

Pendle Developer Register - Application guidance

The application form provides space to answer each requirement; please attach supporting documents to the email when returning the application form to PendleDeveloper.Register@pendle.gov.uk

1. Evidence of past experience in construction or development

Please provide details of at least two previous developments or projects that your business has been responsible for, or involved in. The following are examples of the type of information to provide:

- The type and location of the development or project, for example: 'Residential development at Jones Street, Barnoldswick'
- Contact details for the Client you worked for, so that we can seek a reference if required
- The size of the development, for example the number of houses
- Copies of any marketing information such as brochures or Agent's particulars

2. Business information:

Please supply a copy of your audited accounts for the most recent financial year, or a letter from your Accountant confirming your financial position and ability to access finance for residential developments of up to ten houses, including land acquisition.

We ask you to confirm that your company or Directors have never been prosecuted for any type of financial crime, including fraud, tax evasion, money laundering or embezzlement.

We would also like to know if any action in respect of breaches of Health and Safety legislation, or if any prohibition, improvement or other enforcement has been brought against your company or its directors in the last five years. Please supply details as appropriate.

3. Confirmation of the size of your business and the number and type of employees you have and sub-contractors you use

In order to confirm that your business qualifies as a SME, we would like details of your business's annual turnover for the most recent financial year, plus the total number of employees. Please indicate how many employees are employed in each role, for example 2 admin staff, 1 contracts manager, 4 bricklayers etc.

Please also confirm if you sub-contract any development work, and if so, which type of work and the number of sub-contractors used in the last year.

4. Details of your commitment to apprenticeship and training opportunities

Please provide details of any past or existing training opportunities, such as CSCS courses, apprenticeships etc., that your business has offered, plus any plans to offer training in the future.

5. A brief description of the aims of your business, including your business plan, growth targets, use of local work force and supply chain etc.

We would like to see details of the future plans for your business; you can provide a full business plan or a description of your aims and growth targets.

6. Use of Local work force & Suppliers

As one of the aims of the Register is to provide additional benefits to the Borough, we would like you to confirm what proportion of your existing work force lives within in Pendle and what proportion of your supplies etc. are sourced from local suppliers. If you do not have detailed information, please provide estimates.

7. Your Health & Safety and Equality policies

We would like to see your business's policies in respect of Health & Safety and Equality; these could include template Risk Assessment and Method Statement documents.