, with your Constructionline and CHAS registration details, and evidence of at least £5million Public Liability Insurance and £10million Employers Liability (if applicable), marked FAO Sarah Smart, to**

**Staffordshire County Council  
Property Consultancy Business Support, Wedgwood Building, Tipping Street, Stafford ST16 2DH**

