

# Woodsure Application Form



## Section 1: Business Contact Details

### Details of main contact.

Please provide us with the name of the person responsible for Woodsure registration. This is who we will address all correspondence to. If you are a sole trader this will be you.

#### \* Indicates required field

* Business / Trading Name:	
* Main Contact Name:	
* Correspondence Address:	
	* Postcode:
* Main Contact Email:	
* Public Email:	
Additional Contact Name:	
Additional Contact Email:	
Business Website:	
* Telephone:	LANDLINE:
	MOBILE:
* Additional Depots:	
* Business Type:	Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> PLC <input type="checkbox"/> Local Authority <input type="checkbox"/>
Please tick this box if you do NOT wish your business details to appear on the Woodsure online search <input type="checkbox"/>	

## Section 2: Fuel

Woodfuel to be covered under the Woodsure Certification Scheme:

* FUEL TYPE	Firewood	<input type="checkbox"/>
	Briquettes	<input type="checkbox"/>
	Woodchip	<input type="checkbox"/>
	Hog Fuel	<input type="checkbox"/>
	Pellets Produced <sup>(1)</sup>	<input type="checkbox"/>
	Pellets Traded <sup>(1)</sup>	<input type="checkbox"/>

Please indicate the size of business :- average tonnage produced/traded per annum	<750 tonnes	<input type="checkbox"/>
	>750 tonnes	<input type="checkbox"/>

## Section 3: Woodsure Scheme Fee Structure

Prices effective from 1st April 2024 - *All prices listed are inclusive of VAT*

APPLICATION AND ANNUAL FEES	
One off, new supplier application fee.	£153.60
Annual registration including routine site audit <sup>(2)</sup> , listing, fuel test <sup>(3)</sup> and certification	£447.60 <sup>(4)</sup>
<b>TOTAL</b>	<b>£601.20 (inc. vat)</b>

ADDITIONAL SCHEME FEES IF APPLICABLE:

ADDITIONAL WOODSURE FEES	
Each extra depot, listing, certification and additional annual fuel test	£153.60

Form prices shown are correct at the time of print – please see our live price list at [www.woodsurre.co.uk/price-list](http://www.woodsurre.co.uk/price-list).

For Scheme Notes <sup>(1)</sup> to <sup>(8)</sup>, see: [www.woodsurre.co.uk/scheme-notes](http://www.woodsurre.co.uk/scheme-notes).

## Section 4: Business Procedures Declaration

This confirms you have these compulsory, operational procedures in place.

You will be required to submit a **Quality Manual** for this scheme - templates and forms can be downloaded if needed from:

[www.woodsurre.co.uk/suppliers/apply-now/woodsurre-application-forms](http://www.woodsurre.co.uk/suppliers/apply-now/woodsurre-application-forms)

* I can provide proof of legality and sustainability of firewood	<input type="checkbox"/>
* I have processes in place to check product specification (e.g. particle size, moisture content)	<input type="checkbox"/>
* I have documented my quality production processes and provided proof of this to Woodsure in a Quality Manual (see url above)	<input type="checkbox"/>
* I have a system in place to deal with customer complaints	<input type="checkbox"/>
* I have Product and Public Liability Insurance to cover the business activities	<input type="checkbox"/>

## Section 5: Declaration

Woodsure will handle personal data given to it by accredited businesses and applicants in accordance with its Data Protection policy and the General Data Protection Regulation (GDPR). See [www.woodsurre.co.uk/privacy-notice](http://www.woodsurre.co.uk/privacy-notice)

I understand that the information I have given on this form and in support of my application will be recorded and retained by Woodsure, in accordance with GDPR. It may be used for the following purposes: to process my application and manage my registration in accordance with the Rules and Conditions of Registration; to publish my contact details as a Woodsure Supplier.

- \*  I agree to Woodsure visiting all depots to be included in the scheme by prior arrangement and will answer any questions and provide documentation as requested by Woodsure. All information and documentation received will be treated as confidential.
- I understand that when using Woodsure Quality Assurance to demonstrate compliance to the BSL Scheme, I have ensured that all BSL registered fuels are covered by my quality processes and manual, see schedule 4A of "The Domestic Renewable Heat Incentive Scheme and Renewable Heat Incentive Scheme (Amendment) Regulations 2021" at [www.legislation.gov.uk](http://www.legislation.gov.uk) (failure to add all fuels may result in the removal of them from BSL).
- \*  I have read and agree to the Terms and Conditions for the scheme and apply for certification. [www.woodsurre.co.uk/app/uploads/Woodsure-Rules-for-Registrants.pdf](http://www.woodsurre.co.uk/app/uploads/Woodsure-Rules-for-Registrants.pdf)

_____	(Print name of Main Contact)
Signed: _____	Date: _____

Please tick if you would like to apply for a <b>Grown in Britain</b> licence. (Your details will be passed to the GiB team who will issue their application pack)	<input type="checkbox"/>
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### SEND THIS FORM TO:

Woodsure, Severn House, Unit 5 Newtown Trading Estate, Green Lane, Tewkesbury GL20 8HD  
or email to [info@woodsurre.co.uk](mailto:info@woodsurre.co.uk)

Contact us on **01684 278188** for further information



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