



Working with our Tenants

Approved Contractor Application Form

Name of Company:

DGHP maintains an approved list for contractors and consultants involved in repairs and maintenance works and services that are not covered by our principle contractors.

Please complete the details below and return the requested information to Ms Paula Todd, DGHP Ltd., Grierson House, The Crichton, Bankend Road, Dumfries, DG1 4ZS. Should you wish an electronic version of this form please e-mail paula.todd@dghp.org.uk and one will be sent to you. A copy of this form can also be downloaded from our website at www.dghp.org.uk.

It is the responsibility of the applicant to provide all documentation. Failure to do so will result in us returning the application until all information is provided.

Please tick the boxes below to confirm that you have enclosed the following documentation:

- A copy of your current Public Liability Insurance certificate with a minimum level of cover of £2,000,000.

OR

- If your organisation uses high heat equipment, such as acetylene torches etc., within DGHP properties, we require Public Liability Insurance with a minimum cover of £5,000,000.
- Provided the name of a referee.
- If you have certificates relating to your ability to carry out the works you wish to undertake, these should also be provided, eg SEPA Certificates for safety of Waste Disposal.

If you can provide emergency cover, please provide a name and contact telephone number(s) :

Name

Telephone No :

Please provide a contact name for person responsible for providing quotes for identified works :

.....

Are you related to any member of DGHP staff or member of the Board of Management?

- Yes No

If **Yes** please provide details

.....

References

DGHP requires a reference regarding the quality of your work. If you have previously done work for DGHP then you should provide them as the reference. If you are using an external customer to provide a reference then please complete the second section below.

- **My reference is DGHP and the relevant officer who will provide that reference is.....**

- **My reference is an external customer:**

Name:

Company:

Address:

.....

Telephone Number:

E-Mail Address:

Health and Safety & Equalities

Please confirm that you comply with the Health & Safety at Work Act 1974 and other relevant Health and Safety legislation. In the absence of an equal opportunities policy you agree to adhere to DGHP's which is enclosed.

Signed:

Date:

Financial Checks

DGHP do not carry out financial checks on your company in order to have you admitted to the list of approved contractors. However, if you are asked to undertake work that equates to a value of greater than £10,000.00 for any one job, then we will require to undertake financial checks on the company prior to offering you the work.

These checks may involve a credit check with an agency such as Experian or alternatively we may ask you for a copy of your audited accounts, however if these are not available unaudited accounts are sufficient.

Please sign below to confirm that in the event that we require doing this you are in agreement with DGHP running financial checks.

Signed:

Date:

INFORMATION FOR FINANCE DEPARTMENT



To allow us to set up a new creditor account on our finance systems, please complete and return this form with an original signature.

Name of Company

Company Address

.....

.....Post Code

Registered Address (if different from above)

.....

.....Post Code

Telephone No Mobile No

Fax

Accounts Department Contact Person

Email Address for Remittances/POP Orders

Name of Bank

Bank Sort Code (6 digits) Account Number (8 digits)

Taxpayer Reference or National Insurance Number

Company Registration Number

VAT Registration Number..... & Rate GB%

DGHP's standard payment terms are 28 days from invoice date

Please send invoices marked for the attention of the Finance Department addressed to Dumfries & Galloway Housing Partnership Ltd, Grierson House, The Crichton, Bankend Road, Dumfries, DG1 4ZS (this address must be quoted on all invoices) or alternatively by email to creditors@dghp.org.uk.

Please note if you have any general queries regarding payment of your invoices, please contact our Creditor Team on 01387 242528 or 01387 242508

Please list the nature of works that you can provide. Please ensure that all works that you can carry out are included as if successful you will only be contacted in relation to the works listed :

1.
2.
3.
4.
5.
6.

Please continue on a separate sheet if necessary

Please tick the areas where you are able to carry out these works :

- Annandale & Eskdale
- Nithsdale
- Stewartry
- Wigton

Signed Date

Print Name

Job Title

FOR OFFICE USE ONLY