

# Manx Accredited Construction Contractors Scheme Renewal Form – 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

DETAILS	PLEASE CONSULT APPENDIX 1 WHEN COMPLETING THIS FORM	
Company / Trading Name:	<input style="width: 100%;" type="text"/>	
Principle(s) / Director(s):	<input style="width: 100%;" type="text"/>	
Trading Address: <b>(must be postal address. PO Boxes not permitted.)</b>	<input style="width: 100%;" type="text"/>	
	<input style="width: 60%;" type="text"/>	Post Code: <input style="width: 40%;" type="text"/>
Telephone No:	<input style="width: 30%;" type="text"/>	Fax No: <input style="width: 60%;" type="text"/>
Mobile No:	<input style="width: 100%;" type="text"/>	
E-mail (please write clearly):	<input style="width: 100%;" type="text"/>	

TO BE SUBMITTED BY ALL APPLICANTS	Tick Box
Details of Public Liability Insurance (including completed Broker Statement Form)	<input type="checkbox"/>
Copy of IOM Certification of Craftsman Scheme Card (where applicable)	<input type="checkbox"/>
Health and Safety Policy Statement, if changed since 2017/18 application.	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

TO BE SUPPLIED BY SOLE TRADERS / PARTNERSHIPS	
Copy of Self-Employed Tax Exemption Certificate (where applicable)	<input type="checkbox"/>

TO BE COMPLETED BY BUSINESSES EMPLOYING OPERATIVES	
Details of Employers Liability Insurance (completed Broker Statement Form)	<input type="checkbox"/>
Total number of employees <input style="width: 150px;" type="text"/>	No. of Isle of Man Workers: <input style="width: 120px;" type="text"/>
	No. of workers holding Work Permits: <input style="width: 120px;" type="text"/>
Specimen copy of Contract of Employment, if changed since 2017/18 application.	<input type="checkbox"/>
Building & Civil Engineering Benefit Scheme Template No. (See Appendix 5).	<input style="width: 200px;" type="text"/>
Letter of Comfort (if appropriate). (See Appendix 5).	<input type="checkbox"/>
For 'site only' off-Island contractor – Name of Site	<input style="width: 200px;" type="text"/>

**Categories** (please tick):  
( See Appendix 3)

1	2	3	4	5	6	7	8	9	10	11	12A	12B	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	G1A	G1B	G2	G3

Fees may be paid by BACS or cheque. We have no facility for card payment.		<b>Account No.</b> <b>19371756</b>
Please e-mail us if paying by BACS, and include your business name on payment reference.		<b>Sort Code:</b> <b>55-91-04</b>
<b>Total Fee Payable (see Appendix 6).</b>	£ <input style="width: 100px;" type="text"/>	Cheques made out to <b>Isle of Man Construction Federation</b>
<b>Do you wish to apply for membership of</b>	<b>IOM Construction Federation at no extra cost?</b>	<b>YES/NO</b>

## **Operating Conditions for Inclusion on the Manx Accredited Contractors Scheme**

The following conditions must be met and maintained by all Accredited Contractors at all times. Failure to comply is likely to lead to disciplinary action and may result in expulsion from the Scheme.

- 4.1 Maintain a minimum £1 million Public Liability insurance cover.
- 4.2 Comply with all the requirements of the Employment Act, particularly in relation to providing employees with written terms and conditions, and Employers' Liability insurance.
- 4.3 Comply with all requirements of the MACCS Terms and Conditions, particularly in relation to the B&CE or other approved Scheme.
- 4.4 Where appropriate, maintain an up to date B&CE or equivalent account to include all employees.
- 4.5 Comply with all requirements in relation to company registration.
- 4.6 Comply with IOM Treasury Procedure Notes for Management of Construction Projects, all IOM income tax, National Insurance, and VAT requirements.
- 4.7 Comply with all appropriate requirements in regard to Work Permits as regulated by the Control of Employment Act and the Overseas Labour Scheme.
- 4.8 Comply with all statutory provisions in relation to construction work, particularly in relation to health and safety, planning consents and building regulations.
- 4.9 On publicly funded work only Accredited Contractors may be used if the value of a 'sub-contract' is over £3,000.
- 4.10 Sub-contractors on packages of work under £3,000 need not be Accredited Contractors if the total value of the works undertaken by a sub-contractor under a main contractor is under £3,000, but must be included as 'employees' for all insurance, H&S, and welfare.
- 4.11 On publicly funded work only craftsmen and craftswomen registered under the Register of Craftsmen and Craftswomen may be permitted to carry out the duties to which the Register applies.
- 4.12 Contracts with domestic clients must be in writing, using an exchange of letters as a minimum requirement.
- 4.13 Carry out all work to an industry recognised standard of quality and workmanship.
- 4.14 Conduct all business as a contractor in a professional and co-operative manner.

I/We undertake to comply with all the requirements of the Scheme, as specified above and in the Appendices to this application, for the duration of the approval, and will provide evidence that these requirements are maintained whenever called upon to do so from time to time and understand that non-compliance may result in disciplinary action which could ultimately result in removal from the Scheme.

I/We understand that personal data supplied in this application may be used only in connection with the administration of the MACCS, and give full approval for that data to be used in accordance with Appendix 7 of MACCS application.

To be signed by the Principal of the business or Legal Officer responsible for all working practices:

Signature .....

Name (PRINT) .....

Date: .....

Please return to: IOM Construction Federation  
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Isle of Man  
IM3 4EB

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Email: info@iomcf.im