



Federation of Plastering
and Drywall Contractors

Membership Application

Federation of Plastering and Drywall Contractors

4th Floor 61 Cheapside London EC2V 6AX

T 020 7634 9480 **F** 020 7248 3685

W www.fpdc.org **E** admin@fpdc.org

Code of Conduct

Adherence to the following Code of Conduct is a condition of Membership of the Federation of Plastering and Drywall Contractors: (hereinafter referred to as the Federation).

TRADING STANDARDS

- 1 (1) Members of the Federation shall at all times so order their conduct as to uphold the integrity and to carry out work in accordance with good practice and standards.
- (2) Service to clients shall be rendered with absolute fidelity on a fair and equitable basis with due regard to the best standards of workmanship, integrity and courtesy. The utmost care and good faith shall be observed in the preparation of statements and estimates having regard to the necessity of accuracy and reliability of such documents in providing a basis for transactions to be carried out with the full confidence and mutual trust of the parties concerned.

FPDC MATTERS

- 2 (1) Members shall be loyal to the interests of the Federation of Plastering and Drywall Contractors and shall as far as possible, play an active part in the work of the Federation, and attend and participate at meetings. They should be prepared to accept nomination to office and generally further the interests of the Federation and its Members.
- (2) A Member shall not divulge or disclose confidential information from Federation sources to non-members.
- (3) Should a Member at any time be asked by resolution of the Council to explain his conduct in any matters to which this Code relates he shall submit all pertinent facts to the Officer or Committee nominated for that purpose.
- (4) A Member shall guard against association with or the use of his name by any person or

organisation which it might reasonably be anticipated would bring the Federation into disrepute.

- (5) Members shall refrain from publicly expressing critical comment on the services and conduct of a fellow Member.
- (6) Members shall accept the duty of referring to the Secretary of the Federation any breach of this code which may appear likely to bring discredit to the Federation or its Members.
- (7) Members shall provide information in all matters of common concern including such statistics as may from time to time be requested to the Secretary of the Federation.
- (8) Training in the range of skills required by the plastering and drywall trade shall be accepted as a collective responsibility and Members shall play their part in upholding and improving standards by participation in training schemes sponsored or recommended by the Council of the Federation.
- (9) Members shall abide by the Constitution and Rules of the Federation. In particular attention is drawn to Rule 5(9) as follows: "In the event of any Member of whatever category violating any of the rules, bye-laws of the Federation or acting against the best interests of the Federation, the Administrative Committee shall investigate the complaints made against him and shall if thought fit, report the matter to the Council. When investigating any complaint the Administrative Committee shall give the Member concerned a full written statement of the complaints and shall give him a full opportunity to answer these complaints both orally and in writing. The Council may, after considering the report of the Administrative Committee and any representations the Member wishes to make, either expel or reprimand the said Member. The Member shall be given seven days notice by the Council in which to make any representation".

COMPANY DETAILS

Company Name and Holding Company

Sole Trader

Partnership

Limited Company

Managing Director / Partners

Home Address of Partners (if partnership only)

Postcode Tel

Company Address

Postcode Tel

Fax Email

Website

Turnover for Company's last financial year as defined by the Constitution & Rules £

Contract Size Undertaken: Minimum £ Maximum £

Average Number of Operatives

What proportion of your Declared Turnover are the largest three areas of work undertaken?

1 2 3

Company registration number Date of registration

Public liability & Employers Insurance number: Value £

Policy number

Name of insurer Expiry date

VAT registration number CITB registration number

Sub contractors tax deduction card number

Has your company issued a safety policy required by the Health & Safety at Work Act?

Yes

No

If YES, please attach a copy when submitting this form

Which of the following areas are of interest to your company?

Plastering

Demountable partitions

Drylining

Load bearing partitions

Screeding

Fire protection

Fibrous

Ceilings (plasterboard)

Partitioning

Ceilings (suspended)

Which of the following sector(s) does your company work in?

Housing

Commercial

Domestic/Private households

Hospitals and Health

Leisure

Special projects/Government buildings

Committees

The Federation actively promotes Members participation. If you, or a colleague feel that you have knowledge in any of the following areas and are keen to be involved, please indicate this below:

Marketing Task Group Health & Safety Task Group Contracts Committee Technical Committee

National Independent Training Groups Drylining & Suspended Ceilings Solid Plastering & Screeding Fibrous

Name(s) of participant(s):.....

REFERENCES

If required are you willing and able to arrange for an inspection by representatives of the Federation's Council of some recent contracts executed by you?

Please list three contracts completed in the last twelve months where the Federation may contact either the main contractor, architect or client to obtain a reference.

1 Contract name:..... Contact name: Value: £.....

Address of reference:

..... Postcode.....

Tel No..... Fax No.....

2 Contract name:..... Contact name: Value: £.....

Address of reference:

..... Postcode.....

Tel No..... Fax No.....

3 Contract name:..... Contact name: Value: £.....

Address of reference:

..... Postcode.....

Tel No..... Fax No.....

MEMBERSHIP

Your total annual subscription fee is £..... Pro-rata (to 31/12/.....) £.....

NB Subscriptions are payable on the 1 January each year. Six months notice must be given upon resignation.

I/We hereby apply for Membership of the Federation of Plastering and Drywall Contractors, have received a copy of the Constitution & Rules and Code of Conduct which we agree to abide by.

Signature Name (Block Capitals).....

Position in Company Date

(2nd Signature required only if partnership)

Signature Name (Block Capitals).....

Position in Company Date

WHAT DO YOU EXPECT FROM MEMBERSHIP OF THE FPDC?

OFFICE USE ONLY

Date signed application received:.....

Two Signatures (if Partnership) All Membership Criteria meet (CITB Reg, PL & EL, VAT)

Three satisfactory references returned Company's status checked with Companies House