CONFIDENTIAL **APPLICATION No.....**

Leicester
City Council

Sample

APPLICATION FOR INCLUSION ON THE SELECT LIST OF APPROVED CONTRACTORS FOR Contract and reference number

Prior to printing amend areas in red to reflect your specific area of procurement

NAME OF CONTRACTOR	

Name
Section
Department
New Walk Centre
Welford Place
Leicester
LE1 6ZG

INVESTOR IN PEOPLE

EC ECO MANAGEMENT AND AUDIT SCHEME FOR UK LOCAL GOVERNMENT

Leicester City Council

This authority has an environmental management System and its environmental performance is Reported to the public in accordance with the Eco-Management and Audit Scheme for UK Local Government, within the framework of the EC Scheme: (UK-U-0000036)

APPLICATION FORM

SELECT LIST OF
APPROVED
CONTRACTORS

For Ref no: xxx

Resources, Access & Diversity
B Block
New Walk Centre
LEICESTER

The questions in the application form are designed to give Leicester City Council, as potential client, sufficient information to make an assessment on the suitability of your company for inclusion on one or more categories within the corporate Select List of Approved Contractors

The purpose of this assessment is to ensure that City Council contracts are carried out efficiently and effectively and that value for money is obtained. The City Council must also carry out its duties to ensure compliance with Health & Safety legislation, prevent unlawful racial discrimination, promote equality of opportunity and promote the adoption of environmental management policies.

The application form is divided into the following sections:

A Company Information
B Technical Resources and References
C Financial Information
D Equal Opportunities
E Health & Safety
F Environmental Management (EMAS)
G Undertaking By The Applicant

You should make your own copy of your completed application. You will need this if the City Council needs to clarify or discuss your answers with you.

Please answer all questions, providing answers in the appropriate spaces. Do not leave questions unanswered. Additional sheets may be used if there is insufficient room in the spaces provided. Answer the questions specifically for your company, not for the group if you are part of a group of companies. However, please answer accordingly where group policies, statements etc. are normally used in your company.

Please include, where appropriate, any supporting documents, marking clearly on all enclosures the name of your company and the number of the question to which they refer.

IT IS IMPORTANT THAT YOU ANSWER ALL QUESTIONS APPLICABLE TO YOUR COMPANY AS FULLY AS POSSIBLE. THE ONUS IS ON YOU TO PROVIDE THE INFORMATION. YOUR APPLICATION COULD BE REJECTED IF RELEVANT QUESTIONS ARE NOT ANSWERED, IF OTHER DOCUMENTS REQUESTED ARE NOT INCLUDED, OR IF INSUFFICIENT EVIDENCE IS PRODUCED.

YOU MUST ALSO ENSURE THAT YOU HAVE SIGNED THE DECLARATION ON PAGE 32.

IMPORTANT NOTE: The application form MUST be returned to the City Council by the date stamped on the back. Applications that arrive late may not be accepted.

Please state in which publication, if any, you saw the Council's Select List of Approved Contractors advertised.

Sample

A. CONFIDENTIAL COMPANY INFORMATION

The questions in this section are designed to ensure that the City Council knows exactly with whom it may be entering into contracts. If there are any significant changes to this information after you have submitted your application you must let us know.

Notes to Questions

A1-A2 Your answers to these questions will be the name and address that will be used on our list of contractors and where invoices, tender documents etc. will be sent if your company is invited to tender.

A6-A10 Please answer these questions as fully as you can. Any omissions that subsequently come to the attention of the City Council may result in the exclusion of your company from the Select List of Approved Contractors.

A1. Company making application

* Please note the Company making this application must be the same legal entity with which the city council shall contract.

A2. Main address for correspondence

(a) About this application

Telephone:
Fax:
E-mail:

(b) Invoice address
(if different from main address)

Telephone:
Fax:
E-mail:

A3. Registered office (if different from above)

Company Registration No: _____

Date of Incorporation: _____

Certificate of Incorporation: ☐ **Tick if enclosed**

Certificate of change of name: ☐ **Tick if enclosed**

Sample

A4. Person applying on behalf of company

Name: Position:

Telephone Number:
Mobile Telephone Number:
Fax Number:
Email Address:

A5. Please tick the correct box to indicate whether you are a:

Public Limited Company ☐ Private Limited Company ☐

Partnership ☐ Sole Trader ☐

Workers Co-operative ☐ Limited Liability Partnership ☐

Other, please state _____

Note: "Other" would include co-operatives registered and provident societies, other local authority organisations (suppliers or direct labour organisations), nationalised industries (which are incorporated under specific acts of parliament), or other public sector organisations.

A6. List the full names of every Director, Partner, Associate and the Company Secretary.

A7. Have any of the Directors, Partners or Associates been involved in any company that has been liquidated or gone into receivership?

Yes ☐ No ☐

If the answer is yes, please enclose details **Tick if enclosed** ☐

Sample

A8. Does your company or any of your company's Directors (of a company), partners (of a firm) or anyone in an equivalent position e.g. any other senior managers who have powers of representation, decision or control have any convictions relating to any of the offences listed under regulation 23(1) of the Public Contracts Regulations 2006? If so, please list each conviction with full details.

A9. Please state if any director, partner, or associate has (a) relative(s) who is employed by Leicester City Council?

Yes ☐ No ☐

If the answer is yes, please enclose details **Tick if enclosed** ☐

A10. Please state if any director, partner or associate has (a) relative(s) who is employed by the Council at a senior level or is a Councillor.

Yes ☐ No ☐

Title: Name:

sample

B. TECHNICAL RESOURCES AND REFERENCES

The City Council will use the information you supply here to assess whether your company is suitable for carrying out the type(s) of work for which you wish to be considered. In some cases, the City Council may wish to inspect works completed or in progress for other clients.

Notes to Questions

To be amended to relate to specific area of procurement

B1. For each of the categories which you expressed an interest in, please enter the ref number, not a description of the work. Include the minimum and maximum contract value you are interested in.

B2-B4. You must include details if the answer to any of these questions is “yes”.

B6/B7. Please list the professional, managerial and technical skills and expertise that are available to your company to enable you to carry out work for this authority. State the qualifications, experience and training your employees have in different types of work and the number of people who have such skills. Use separate sheets if necessary but please mark them clearly “Question B6/B7”.

B14. THIS SECTION MUST BE COMPLETED. Please list here the full names, addresses and other details of organisations OTHER THAN THIS AUTHORITY for which your company has recently carried out work. Evidence of work for the public sector is preferred but the City Council will consider work for private sector clients if you have never carried out work for a public authority.

This information MUST cover the whole range of work and value bands for which your company wishes to be considered. You may use additional sheets as necessary, but please mark them clearly “Question B14”. Ensure that all the information requested on the form is included. Insufficient information will result in delays or rejection of your application. The City Council reserves the right to approach any or all of the clients listed for the purpose of obtaining information and references on the performance of your company. All references are taken up in the strictest confidence.

B15. Answer this question if you have previously carried out work for this council.

B16. Applications will not be accepted from companies that would normally sub-contract a substantial amount of work relevant to the list(s) applied for.

Sample

B1. Please indicate below the categories and the contract values for which your company wishes to be considered as a contractor.
To be amended to relate to specific area of procurement

Trade category no:	Minimum order value	Maximum order value

B2. Has your company ever had to pay financial penalties levied in respect of a failure to perform to the terms of a contract?

Yes ☐ No ☐

If the answer is yes, please enclose details **Tick if enclosed** ☐

B3. Has your company ever had a contract terminated or your employment terminated under the terms of the contract?

Yes ☐ No ☐

If the answer is yes, please enclose details **Tick if enclosed** ☐

B4. Has your company ever failed to have a contract renewed for failure to perform to its terms?

Yes ☐ No ☐

If the answer is yes, please enclose details **Tick if enclosed** ☐

Sample

B5. How does your company assess the suitability and competence of potential employees? (Please indicate below as appropriate):

Job description	Yes	☐	No	☐
Application forms	Yes	☐	No	☐
References	Yes	☐	No	☐
Inspection of previous work	Yes	☐	No	☐
Trial period before confirmation of employment	Yes	☐	No	☐
Personal Recommendation	Yes	☐	No	☐

B6. Please list the skills in the table below including professional, managerial and technical expertise that are available in your company to enable you to carry out work for this authority e.g. training, experience etc. Please include qualifications of staff.

To be amended to relate to specific area of procurement

Skill	Number	Qualifications, Training and Experience
General Building		
Building and Civil Engineering		
Civil Engineering		
Plumbing		
Carpentry and Joinery		
Painting		
Roofing		
Plastering		
Glazing		
Demolition Contracting		

Sample

Skill	Number	Qualifications, Training and Experience
Scaffolding Specialist		
Reinforced Concrete Specialist		
Heating & Ventilating Engineers		
Electrical Work		
Asphalt and Tar Sprayers		
Plant Hirers		
Flooring Contracting		
Construction Engineering		
Insulating Specialist		
Suspended Ceiling Specialist		
Floor and Wall Tiling Specialist		
Asbestos Removers		
Metalwork Fabricators		
Miscellaneous (please state)		

B7. Please supply details of staffing levels in your company by completing the table.

Staff	Number of Employees
Management	
Professional/Technical	
Admin/Clerical	
Operative Supervisor	
Operative	

Sample

Others	

B8. Do you undertake to maintain up-to-date employee/employment records?

Yes ☐ No ☐

B9. Where you and/or your employees come into contact with children and/or vulnerable adults you are expected to take all reasonable steps to ensure that you and/or your employees have obtained the appropriate Disclosure from the Criminals Records Bureau. It is your responsibility to satisfy the Council that this step has been undertaken and regularly updated.

Yes we accept ☐ No we do not accept ☐

B10. Please give details of membership of regulatory or trade bodies with which you are registered, i.e**. CSCS, ACOPS, etc.** and any other relevant memberships. Please state any registration numbers and provide copies of valid certificates.

Tick if enclosed ☐

To be amended to relate to specific area of procurement

B11. Please state the trades/work your company would normally let to sub-contractors. Please indicate the proportion of this work normally sub-let.

Trade / Type of Work	**Proportion Sub-Let**

Sample

B12. Delete if not required for specific procurement. Please list below the full names of any guarantee schemes of which your company is a member. Where appropriate, please indicate the maximum value of any one contract covered by the guarantee scheme.

Full name of organisation	**Registration no. (if applicable)**	**Value of work guaranteed and type**

B13. If applicable to the category of work for which you wish to be considered, please give details of the measures you are taking to comply with the new Roads and Street Works Act.

B14. TECHNICAL REFERENCES

Please list below the full names, addresses and other details requested of organisations (preferably public sector) **OTHER THAN THIS AUTHORITY** for which your company has recently carried out work. The organisation and supervising officer may be approached for a reference.

	1	**2**
Name of client		
Name, address and telephone no. of supervising officer		
Contract title		
Tender price		
Value to date		
Type of work		

Sample

Commencement/ completion date		

Sample

	3	4
Name of client		
Name, address and telephone no. of supervising officer/		
Contract title		
Tender price		
Value to date		
Type of work		
Commencement/ completion date		

You may use additional sheets as necessary, but please mark them clearly "Question B14".

B15. Has your company carried out any work for THIS AUTHORITY?

Yes ☐ No ☐

If "Yes", please provide details of contracts over £35,000 carried out for THIS AUTHORITY including work in the last 3 years.

	1	2	3	4
Department				
Supervising officer				
Contract title				
Tender price				
Value to date				

Sample

	1	2	3	4
Type of work				
Date of contract				

You may use additional sheets if necessary, but please mark clearly "Question B15".

B16. Does your company normally sub-contract any works relevant to the List(s) for which you have applied?

Yes ☐ No ☐

If yes, then for each work type, please give details and a typical percentage of contract value.

Tick if enclosed ☐

B17. Other References

Give names and addressed of three referees (one bank and two trade) from whom references may be sought.

1)	2)	3)

Sample

C. FINANCIAL INFORMATION

The City Council will use the information given in this section to assess the financial position of your company and set contract limits. We also wish to ensure that you are properly registered for V.A.T if applicable and insurance.

For all limited companies, the City Council will conduct a financial evaluation of the company based on a credit report issued by an external business information service. However in some instances we may need to examine the company's financial statements and if this is the case we will request these separately.

Failure to provide any of the information required in this section will result in the rejection of your application.

Notes to Questions

C11. You will not be placed on the City Council's Select List of Approved Contractors until your CIS status has been verified.

C12. The cover to be held for Employer's Liability and for Public Liability insurances should each be a minimum of £10 millions. The cover for Professional Indemnity insurance should be £5 millions.

C1. Who is the person in the company responsible for financial matters? (This is the person who will be contacted for further financial information if required.)

Name:

Position:

Telephone Number:

C2. What is the name and address of your banker?

C3. If the company is a member of a group, give the name and address of the ultimate holding company

Sample

sample

C4. Would the group or ultimate holding company be prepared to guarantee your contract performance as its subsidiary?

Yes ☐ No ☐

C5. If you a non-limited company or partnership:

Please enclose copies of audited financial accounts for the last 3 years. These should include: **(Tick if enclosed)**

☐ Balance Sheet

☐ Profit and Loss Account

☐ Notes to the Accounts

☐ Accountant's Report (or a letter from the accountant verifying the financial accounts)

The latest set of accounts should not be more than twenty months old.

C6. Please state your turnover (value of work undertaken) for the last three financial years, as reported in the final end-year statements of accounts

Year-ending_____ Turnover _____

Year-ending_____ Turnover _____

Year-ending_____ Turnover _____

C7. VAT Registration Number (if applicable):

Sample

C8. If you are an Industrial and Provident Society:

Date of registration and registration number under Industrial and Provident Societies Act 1965 to 1978.

C9. If the company is listed on the CONSTRUCTIONLINE register:

Constructionline No: _____

Provide copy of valid certificate: ☐ **Tick if enclosed**

C10. Are there any outstanding claims or litigation against the company?

Yes ☐ No ☐

If so, please supply details **Tick if enclosed** ☐

C11. <u>If relevant to the specific area of procurement.</u>

For the purposes of the Construction Industry Scheme (CIS), the City Council is a 'contractor', therefore, where work undertaken under the contract constitutes 'construction operations', you will be regarded as a 'sub-contractor' and the Council will be required to verify your status for the purposes of CIS with HM Revenue and Customs.

In order to facilitate this, please provide the following details:

Your full name as registered with HM Revenue and Customs:

……

Your full postal address as registered with HM Revenue and Customs:

……

……

……

sample

Your Unique Taxpayer Reference (UTR) Number (this appears at the top of your Income Tax Self-Assessment Return or Corporation Tax Return as appropriate):

……

Your National Insurance (NI) Number (if a sole trader or partner in a partnership) or Company Registration Number (if a limited company) as appropriate:

……

PLEASE NOTE THAT WITHOUT THESE DETAILS THE COUNCIL WILL BE UNABLE TO VERIFY YOUR STATUS FOR THE PURPOSES OF CIS AND PAYMENTS TO YOU MAY THEREFORE BE SUBJECT TO A DEDUCTION OF 30% IN LIEU OF TAX.

If you have any queries on this point, contact Ian Harris at the Council's VAT and Taxation Advice Office (Tel 0116 252 7470, Fax 0116 255 2443, E-Mail vattax@leicester.gov.uk)

Sample

C12. Please give details of your insurance policies.

	Employer's Liability	**Public Liability (3rd Party)**	**Professional Indemnity**
Insurer's Name:			
Insurer's Phone No.:			
Policy No.:			
Expiry Date:			
Extent of Cover:			

C13. Have you been refused insurance cover within the last five years?

Yes ☐ No ☐

If yes please give details of refusal.

Sample

D. EQUAL OPPORTUNITIES

Leicester City Council is committed to equality of opportunity in the provision of services. We aim to deliver services of the highest quality without discrimination. We strive to ensure that our services are equally accessible to everyone and appropriate to the differing needs of all sections of the community.

We will work actively and positively in partnership with other agencies and community groups to establish fair and equitable delivery of service according to individual needs.

The following questions and description of evidence are derived from those prescribed by the Secretary of State under Section 18(5) of the Local Government Act 1988, modified as permitted by Order made under Section 19 of the Local Government Act.

Your company will be evaluated for compliance with equality in employment legislation on the basis of your answers to these questions. Please ensure that you answer every question and provide supporting evidence, including a policy document, where available.

The questions below relate to compliance with the following legislation:

- The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000
- The Race Relation Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment, as approved by Parliament in 1983
- The Race Relations Act (Amendment) Regulations 2003
- Employment Equality (Religion or Belief) (Amendment) Regulations 2003
- Disability Discrimination Act 1995
- Equal Pay Act 1970 (Amendment) Regulations 2003
- Sex Discrimination Act 1975 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Age Discrimination (Proposed October 2006)

Note: If you are not subject to UK legislation please supply details of your experience in complying with equivalent legislation that is designed to eliminate discrimination and to promote equality of opportunity.

D1. Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the equality and non-discrimination laws as listed above?

Yes ☐ No ☐

Sample

D2. In the last three years, has any finding of unlawful discrimination or other breach of these laws been made against your organisation by any court or industrial tribunal?

Yes ☐ No ☐

D3. In the last three years, has your organisation been the subject of a formal investigation by the Commission for Racial Equality, The Equal Opportunities Commission or the Disability Rights Commission on grounds of alleged unlawful discrimination?

Yes ☐ No ☐

D4. If you answered "yes" to question 2, or, in relation to question 3 a commission made a finding adverse to your company, what steps did you take in consequence of that finding?

_____

_____

_____

_____

D5. Is your policy on **equal opportunities at work** set out:

		Yes	No
(a)	In instructions to those concerned with recruitment, training and promotion?	☐	☐
(b)	In documents available to employees, recognised trade unions or other representative groups of employees?	☐	☐
(c)	In recruitment advertisements or other literature?	☐	☐

Sample

D6. Do you observe as far as possible the equalities and non-discrimination codes of practice as listed above?

Yes ☐ No ☐

A copy of the Commission for Racial Equality's Code of Practice for Employment can be obtained from the Commission for Racial Equality at:

BIRMINGHAM
Lancaster House
3rd Floor
67 Newhall Street
Birmingham
B3 1NA

Telephone: 0121 710 3000

D7. Your responses will help Leicester City Council in gathering information about our contractors in order to promote best equality practice.

Please indicate the approximate percentages of your workforce that fall within the following categories:

a) Gender	**Percentage of Total Workforce**	**Percentage of Owners / Managers**
Male		
Female		

Sample

(b) Ethnic Origin		**Percentage of Total Workforce**	**Percentage of Owners / Managers**
White:	British		
	Irish		
	Any other white background (please state)		
Mixed:	White & Black Caribbean		
	White & Black African		
	White & Asian		
	Any other mixed background (please state)		
Asian or Asian British:	Indian		
	Pakistani		
	Bangladeshi		
	Any other Asian background (please state)		
Black or Black British:	Caribbean		
	African		
	Any other Black background (please state)		
Chinese or other ethnic group:	Chinese		
	Other (please state)		

c) Disability	**Percentage of Total Workforce**	**Percentage of Owners / Managers**
Disabled		
Non-disabled		

Sample

sample

E. HEALTH AND SAFETY

The City Council has a statutory duty to ensure that all work contracted out on its behalf is carried out safely by competent Contractors. The Health and Safety at Work etc Act (1974) requires that all companies employing 5 or more employees has a written Health & Safety Policy.
Companies operating with less than 5 employees still have hazards/risks attached to their work activity, therefore relevant information is required. To ensure that the vetting procedure is consistent and all Contractors are treated fairly, a two-tier system has been adopted. HSE provide guidance material for small businesses telephone 01787 881165 for details.

Part 1 – General Information - To be completed by all applicants

Part 2 – To be completed by all companies employing 5 or more employees

Part 3 – To be completed by all companies employing less than 5 employees

The following information must be completed in full. Failure to complete the required information could result in the application being rejected.

Part 1 - General Information (To be completed by all applicants)

E1.1 Name of Director, Partner or other person responsible for the implementation of the company's Health & Safety Policy.

E1.2 Please state the total number of employees within the company. Please include Directors, trainees etc.

E1.3 Do you have access to a Health & Safety advisor?

Yes ☐ No ☐

If yes, please list details inc. qualifications, experience and professional membership status.

Sample

E1.4 **To be amended to relate to specific area of procurement**

Construction (Design & Management) Regulations 2007 (CDM)

Where the work to be contracted out falls within the confines of the above legislation the Contractor could be appointed as the Designer/Principal Contractor.

In order for the Client to assess competency for CDM please answer the following questions:

(a) Have you previously been appointed as the:

Designer	Yes	☐	No	☐
Principal Contractor	Yes	☐	No	☐

(b) Do you consider that there is adequate competency and resources within your company to take the role of:

Designer	Yes	☐	No	☐
Principal Contractor	Yes	☐	No	☐

E1.5 Have there been any Improvement or Prohibition Notices or Prosecutions served on the company by the Health & Safety Executive or Local Authority in the last 10 years?

Yes ☐ No ☐

If yes, please enclose details.

Tick if enclosed ☐

E1.6 Please provide details of your accident records for the past three years. This should include:

a) Details of accidents reportable under RIDDOR

b) Details of non-reportable accidents

Sample

Tick if enclosed ☐

E1.7 Please provide brief details of any successful or ongoing insurance claims against your company for the past three years. This should include details of the type of claim and details of outcome.

E1.8 Do you agree to allow the authorities officers to access your work sites and offices for the purpose of monitoring the health & safety arrangements.

Yes ☐ No ☐

Part 2 (To be actioned by all companies employing 5 or more employees)

E2.1 Please include a copy of the company's Health & Safety Policy.

The Policy should include:

The Statement of Intention (signed and dated by Director/Partner)

The Organisation (Who is responsible for each element of Health & Safety within the company from Director to employees)

The Arrangements (This section should contain all areas of risk within the company's work activities including employees, sub-contractors, third party)

Please also forward 2 completed sample copies of risk assessments.

Tick if enclosed ☐

E2.2 How is the Health & Safety Policy brought to the attention of the company's:

Employees -

Sub-contractors –

Sample

Part 3 (To be actioned by all companies employing less than 5 employees)

E3.1 Companies operating with less than 5 employees still have hazards/risks attached to their work activity, therefore relevant information is required. To ensure that the vetting procedure is consistent and all Contractors are treated fairly, a two-tier system has been adopted.

Please forward details as follows:

Statement of Intention

Arrangements for the following procedures applicable to your area and any further arrangements required to reduce/eliminate the risk from your specific area of work eg: Work at Height

i) Risk Assessment (please forward 2 completed samples)

ii) Emergencies eg: fire, chemical spillage, serious or imminent danger, accidental discovery or disturbance of asbestos.

iii) Work Equipment eg: the suitability, inspection, maintenance, guarding of equipment to reduce the risk of injury and ill health (compliance with the Provision and Use of Work Equipment Regulations 1998 (PUWER)

iv) Manual Handling eg: assessments of risk, training, safe system of work etc.

v) Information, Instruction & Supervision to your employees/people affected by your activities.

vi) Welfare Provisions eg: provision of toilets, hand wash facilities, drinking water etc.

vii) Portable Electrical Appliances eg: inspection, PAT testing, hierarchy of risk reduction, battery operated, 110 volt etc.

viii) Chemicals/Substances – Assessments, risk reduction measures, information, training and personal protective equipment (PPE) as last resort

ix) First Aid – Trained first aiders/appointed persons, first aid equipment etc.

x) Accident Reporting – Accident book, compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) etc.

xi) Noise at Work – Surveys, assessments, control measures, information, maintenance, PPE as last resort etc.

Sample

xii) Safe Systems of Work/Permits to Work

xiii) House-Keeping – Arrangements for maintaining a tidy work area on site

xiv) Personal Protective Equipment – Assessment, selection, maintenance, storage etc.

xv) Control of Children/trespassers on Site – Procedures for minimising risk of injury, eg: safe stacking of materials, secure chemicals, remove and lock away or take away ladders etc.

xvii) Sub-Contractors – Selection and management on site

xviii) Asbestos – Reference to surveys, awareness training for employees, emergency procedures for accidental discovery, etc.

Sample

F. E.M.A.S (ECO MANAGEMENT AUDIT SCHEME)

EMAS Form F7-1A
Standard Section for Environmental Management

The Council has adopted an environmental policy, which defines the aims and principles to which we are working to ensure we play our part in creating a better environment for generations to come. As part of this policy:

"We will work with our contractors and suppliers to help them improve their environmental performance and ensure that, when working with the Council, they adopt equivalent environmental standards."

F1 Environmental Policy

Leicester City Council expects its contractors to show evidence of their commitment to the environment, for example by having an environmental policy, which has been endorsed at the highest level in the company.

Does your company have a written environmental management policy?

Yes ☐ No ☐

If so please enclose a copy. Tick if enclosed ☐

F2 Environmental Management System

Leicester City Council expects its contractors to be able to demonstrate environmental management. For example by having an independently verified environmental management system (EMS), such as ISO14001, EMAS, or PQASSO for voluntary organisations.

Please provide evidence of environmental management appropriate to the scale of your organisation:

	Tick if enclosed
Certificates of accreditation (EMAS, ISO 14001 or PQASSO)	☐
Examples of staff environmental procedures relating to environmental management (e.g. waste management, oil storage, emergency preparedness)	☐
Other examples of environmental management (describe over)	☐

Sample

F3. Environmental Legislation

Leicester City Council expects its contractors to comply with, or exceed all statutory environmental requirements.

Has your company had any notices or prosecution served on you with respect to environmental legislation? Relevant bodies include Environment Agency, local authorities, and pre-1996 National Rivers Authority and HM Inspectorate of Pollution. (You need not disclose details of spent convictions.)

Yes ☐ No ☐

If the answer is yes, please enclose details Tick if enclosed ☐

What steps have you subsequently taken to ensure that you comply with environmental legislation? Please enclose examples of procedures and/or staff training records

Tick if enclosed ☐

F4. Environmental Waste Management

Please complete this section if the type of work for which you wish to be considered involves either the production, storage, carrying, or disposal of waste.

Environmental Protection Act 1990. Waste Management (Duty of Care) Regulations 1996:

a) Certificate of Registration

i) If you transport waste, has the Environment Agency issued you with a Certificate of Registration, which allows this?

Yes ☐ No ☐

If the answer is yes, please enclose certificate. Tick if enclosed ☐

When does the certificate expire? .....

ii) If you do not transport waste, does the company you use have a certificate to carry waste?

Yes ☐ No ☐

If the answer is yes, please enclose certificate. Tick if enclosed ☐

Sample

When does the certificate expire? .....

b) Please complete the following table

Types of waste likely to be produced whilst working for Leicester City Council.	**Name and address of storage site for waste (including your premises if temporarily stored there).**	**Name and address of disposal site for waste.**
1		
2		
3		
4		

Please provide evidence that each of the storage (where appropriate) and disposal sites has a licence to store/dispose of the types of waste listed in the table (evidence could be a signed letter from the site or a copy of the relevant section of the waste management licence)

Tick if enclosed ☐

F5. Environmental Purchasing Policy

Leicester City Council expects its contractors to comply with its Environmental Purchasing Policy. A copy of this is enclosed.

In the delivery of your service, what positive steps have you taken, or do you intend to take, to eliminate the following: - (We expect you to be able to describe positive steps in each category, unless it is clearly irrelevant to your area of work.)

a) Ozone depleting chemicals: CFC, Halon, 1.1.1 trichloroethane, HCFC

Sample

b) Tropical hardwood from forests, which have not been independently certified as sustainable

c) Pesticides on the UK “Red List” or EC “Black List”

d) Peat for soil amelioration purposes

Tick if further details enclosed ☐

F6. Major Areas of Environmental Concern

Leicester City Council expects its contractors to share its commitment to improving environmental performance in the following areas:

- wise use of energy and water;
- air pollution (including vehicles);
- waste reduction;
- wise use of paper; and
- protection of the natural environment.

Please describe what your company has done, or is planning to do, to improve environmental performance in the areas listed above

Tick if further details enclosed ☐

Sample

Leicester City Council

Environmental Purchasing Policy

The City Council is committed to the following policy:

1 We intend, wherever possible, to make continual, measurable progress in our environmental performance and to reduce our environmental impact, while maintaining the City's economic viability.

2 Ban the use (by the Council or its contractors) of certain specified environmentally damaging products where an alternative product or method is available. These products are:

- Any ozone depleting chemicals
- Tropical hardwood, which is not independently certified as coming from a well managed forest
- Pesticides on the UK 'Red List' and EC 'Black List'
- Peat for soil amelioration purposes.

3 Reduce the purchasing of new products by cutting down on waste and repairing or reusing existing products.

4 Specify products which are made from recycled materials; can be recycled or reused; can be operated in an energy efficient manner; and cause minimal damage to the environment in their production, distribution, use and disposal, so long as the requirements of value for money and quality are met.

5 We will work with our contractors and suppliers to help them improve their environmental performance and ensure that, when working for the council, they adopt equivalent environmental standards.

6 We will aim to provide environmental training for all employees of the City Council. We will also provide environmental training to councillors.

7 We will ensure that all City Council operations and activities carried out on behalf of the Council comply with or exceed all statutory environmental requirements.

8 We will establish and maintain detailed policies and guidelines for products with a significant environmental impact.

Sample

G. UNDERTAKING BY THE APPLICANT

If relevant to specific area of procurement.

WHEN YOU HAVE COMPLETED THE QUESTIONNAIRE, PLEASE READ AND SIGN THE SECTION BELOW.

I/We certify that the information supplied is accurate to be best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire. I/We understand that false information could result in my/our exclusion from the City Council's Select List of Approved Contractors.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from the City Council's Select List of Approved Contractors.

Signed: ..... Name: .....……..

Date: .....

For and on behalf of:

.....

Please note the term "company" refers to sole proprietor, partnership, incorporated company, and cooperative as appropriate. The undertaking should be signed by a partner or authorised representative in her/his own name and on behalf of the company.

Freedom of Information Act

"From January, 2005 The Freedom of Information Act 2000 will require the Council to disclose information it holds on request even where that information was collected prior to 2005. In addition, current rights to information under the Environmental Information Regulations 1992 will be enhanced. Information will only not be disclosed where a statutory exemption applies. In providing information to the Council applicants therefore accept that such information may be disclosable under the Act and should not provide information as part of this application on an "in confidence" basis. Any information that the applicant considers should not be disclosed because an exemption applies should be clearly marked as such and the reasons for claiming an exemption provided. However the final decision as to whether information should be disclosed or not (including the application of the public interest test) shall remain the decision of Leicester City Council. The Council shall retain information gathered as part of this tender exercise in accordance with its Retentions and Deletions Policy."

THOSE ITEMS THAT SHOULD BE ENCLOSED WITH YOUR FORM ARE SET

Sample

OUT OVERLEAF.

sample

Thank you for completing this questionnaire. Before returning it, please ensure that you have:

- Answered all the questions appropriate to your application
- Signed the undertaking
- Enclosed relevant documents as follows. **(Please tick appropriate box)**

Question No.	Information Required	Enclosed	To Follow	N/A
A3	Certificate of Incorporation of the Company and any certificate of change of name.			
A7	Details of Directors, Partners or Associates who have been involved in any company which has been liquidated/gone into receivership			
A9	Details of any Director, Partner or Associate who has been employed by Leicester City Council			
B2	Details of financial penalties levied in respect of failure to perform			
B3	Details of contracts terminated/employment determined under the terms of a contract			
B4	Details of contracts not renewed for failure to perform			
B10	Details of membership of regulatory or trade bodies. Copies of valid certificates			
B14	Further details for technical references			
B16	Details and percentages of sub-contracted work			
C5	If appropriate, copies of the last three years company accounts, including balance sheet, profit and loss account and cost of sales, full notes of the accounts and Director's/Auditor's report.			
C6	If last balance sheet is more than 10 months out of date, a statement of turnover since the last set of published accounts.			
C9	Copy of valid Constructionline certificate			

Sample

Question No.	Information Required	Enclosed	To Follow	N/A
C10	If appropriate, details of any outstanding claims or litigation against the company			
C12	Insurance Policy Details			
D5	Equal Opportunities Policy. Instructions, documents, recruitment advertisements or other literature which demonstrates the company's commitment to race equality			
E1.5	If appropriate, details of prosecutions or notices served on your company by the Health & Safety Executive			
E1.6	Details of your accident records for the past three years			
E2.1 / E3.1	Health and Safety Policy and/or details of procedures			
E2.1 / E3.1	2 sample copies of completed risk assessments			
F1	Written Environmental Management Policy			
F2	Environmental accreditation certificate or details			
F3	Notices or prosecutions under Environmental legislation			
F3	Steps taken to comply after receipt of Notice			
F4a	Certificate of Registration to transport waste			
F4b	Certification of place of disposal			
F6	Certification of Registration under the Control of Pollution (Amendment) Act 1989			

Sample

Please return this application form to:

Name
Department
Leicester City Council
New Walk Centre
Welford Place
Leicester LE1 6ZG