



**THE TILE ASSOCIATION**  
**FORUM COURT, 83 COPERS COPE ROAD**  
**BECKENHAM**  
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**WEBSITE [www.tiles.org.uk](http://www.tiles.org.uk)**  
 Company Registration 3896624

### Membership Application Form

*All applicants to complete this section*

Company Name (and trading name if different):		
Trading Address (incl postcode):		
Telephone Number:		
Fax Number:		
Email address:		
Website address:		
Address of Registered Office (incl postcode):		
Contact for correspondence:		
Status: Sole Trader/Partnership/Limited Company/plc/ individual:		
Company Registration Number:		
Names of proprietors/partners/directors & company secretary:		
Date on which your business started:		
Number of employees:		
Company Turnover for latest financial year:		£
Are you registered for VAT?	Yes	Registration No:
	No	
<b>Insurance Cover:</b> Employer's Liability		£
Public Liability		£

**We wish to apply for membership of the following sectors:**

Tiling Contractor	<input type="checkbox"/>	Tile Retailer	<input type="checkbox"/>	Freight Service Operator	<input type="checkbox"/>
Tile Distributor	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Artisan Manufacturer	<input type="checkbox"/>
Support Services	<input type="checkbox"/>	Tile Agent	<input type="checkbox"/>	Overseas Manufacturer	<input type="checkbox"/>

*Please continue to complete the form filling in information for each sector that you are applying for.*

**Tiling Contractor**

Please indicate the number of operatives employed by you at the time of application:

Directly employed fixers:	
Labour only fixers:	
Trainee fixers:	
CITB Registration Number:	
Type of Tax Exemption Certificate held:	
Type of work undertaken:	Construction contracts only Consumer sector only Both
In the last twelve months, please detail:	
Value of largest contract:	£
Value of smallest contract:	£
Value of latest five contracts:	1. £ 2. £ 3. £ 4. £ 5. £
How long have you or the business been a tile contractor?	
What tile fixing qualifications do you, or the principal tile fixers in the business hold?	
We confirm that our tile fixing works are undertaken in accordance with BS5385, the Code of Practice for Wall and Floor Tiling and BS8000 Code of Practice for Workmanship on Site.	Yes No
We confirm that we have read and understood the TTA Guidelines for tile fixers and will comply with the Guidelines	Yes No

Please give the following:

Details of two recent tiling contracts that may be inspected by the Association:

1. ....
2. ....

Names and addresses of two Architects or trade references you would believe would support your application. (Please insert full name and address as these referees will be contacted):

1. ....  
.....
2. ....  
.....

Names and addresses of two main contractors who would support your application: (Please insert full name and addresses as these referees will be contacted.)

1. ....  
.....
2. ....  
.....

The Tile Association reserves the right to undertake site visits if necessary to check workmanship.

**Tile Retailer**

Does your company have a written policy on customer care?	Yes No
Does your company have a training programme on new products, specifications, limitations and suitability of products?	Yes No
How many members of staff are trained to, or are in the process of, training towards the Retail Training NVQ for the tile industry?	Number:
If Nil, please detail your training policy	
Does your company display appropriate technical information, eg PEI ratings, Shading & Crazing Information?	Yes No
Does your company display signage required under UK legislation, eg pricing?	Yes No
Does your company sell tiles via a website?	Yes No
If yes, what proportion of your sales is via the website?	
Does your website conform to the requirements of The Consumer Protection (Distance Selling) Regulations 2000?	Yes No

Does your company offer a tile fixing service? If yes, do your fixers comply with BS5385 Code of Practice for Wall & Floor Tiling?	Yes No
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Please indicate which of the following services your company offers:

Delivery  Tile Cutting Service   
 Kiln  Measuring Service

### Tile Distributor

Are your distributor sales maintained at 50% plus of total sales?	Yes No
Does your company have delivery vehicles/or an arrangement with a carrier?	Yes No
Does your company have a staffed sales office?	Yes No
Does your company have premises suitable to accept and accommodate bulk deliveries of stock?	Yes No
Are stocks maintained at such premises?	Yes No
Is over 75% of your business in wall and floor tiles and associated products?	Yes No
Does your company have a written policy on customer care?	Yes No
Does your company have a training programme on new products, specifications, limitations and suitability of products?	Yes No
How many members of staff are trained to, or are in the process of, training towards the Retail Training NVQ for the tile industry?	Number: Nil
If Nil, please detail your training policy	
Does your company display appropriate technical information, e.g. PEI ratings, Shading & Cracking Information?	Yes No
Does your company display signage required under UK legislation, eg pricing?	Yes No
Does your company offer a tile fixing service?	Yes No
If yes, do your fixers comply with BS5385 Code of Practice for Wall & Floor Tiling?	Yes No

### Support Services

What is your connection with the wall and floor tile industry (e.g. college lecturer, sales representative, software house)?	
Date on which your connection with the wall and floor tile industry began:	

**Manufacturer (Including Artisans)**

Address of principal manufacturing base:	
Details of products manufactured:	
Do your products comply with the relevant British, European or International Standard?	Yes No
Does your company operate best practice in Quality Assurance?	Yes No
Does your company operate best practice in Employment Development?	Yes No
Will your company provide trade and market statistics as required, and maintain confidentiality of information provided?	Yes No
We agree not to copy other members' products	Yes No

Names and addresses of two customers you would believe would support your application.  
(Please note that these customers will be contacted)

1.	2.
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**Manufacturer (Overseas)**

Address of principal manufacturing base:	
Details of products manufactured:	

**Tile Agent**

Name of companies that you represent:	
Are these sole agencies for your area?	Yes No
What geographical areas do you cover?	
Details of Products represented:	

Please detail the geographical area for each manufacturer that you represent and whether or not you have sole agency for that area.

Manufacturer	Area Covered	Sole Agency
		Yes No
		Yes No
		Yes No
		Yes No

Do you have a working knowledge of all sectors of the Industry?	Yes No
Do you have VAT arrangements with HM Customs & Excise for non EU goods?	Yes No

### Freight Service Operator

Please detail the geographical area for each manufacturer that you represent and whether or not you have sole agency for that area.

Please list the countries you operate in:	
Do you have multilingual staff?	Yes No
If yes, please detail the languages:	
Do you deal with groupage or container freight or both?	
Do you have a minimum quantity for collection? If Yes, please give details:	Yes No
Are you a member of a recognised association, such as BIFA? If yes, please give details:	Yes No

To be completed by all applicants

**In applying for Membership, we confirm that we will abide by the Memorandum & Articles of the Association, that our company abides by all UK and EU legislation required to run my business, and we will abide by the Association Code of Practice.**

We enclose:

- 1 A copy of our latest Annual Accounts
- 2 A copy of our Customer Care Policy

If you do not have a Customer Care Policy please confirm your willingness to conform to the Tile Association Customer Care Policy by signing below:

Signed: ..... Date: .....

Name (Please print) ..... Position: .....

Application proposed by (a member who will be contacted):

Name: .....

Address: .....

Application introduced by (TTA members only, please complete if appropriate)

Name: .....

Company Name: .....

Address: .....

E-mail address: .....