

Federation of Window Cleaners

Summerfield House Harrogate Road Reddish Stockport. Cheshire SK5 6HQ
Telephone 0161 432 8754 fax 0161 947 9033
E-mail: info@f-w-c.co.uk Website: www.f-w-c.co.uk



RE: MEMBERSHIP APPLICATION

Thank you for contacting the Federation of Window Cleaners and indeed your interest in becoming a registered member. We are confident that you will be satisfied with the membership services we offer and look forward to receiving your completed application.

The information enclosed in this pack will initially help you make the most of the services we offer. If you have questions, please do not hesitate to contact us on 0161 432 8754 or E-mail info@f-w-c.co.uk.

To expedite the processing of your application please ensure that you include the following when returning your application to us:

1. Subscription payment – see enclosed rates & payment options
2. A written business/character reference to support your application
3. A passport size photograph for your membership card (optional)
4. Scotland only – copy trading license
5. A copy of your current Insurance policy schedule

Our nominated insurance brokers can assist and help with Liability Insurance quotations and the F.W.C is an Introducer Appointed Representative of Allied Insurance Services Ltd who in turn are authorised and regulated by the Financial Services Authority.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. Again, thank you for choosing to join the Federation of Window Cleaners.

Kind regards,

Yours sincerely

A handwritten signature in black ink that reads 'B Murray'. The signature is written in a cursive style.

General Secretary
For and on behalf of F W C



Email

Membership Application

Applicant Information

Surname Name:		First Names:	
Trading As:		Year Established:	
Status in Company:		Date of Birth:	
Business Address:			
Town:	County:	Postal Code:	
Phone:	Mobile:	Fax:	
E-mail Address:		Website:	
Private Address:			
Town:		Postal Code:	

Detailed Information – please complete all questions

1) Current Insurances: Are you covered for Liability Insurance?	Yes:	No:
If yes, Please provide a copy of your current Liability Insurance with your application. If no cover - Allied Insurance Services can assist with discounted quotes for all new applicants – Allied can be contacted on: 0844 815 6211.		
2) Have you attended an IOSH Accredited Health & Safety Course?	Yes:	No:
If yes, please provide a copy of your certificate. If no, we ask you consider attending one within 12 months.		
3) Have you been convicted or charged (but not yet tried) or been given an official police caution in respect of any criminal offence?	Yes:	No:
If yes, please provide date & details:		
4) Number of Employees:	Full Time:	Part Time:
If any employees are under 18, supply age & any training they have received on separate sheet if necessary		
5) Have Employees received adequate Health & Safety Training? (Under Management of Health & Safety at Work Regulations 1992)	Yes:	No:
6) FIVE (5) or more Employees are Health & Safety documents in place?	Yes:	No:
7) Does your company use the services of sub-contractors? (omitted from this application)	Yes:	No:
8) Please supply a copy of your licence (applicable to Scotland only) tick box if enclosed		
9) Where did you hear of the Federation?		
10) Number of years' experience in the window cleaning industry?		
11) Work undertaken - tick all relevant to your business:	Windows:	WFP:
Office Cleaning:	Carpet & Upholstery:	Floors:
Domestic:	Commercial:	Industrial:
		Abseiling:
		MEWPS:
		Cradles:
		Other - specify:
12) List any qualifications & training:		
13) References - Please include a written Business/ Character reference from one of the following: Another member, established customer, professional person -accountant etc. References can be emailed direct to info@f-w-c.co.uk		

Conditions of Entry

Any person, partner in a firm or member of a limited company, carrying on the business of window cleaning and general cleaning, shall be eligible to apply for membership of the Federation of window cleaners. All members of a partnership or of a Limited Company taking part in the management of the business must apply for membership. Applicants must be over 16 years of age. Employees are not eligible to join, with exception of limited company directors.

An applicant for membership must be insured for Public Liability and (Employers Liability) if appropriate, and applications must be supported by a written business / Character reference. Where there is a need for government licensing an applicant must supply evidence of their license.

Should Membership of the FWC be lapsed as a consequence of arrears, to re-join again at a later date may incur a £25.00 administration charge. The information supplied on this form will be held on a computer database under the data protection Act 1984. We may also use your email address to promote training and other products; distributed safely via Mail-Chimp – you can of course choose to refuse these emails at any time. Please be assured that we do not sell or distribute the membership list to third parties. With the exception of Yell.com & Thomson Local in respect of FWC corporate advertising and nominated Insurers Allied Insurance Brokers. Acceptance is determined on the applicant fulfilling all the requirements. The Executive Committee reserves the right to decline membership at their discretion without giving any reason. We practice an equal opportunities policy.

Signature of Applicant:	Date:
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Registered Address: Summerfield House, Harrogate Road, Reddish, Stockport, Cheshire SK5 6HQ Tel: 0161 432 8754 Email: info@f-w-c.co.uk / Website: www.f-w-c.co.uk

Subscription Fees – 2016/17 – Based on the number of employees

Category	Annual Membership	Initial Fee	Total annual amount payable
Self Employed – sole Trader	£ 95.00	£10.00	£105.00
Company with 1 – 6 employees	£110.00	£10.00	£120.00
Company with 7 – 12 employees	£120.00	£10.00	£130.00
Company with 13 – 25 employees	£140.00	£10.00	£150.00
Company with 26 – 50 employees	£160.00	£10.00	£170.00
Company with 51 – 100 employees	£215.00	£10.00	£225.00
Company with 101– employees & over	£265.00	£10.00	£275.00
Customer Payment Authorisation Form – yearly payment only for the first year			
Mr / Mrs / Miss / Ms - cardholder Name:			Initials:
Street No & Name:			
Town:			
County:		Post Code:	
Card Number:			
Valid From date:			
Expiry Date:			
3 digit security No:		for security reasons we prefer to contact you for this number	
Visa Debit	MasterCard	Access	Electron
			please specify
I authorise you to debit my Credit /Debit card account for an amount of:			£
Signature:		Date:	
I would prefer that you call me for my card details Tick →			
Alternative Payment Methods			
CHEQUES: Please make payable to : FWC - and allow 10 days for clearance			
Cheque Number:		Cheque amount:	
		£	
BACS: National Westminster Bank Underbank Hall Branch - Stockport		Sort Code: 01-08-38 Account No: 66703506	
Amount Paid: £		Date Paid:	
Standing Order: see above for annual payments & below for Standing Order form. Alternatively via online banking			

Standing Order Form

Please complete this form in BLOCK CAPITALS and then return it to: **your bank**

Your personal details:

Full Name: Payment Ref:
Membership No

Address:

Trading name:

To the Bank Manager at:
(your bank name and branch)

Bank address:

Account name:

Account number: Sort code:

I wish to arrange a yearly subscription payment. Please set up the following standing order and debit my/our account to:

Federation of Window Cleaners (FWC):
Summerfield House, Harrogate Road, Reddish, Stockport, Cheshire SK5 6HQ

bank details
National Westminster Bank, Underbank Hall Branch, 10 Great Underbank Stockport SK1 1LL
Account number: 66703506 Sort code: 01-08-38

Payment details:

yearly only for first year (Please complete)

Starting Date: / / Amount: £

Amount in words:



WINDOW CLEANING TRAINING COURSES



“Cleaning Windows Safely”

- A one-day IOSH (Institution of Occupational Safety and Health) accredited Health and Safety Course.
- Covering both the use of water fed poles and portable ladders.
- Written by window cleaners for window cleaners
- No nonsense – hands on practical and theory course with an IOSH certificate at the end.
- Giving you an industry recognised LIFETIME qualification, which will help you or your organisation comply with legislative training requirements

COURSE COSTS & WHAT'S INCLUDED

£135.00 + vat for Members

£185.00 + vat for Non-Members

Free Caution Sticker for every candidate.

Discount on a number of employees booked on a course.

Ask about own venue arrangements

COURSE VENUES:

Federation of Window Cleaners – Summerfield House, Stockport, SK5 6HQ –
CAM Training - Unit 21, Maltham Industrial Est, Forest Hill – London - SE23 1AH
J.V. Price Ltd - Tower Hill – Chipperfield - Kings Langley-Hertfordshire-WD4 9LH
Smiths Services – Inveralmond Industrial Estate Perth Scotland PH1 3UQ
Lamont Cleaning Services – County Antrim Northern Ireland BT28 2BP

COURSE DATES ARE MONTHLY - AVAILABLE ON APPLICATION

Spaces are limited so early booking is recommended

Find out more, just call or email to book a course:

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“RISK ASSESSMENT”



This one-day course was designed and IOSH accredited – Risk Assessment for cleaning windows, guttering and external facades. The course is delivered by experienced window cleaners who also manage their own businesses but have suitable health and safety knowledge.

- This one-day training course will:
- Identify any applicable legislation
- Discuss what to look for
- Show you how to put controls in place
- Show you how to draft out the risk assessments
- Can be used as proof of prior learning for City & Guilds NVQ Level 2 201

In addition to some examples in the paperwork of generic risk assessments, method statements are also looked at. This course is aimed at everyone within the window and specialist cleaning industry, specifically self-employed, employees, supervisors, managers and safety officers.

COURSE COSTS & WHATS INCLUDED

£135.00 + vat for Members

£185.00 + vat for Non-Members

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Ask about your own venue arrangements

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IOSH TRAINING COURSE RESERVATION FORM

RESERVE A SEAT FOR: Please enter all names below	Company Name	Cleaning Windows Safely	Risk Assessment	Course Venue & Date
Business name			Membership number	Total seats booked
Address:				

Customer Authorisation Form -											
Mr / Mrs / Miss / Ms - cardholder Name:										Initials:	
Street No & Name:						Town:					
County:						Post Code:					
Card Number: 											
Valid From date:						Expiry Date:					
3 digit security No:				for security reasons we prefer to contact you for this number							
Visa Debit		MasterCard		Access		Electron		please specify			
I authorise you to debit my Credit /Debit card account for an amount of:										£	
Signature:						Date:					
<small>NOTE: Course Fee is nonrefundable in the event of late cancellation or, absent on the course date.</small>											
I would prefer that you call me for my card details										Tick →	
CHEQUES: Please make payable to : FWC - allow 10 days for clearance											
Cheque Number :								Cheque amount:		£	
BACS: National Westminster Bank – Underbank Hall Branch - Stockport						Sort Code: 01-08-38 Account No: 66703506					
Amount Paid: £						Date Paid:					