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# Membership Categories and Application Form

# Membership Categories

The Association has eight categories of membership which are open to licensed asbestos removal companies, UKAS accredited laboratories, consultants and organisations providing goods or services to the industry, and companies with an interest in the asbestos abatement industry.

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 Licensed Asbestos Removal Contractor or Republic of Ireland Asbestos Removal Contractor

Registration Fee: £1,100 +VAT

Annual Membership Fee: £3,800 +VAT

includes £1,300 of credits for ARCA training and four 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

includes £400 of credits for RSPH qualifications delivered by ATaC.

## 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

Annual Membership Fee (Associate Member - Licence Holder): £1,375 +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: £3,100 +VAT

includes £1,300 of credits for ARCA training and two ARCA office audits.

## Associate Member

Shall be a person, company or organisation that provides an industry related service to Full Contracting Members, 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

## Associate Member - Licence Holder

Shall be a company or organisation which provides an industry related service to Full Contracting Members and holds a licence from the HSE to carry out this service.

### Example Company Type:

Scaffolding and equipment maintenance

Registration Fee: £100 +VAT

Annual Membership Fee: £950 +VAT

includes one ARCA audit

## Corporate Member

Shall be a company or organisation which operates in the following sectors: building, construction and property, Local Authorities, Housing Associations, and Trade Associations with members operating in these sectors.

Corporate Membership entitles the company to five

places per annum on ARCA's leading Asbestos

Awareness training course.

Registration Fee: £100 +VAT

Annual Membership Fee: £350 +VAT

## Information Service Member

Shall be a company or organisation, such as a Local Authority, construction contractor, information service provider. Information Service Members are not entitled to use the ARCA logo.

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. Site Audit
5. Office audit
6. The application is referred to the Association's Governing Council for approval.

## 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. The application is referred to the Association's Governing Council for approval.

## Associate Member - Licence Holder

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. References requested
4. The application is referred to the Association's Governing Council for approval.

## Labour Supply Members

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. References requested
4. Office audit
5. The application is referred to the Association's Governing Council for approval.

## 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 available 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	Associate Member - Licence Holder
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			✓					
Details of any UKAS suspensions in the previous 12 months			✓					
Evidence that the applicant is a member of the Recruitment and Employment Confederation (REC)					✓			
Registration Fee	£1,100 + VAT	£1,100	£100 + VAT	£100 + VAT	£600 + VAT	£100 + VAT	£100 + VAT	£100 + VAT
Annual Subscription Fee	£3,800 + VAT (includes £1,300 training credits and four programmed unannounced site audits)	£3,225 (includes £1,300 training credits and three programmed site audits)	£1,100 + VAT (includes £400 training credits for RSPH qualifications delivered by ATaC)	£1,100 + VAT (£1,375 + VAT for Associate Members - Licence Holder)	£3,100 + VAT (includes £1,300 training credits and two programmed office audits)	£350 + VAT	£600 + VAT	£950 + VAT
<b>Total Fee</b>	<b>£4,900 + VAT</b>	<b>£4,325</b>	<b>£1,200 + VAT</b>	<b>£1,475 + VAT</b>	<b>£3,700 + VAT</b>	<b>£450 + VAT</b>	<b>£700 + VAT</b>	<b>£1,050 + 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 ARCA Governing Council. 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 (FCM)                                       | <input type="checkbox"/> Full Member Non-Contracting (ATaC) |
| <input type="checkbox"/> Full Member Non-Contracting (Associate)                             | <input type="checkbox"/> Labour Supply Member (LSM)         |
| <input type="checkbox"/> Corporate Member  | <input type="checkbox"/> Information Service Member         |
| <input type="checkbox"/> Associate Member (specify business activity) _____                  |   |
| <input type="checkbox"/> Associate Member - Licence Holder (specify business activity) _____ |   |

## 2. Applicant Details

Name: \_\_\_\_\_ Tel: (general) \_\_\_\_\_  
Position: \_\_\_\_\_ Email: (general) \_\_\_\_\_  
Company Name: \_\_\_\_\_ Web site: \_\_\_\_\_  
Head Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Company type (please tick):  
 Partnership  Sole Trader  
 Limited Company  Public Limited Company  
 Other \_\_\_\_\_  
County: \_\_\_\_\_ Postcode: \_\_\_\_\_

## 3. Applicant Contacts

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

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

### b) Training contact

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

### c) Sales/Marketing contact

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

### d) Accounts contact

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

### e) Site Audit contact (FCM)

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

### f) ALFA Principal User (FCM & LSM)

Name: \_\_\_\_\_  
Mobile Tel: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

## 4. Additional Offices

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

If yes, please attach additional information as section (2) for each office. We can then include 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

Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffordshire DE13 0BY  
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