

# Woodsure Ready to Burn Application Form



## Section 1: Business Contact Details

### Details of main contact.

Please provide us with the name of the person responsible for Woodsure Ready to Burn 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:			
* Correspondence Address:		* Postcode:	
* Main Contact email:			
* Public email:			
Business Website:			
* Telephone:	LANDLINE: MOBILE:	* Distribution: <i>(circle as appropriate)</i>	Local <b>OR</b> National
* 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"/>		

## Section 2: Fuel Sales

Please tick the relevant boxes

* PRODUCT SOLD	Bulk firewood	<input type="checkbox"/>	* HOW DO YOU SELL?	Direct to end user	<input type="checkbox"/>
	Grab/bagged firewood	<input type="checkbox"/>		Wholesale	<input type="checkbox"/>
	Briquettes	<input type="checkbox"/>		To retail outlet	<input type="checkbox"/>

Please provide us with estimated annual figures

*ESTIMATED ANNUAL TOTAL SOLD <i>(fill in as many as applicable)</i>	Loose m <sup>3</sup>	
	Stacked m <sup>3</sup>	
	Tonnage	

## Section 3: Woodsure Ready to Burn Scheme Fee Structure

Prices effective from 1st May 2019 – All prices listed are inclusive of VAT

APPLICATION AND ANNUAL FEES	
One off, new supplier application fee.	£122.40
Annual registration including routine site audit <sup>(1)</sup> , listing, fuel test <sup>(2)</sup> and certification	£385.20 <sup>(3)</sup>
<b>TOTAL</b>	<b>£507.60 (inc. vat)</b>

WOODSURE READY TO BURN FEES	
Fee based on volume sold under the brand	See table below

### Woodsure Ready to Burn Point of Sale (POS) fees<sup>(4)</sup>

It is a requirement of the scheme that Point of Sale checks are undertaken throughout the year. The number of checks are based on the following sales in stacked m<sup>3</sup>.

**Please note:** Point of sale fees will be invoiced separately once your application has been approved, if applicable.

**Businesses offering wood fuel direct to customers only** (web sales, collection or delivery)<sup>(5)</sup>:

Size of operation (number of declared sales including bagged firewood and bulk deliveries in stacked m <sup>3</sup> ) – per annum	Number of laboratory checks <sup>(6)</sup> – per annum	Total cost of sample checks – inc VAT, per annum
Up to 400m <sup>3</sup>	0 covered under annual fees above	£0
Up to 1,000m <sup>3</sup>	1	£134.40
Up to 2,000m <sup>3</sup>	2	£232.80
Up to 5,000m <sup>3</sup>	3	£550.80
Up to 10,000m <sup>3</sup>	4	£795.60
Up to 20,000m <sup>3</sup>	5	£1,224.00
Over 20,000m <sup>3</sup>	Please contact us for a quote	

**Businesses offering wood fuel through retail outlets including direct sell** (e.g. Wholesale, Retailers and Suppliers):

Size of operation (number of declared sales including bagged firewood and bulk deliveries in stacked m <sup>3</sup> ) – per annum	Number of laboratory checks <sup>(6)</sup> – per annum	Collection & meter check – per annum	Total cost of sample checks – inc VAT, per annum
Up to 400m <sup>3</sup>	0 covered under annual fees above		£0
Up to 1,000m <sup>3</sup>	1	2	£268.80
Up to 2,000m <sup>3</sup>	2	3	£465.60
Up to 5,000m <sup>3</sup>	3	10	£1,101.60
Up to 10,000m <sup>3</sup>	4	15	£1,591.20
Up to 20,000m <sup>3</sup>	5	25	£2,448.00
Over 20,000m <sup>3</sup>	Please contact us for a quote		

## Section 4: Business Procedures Declaration

This confirms you have these operational procedures in place.

* I can provide proof of legality of firewood <sup>(7)</sup>	<input type="checkbox"/>
* I have processes in place to check moisture content	<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).

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 Accredited 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 have read and agree to the Terms and Conditions for the scheme and apply for certification.

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

### 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

## Notes:

- (1) **Site audit:** This will be the registered main site. Additional sites or depots, see <sup>(8)</sup>, may be audited separately. Following a successful new application and site audit, future audits will be on a risk-based approach. During a site inspection your auditor will take a representative fuel sample(s) for testing.
- (2) **Fuel test:** Verification of fuel specification is a requirement of the scheme. Woodsure will test up to 3 supplied unique samples, or up to 3 fuel specification checks during the annual registration period for a single annual registration. Where a supplier provides and lists multiple fuels, additional tests may be required and charged. Woodsure testing considers: physical characteristics for all fuels, moisture content (wet basis) for all fuels. Woodsure is a non-accredited facility, but applies the appropriate testing standards and equipment.
- (3) Additional fees may be added to cover travelling expenses.
- (4) **Point of sale collection and testing:** The principle of the scheme is to ensure woodfuel on sale at outlets such as garage forecourts, garden centres, DIY stores etc. is 'Ready to Burn' and correctly labelled with point of sale information for the consumer. The number of samples taken will be based on the total declared annual sale of retail bags and bulk deliveries in stacked m3. Samples will be collected from the production site / distribution and from random retail outlets. Samples taken will be checked for moisture content on a wet basis either by the oven method at the Woodsure laboratory or by using a recognised moisture meter measuring the internal value of a split log.
- (5) Where suppliers distribute from a single site or warehouse and there are no resellers in the supply chain that can influence the Woodsure Ready to Burn fuel, the monitoring size will be reduced but the fee per sample increased to contribute to promoting the scheme. Samples will be routinely collected from the production site or distribution warehouse. Sample collection could be unannounced outside of the annual audit.
- (6) This is a non-accredited service.
- (7) You will need to provide evidence that the wood fuel is legally sourced and also provide evidence of your moisture control procedures.
- (8) **Additional depots:** Site audits will be determined on the total amount of facilities registered together with a risk-based approach. (Contact Woodsure for details). Registration of additional depots, warehouse, bagging facilities etc. include an annual fuel specification check during the annual registration period. These depots are considered to be in close proximity to the main site and will be audited during the main site audit, if this is not possible, or they are remote, additional expenses may be charged.



**Woodsure** - Severn House,  
Unit 5 Newtown Trading Estate, Green Lane,  
Tewkesbury GL20 8HD

[www.woodsurre.co.uk](http://www.woodsurre.co.uk)

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