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# Membership Categories and Application Form

# Membership Categories

The Association has seven categories of membership: Full Contracting Member, Full Member Non-Contracting (ATaC or Associate), Labour Supply Member, Associate Member, Corporate Member and Information Service Member. These categories of membership are open to licensed asbestos removal companies, UKAS accredited laboratories, consultants and organisations providing goods or services for the industry, and companies with an interest in the asbestos abatement industry.

Membership is open to overseas companies as well as those within the UK. The stringent entrance requirements and conditions of membership apply in order to satisfy the Association's Governing Council that standards are meticulously maintained. Adherence to a set of Rules of Membership forms part of the membership criteria.

## Full Contracting Member

Shall be a company engaged in the removal of asbestos materials and who complies with the conditions of membership.

**Example Company Type:**

HSE Licenced Asbestos Removal Contractor or Republic of Ireland Asbestos Removal Contractor

**Registration Fee:** £1,100 +VAT

**Annual Membership Fee:** £2,950 +VAT

includes £1,300 of credits for ARCA training and fully inclusive of two ARCA site audits.

## Full Member Non-Contracting (ATaC)

Shall be a person or company which fulfils the criteria of the Asbestos Testing & Consultancy Division (ATaC).

**Example Company Type:**

UKAS accredited laboratory for asbestos services

**Registration Fee:** £100 +VAT

**Annual Membership Fee:** £1,100 +VAT

## Full Member Non-Contracting (Associate)

Shall be a person, company or organisation which fulfils Associate membership status, but who also requires voting rights and the opportunity to stand for election to the Governing Council.

**Example Company Type:**

Asbestos equipment/services manufacturer/distributor

**Registration Fee:** £100 +VAT

**Annual Membership Fee:** £1,100 +VAT

## Labour Supply Member

Shall be a company supplying operative labour to the licensed asbestos removal industry.

**Example Company Type:** Specialist asbestos recruitment agency

**Registration Fee:** £600 +VAT

**Annual Membership Fee:** £600 +VAT

## Associate Member

Shall be a person, company or organisation that provides an industry related service to Full Contracting Members, but does not qualify for full membership of the Association.

This category of membership is also available for overseas companies (outside of the UK and ROI) who are involved in asbestos removal.

**Example Company Type:**

Asbestos equipment/services manufacturer/distributor

**Registration Fee:** £100 +VAT

**Annual Membership Fee:** £600 +VAT

## Corporate Member

Shall be a company or organisation which fulfils the Corporate Membership status, but does not qualify for full or ATaC membership and operates in the following sectors:

- ▶ Building, construction and property e.g. consultancies, architects, building surveyors.
- ▶ Trade Associations with members operating in these sectors

- ▶ Local Authorities, Housing Associations
- Corporate Membership entitles the company to five places per annum on ARCA's leading Asbestos Awareness training course. Attending where appropriate may count towards continuing professional development (CPD) on any CPD schemes which are self-administered.

**Registration Fee:** £100 +VAT

**Annual Membership Fee:** £350 +VAT

## Information Service Member

Subscribers to the Information Service may be admitted to the membership of this service upon application. This does not entitle them to use the ARCA logo. Example company type: Local Authority, construction contractor, information service provider.

**Registration Fee:** None

**Annual Membership Fee:** £195 +VAT

# The Application Process

## Full Contracting Member

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. References requested
4. Office audit
5. Site audit
6. Once all the above is satisfactory, the application is referred to the Association's Governing Council.
7. If approved, membership on a 12 month probationary basis or if rejected the applicant must wait 6 months before reapplying for membership.

## Full Members Non-Contracting (ATaC, Associate), Associate Members and Corporate Members

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. If satisfactory the application is referred to the Association's Governing Council.
4. If approved, membership on a 12 month probationary basis or if rejected the applicant must wait 6 months before reapplying for membership.

## Labour Supply Members

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. References requested
4. Office audit
5. Once all the above is satisfactory the application is referred to the Association's Governing Council.
6. If approved, membership on a 12 month probationary basis or if rejected the applicant must wait 6 months before reapplying for membership.
7. Annual office audit prior to renewal.

## Information Members

1. Completed application form submitted
2. Once the application is approved, the applicant will be admitted into membership.

## Summary of Supporting Documentation and Fees

The following table is a summary of the documentation which should be submitted with a completed application form. Further details of membership requirements can be found in the ARCA Rules of Membership which can be downloaded from the internet at [www.arca.org.uk](http://www.arca.org.uk)

	Full Member Licenced Contractor	Full Member Contractor Republic of Ireland	Full Member Non-Contracting ATaC	Full Member Non-Contracting Associate	Labour Supply Member	Corporate Member	Associate Member	Information Service Member
A copy of HSE Licence (Full or Ancillary) if held	✓		✓	✓			✓	
A copy of the company Health and Safety Policy	✓	✓	✓		✓			
A copy of the Company Certificate of Incorporation	✓	✓	✓		✓			
A specimen Plan of Work	✓	✓	✓					
Contact name and address of not less than 5 referees	✓	✓	✓		✓			
A copy of insurance schedule detailing Public and Employers liability insurance cover for work with asbestos if applicable	✓	✓	✓	✓	✓		✓	
A copy of insurance schedule detailing Professional Indemnity insurance cover for work with asbestos			✓					
A copy of UKAS or INAB schedules and types of accreditation including UKAS or INAB registration number and date of registration			✓					
Registration Fee	£1100 + VAT	£1100 + VAT	£100 + VAT	£100 + VAT	£600 + VAT	£100 + VAT	£100 + VAT	None
Annual Subscription Fee	£2950 + VAT (includes £1300 training credits and two programmed site audits)	£2950 + VAT (includes £1300 training credits and two programmed site audits)	£1100 + VAT	£1100 + VAT	£600 + VAT	£350 + VAT	£600 + VAT	£195 + VAT
<b>Total Fee</b>	<b>£4050 + VAT</b>	<b>£4050 + VAT</b>	<b>£1200 + VAT</b>	<b>£1200 + VAT</b>	<b>£1200 + VAT</b>	<b>£450 + VAT</b>	<b>£700 + VAT</b>	<b>£195 + VAT</b>

The total sum above must be enclosed with your application. If you wish, you may send two cheques, one for the joining fee (non-refundable) and one for the subscription which would be returned to you should your application be declined by the membership committee. The Association is unable to process any application without full remittance. A Direct Debit facility is available on annual renewal. All cheques should be made payable to ARCA.

# Membership Application Form

All details on this application form are treated as commercial and in confidence and will not be shared with other parties.

## 1. Categories of Membership

Please select which grade of membership you wish to apply for:

- |   |   |
|---|---|
| <input type="checkbox"/> Full Contracting Member                            | <input type="checkbox"/> Full Member Non-Contracting (ATaC) |
| <input type="checkbox"/> Full Member Non-Contracting (Associate)            | <input type="checkbox"/> Labour Supply Member               |
| <input type="checkbox"/> Corporate Member                                   | <input type="checkbox"/> Information Service Member         |
| <input type="checkbox"/> Associate Member (specify business activity) _____ |   |

## 2. Applicant Details

Name: _____	Tel: _____
Position: _____	Email (general): _____
Company Name: _____	Web site: _____
Address: _____ _____ _____	Company type (please tick):
Postcode: _____	<input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader
	<input type="checkbox"/> Limited Company <input type="checkbox"/> Public Limited Company
	<input type="checkbox"/> Other _____

## 3. Applicant Contacts

a) Main ARCA contact (if different from the above)

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

c) Sales/Marketing contact

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

b) Training contact

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

d) Accounts contact

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

## 4. Additional Offices

Do you have any additional offices YES  NO  If so, how many? \_\_\_\_\_

If yes, please attach additional address and contact information as above for each office. We can then include these details on our website.

*All personal data that you provide on this form will be processed and stored in accordance with the Association's GDPR Privacy and Cookies Policy which is available at [www.arca.org.uk](http://www.arca.org.uk)*

**This application must be completed and returned to ARCA at the address below with all relevant supporting documentation and fees. Completion and submission of this application form confirms acceptance of the current Rules of Membership of the Association.**

### Asbestos Removal Contractors Association

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