

# KCC Property & Infrastructure Support's Select List of Approved Contractors

## Information required when completing the on-line application form

Please note applications must be made using the online application form at:  
<https://kentcc.firmstep.com/default.aspx/RenderForm/?F.Name=iCk75pUUqaL&HideAll=1>

The following documentation must be supplied to support your on line application. Your application will not be processed until these documents have been received and as part of the application process you will be asked to confirm that you are able to provide these.

1. A copy of your company's insurance certificate (a minimum of £5m Public Liability and a minimum of £5m Employers' Liability is required).
2. A copy of your company's complaints procedure.
3. A copy of any relevant Professional Trade Association membership certificates held, with a declaration on headed paper that individuals carrying out trades which require such registration have received full training and individual registration as necessary.
4. A signed copy of your company's health and safety policy. (It is mandatory for companies with more than five employees to have a health and signed policy. If your company has five employees or less and does not have a written health and safety policy you will be asked to provide further information in your on line application.) Note: It is recognised that health and safety policy statements vary depending on the nature of a contractor's business and the type of work being carried out. However health and safety policies which are not tailored to the company and/or appear to bear little relevance to the type of work are of no value.
5. An example of current risk assessments and method statements relevant to each category of work applied for.
6. Details of your company's bank account which can accept BACS payments.
7. A copy of your company's most recent accounts.

You will be asked to confirm you are able to supply all the required supporting documents

You will be asked to agree to the [KCC Terms and Conditions](#)

*Fields on the application form marked with \* are mandatory*

### **Company Contact Details**

Company Trading Name\*

Contact Name\*

Contact Address\*

Postcode\*

Telephone No.\*

Fax No.

Email\*

Website

Registered Company Name\*

Company Registration Number\*

Registered Office Address (if different from above)

Postcode

### **Information about the Company's Activities and its Directors / Partners**

- How long has the company been established?\*
- How many employees does the company have?\*
- What is the company's net aggregate annual turnover figure? (£)\*
- What is the aggregate balance sheet total?\*
- Has the company ever worked for KCC? If Yes, please provide details.\*

### **Details of any:**

a) Directors or partners that have been employed by the council \*

b) Directors or partners that have a relative who are employed by the council at a senior level or who are a Councillor \*

c) Directors or partners that have any involvement in other companies who provide services to the council\*

### **Contact Details of Two Referees Relevant to the Category of Work Being Applied For**

Reference 1 Name

Reference 2 Name

Reference 1 Address

Reference 2 Address

Postcode

Postcode

Telephone No.

Telephone No.

Ref 1 email

Ref 2 Email

### **Health and Safety Contact Details**

H&S Responsible Person's Name\*

H&S Responsible Person's Email\*

H&S Competent Person's Name\*

H&S Competent Person's Email\*

Details of his/her safety qualifications\*

### **Details of:**

- Brief details of health and safety training that has been given, or will be given, to the company's managers and operatives.\*
- Provide evidence of a system in place to make sure your site personnel know about your safe systems of work, such as risk assessments, COSHH assessments, safety method statements, and how to use them.\*
- Describe your arrangements for ensuring the safety of, and liaison and cooperation between, the company's site personnel and council staff on site\*

- The company's risk assessment procedure\*
- The company's incident reporting and investigation procedures\*
- The company's emergency procedure\*
- Evidence of a system in place to ensure that plant, equipment and vehicles (owned or hired) used by your company are properly tested, maintained and in a safe condition\*
- Brief details of the steps the company takes to reduce the risk of site personnel disturbing asbestos and subsequent action that would be taken should accidental disturbance occur\*

### **Additional Information**

Has the company had any form of Health and Safety Enforcement action or any pending actions in the last 5 years? \* If Yes, please give brief details.

The HSE website will be searched for improvement and enforcement notices and prosecutions

### **Statistics for the past three years for accidents and incidents reportable under RIDDOR '95, both for Employees & for Subcontractors**

#### **Number of fatalities:**

This year so far\*

Last year\*

2 years ago\*

#### **Number of major injuries:**

This year so far\*

Last year\*

2 years ago\*

#### **Number of injuries lasting more than three days:**

This year so far\*

Last year\*

2 years ago\*

#### **Number of dangerous occurrences:**

This year so far\*

Last year\*

2 years ago\*

#### **Number of diseases:**

This year so far\*

Last year

2 years ago\*

#### **Number of injuries to members of the public:**

This year so far\*

Last year\*

2 years ago\*

### **Which Zones, Work Values and Categories the Company Is Applying For**

Zone 1: Tunbridge Wells, Sevenoaks, Dartford, Gravesham

Zone 2: Shepway, Ashford, Maidstone, Tonbridge & Malling

Zone 3: Swale, Canterbury, Thanet, Dover

Zone 4: Medway

Minimum Work Value \*

Maximum Work Value \*

**Work categories:**

**General Building**

- A: Design & Build
- B: Maintenance
- C: Disability Discrimination Act (DDA)
- D: Extension
- E: Refurbishment
- F: New Build
- G: Sports Hall

**Specialist Categories:**

- 01: Air Conditioning
- 02: Asbestos - Survey / Inspections
- 03: Asbestos - Licensed Removal
- 04: Asbestos - Testing
- 05: Asbestos - Encapsulation
- 06: Boarding - Windows
- 07: Brickwork
- 08: Carpentry & Joinery
- 09: CCTV Drainage
- 10: Control Panel Manufactures & Installers
- 11: Demolition
- 12: Door Closer / Automatic
- 13: Drainage incl specialist
- 14: Drinking Water Equipment
- 15: Electrical
- 16: Fencing
- 17: Finishes, Flooring, Carpeting
- 18: Fire Alarms
- 18a:Emergency Lighting
- 19: Glazing
- 20: Guardian Services
- 21: Industrial Cleaning / Equipment
- 22: IT/Data Infrastructure
- 23: Kitchens & Catering Equipment
- 24: Legionella Risk Assessment & Treatment
- 25: Lift & Hoist: General
- 25a: Lift & Hoist: DDA
- 26: Locks/Locksmiths
- 27: Mechanical: Heating Controls
- 27a: Mechanical: Water Tanks
- 27b: Mechanical: Calorifiers
- 27c: Mechanical: Boilers
- 27d: Mechanical: Oil Tanks
- 27e: Mechanical: Biomass / Biofuel Boilers
- 28: Metal Screens - Windows and Doors
- 29: Metalwork
- 30: Mobile Guarding & Security
- 31: Modular Construction

31a: Mobile Accommodation  
31b: Mobile Accommodation:Refurbishment  
32: Painting & Decorating  
33: Partition/Dry Walling & Specialist  
34: Plastering  
35: Plumbing  
36: Removals  
37: Renewables & Sustainability  
38: Roofing Flat  
39: Roofing Traditional (Pitched)  
39a: Lightning Protection  
40: Scaffolding  
41: Security Fencing  
42: Security:Installations, CCTV, Intruder  
43: Security -keyholding  
44: Shop Fitting  
45: Signage  
46: Sprinkler System  
47: Steelwork/Structural steelwork  
48: Stonemasonry  
49: Suspended Ceilings  
50: Swimming Pools: Installation  
50a: Swimming Pools: Maintenance  
51: Timber & Damp  
52: Wall Tiling  
53: Window Safety & Solar Film  
54: Windows, Doors & Curtain Walling  
55: Cricket Square Construction  
56: Cricket Square/Field Maintenance  
57: Early Years Play Areas  
58: Environmental Mitigation  
60: Grounds Maintenance  
61: Hard Landscaping  
62: Hedge Cutting  
63: Interiorscapes  
64: Notifiable Weed Removal/Disposal incl Japanese Knotweed  
65: Land Drainage  
66: Multi Use Games Area  
67: Paving  
68: Pest Control  
69: Play Equipment Installation  
70: Playground Marking  
71: Playing Field Construction  
72: Playing Field Drainage  
73: Playing Field Maintenance  
74: Ponds & Water Features  
75: Reclamation & Erosion  
76: Rubber Safety surfaces  
77: Soft Landscaping  
78: Sports Line Marking  
79: Synthetic Pitches  
80: Tarmac

- 81: Vegetation Removal
- 82: Weed Control : Removal/Disposal
- 84: Concrete Repair
- 85: Hazardous Waste Removal/Disposal
- 86: Tree Works/Arboriculture
- 87: Surveys (Please specify, below)
- 88: Underpinning
- 89: Refurbishment: Listed Buildings
- 90: Maintenance: Listed Buildings
- 91: Groundworks & Civil Engineering
- 92: Renewable Energy: Solar photovoltaic (PV) panels
- 93: Renewable Energy: Solar water heating
- 94: Renewable Energy: Wind turbines
- 95: Renewable Energy: Ground source heat pumps
- 96: Renewable Energy: Small-scale hydro
- 99: Other (Please state)

### **What happens after the online form has been completed?**

You must post a copy of all the required documentation on a CD/DVD to the address supplied. The disk should be marked with your application number.

You will receive a copy of your application by email. If you do not receive a copy within 48 hours please contact [property.contractors@kent.gov.uk](mailto:property.contractors@kent.gov.uk) quoting your application reference.

The referees provided will be contacted and the information supplied within your application will be processed.

Once this has been completed you will be notified by email of the outcome of your application.