

COMPLETING THE APPLICATION FORM

SECTION 1 - COMPANY INFORMATION

TRADING NAME

Please give your full trading name

Please also state your full legal registered name and registered number if different to the above.

ABOUT YOUR REGISTERED TRADING COMPANY;

- You must declare if you have previously traded under a different name;
- You must also declare all current directors of the business;
- If you are not a limited company, please declare the names of the person in charge / management;
- If you are a charity, please list the names of the trustees;
- You must declare if any of the above-named persons have ever been prosecuted or found unsuitable

NATURE OF BUSINESS

We need to understand the nature of the waste hierarchy for your business.

If you are a dismantler, please disclose the % of materials: -

- Re-used
- Recycled and recovered
- Re-processed as secondary materials

This will help us understand the scope of your business.

ADDITIONAL SITES

Please also provide information on any additional sites within your organisation that handle mattresses.

If you are a large multi-site business, we do not necessarily need to audit each site, but we do need to understand what operations / activities take place at each site to give us a better understanding of the way you handle mattresses within the business.

We don't need a list of every HWRC site you may operate from – but if you have any regional collection sites handling mattresses, please list any of these

SECTION 2 – GENERAL INFORMATION

We are looking for information on how the business operates.

How do you receive your mattresses?

- Do you collect the waste mattresses yourselves?

- Do you use third party transport to collect the mattress?
- Are the mattresses delivered to you from the source?
- What condition of goods will you accept? (Wet / dirty / heavily soiled / lightly soiled etc.)
- Do you carry out all the dismantling operations yourselves or are any undertaken by a third party?

We need to understand what you do with the components from mattresses you dismantle.

- Are some sent to landfill / energy from waste?
- What elements of the mattress might you sell for re-use?
For example, spring units, filling materials etc....

We need to understand the average recycling, re-use and recovery rates (%) over the course of 12-month period.

If your business has been operating for less than 12 months, please advise the average recycling rate over the nearest full quarter.

SECTION 3 – BUSINESS INFORMATION

This section will help us understand how long your business has been established and how you operate.

FINANCIAL INFORMATION:

This information is not required to assess the profitability of the organisation.

This information is required to understand the size and scope of the organisation and to understand any plans for growth that may affect the approved status or require a re-audit as the business expands and grows.

- Please provide full set of audited / verified accounts;
- Please provide details on total turnover and what turnover is related to beds / mattresses;
- Please provide business contingency plan*

*Please also refer to audit requirements, section 1 – business document checks for more detailed information as to what should be included in a business contingency plan

ABOUT YOUR PREMISES / SITE OPERATIONS:

Please provide the information requested for each site;

- Do you have buildings & contents insurance?
- Do you have employer's liability insurance?
- Do you have public liability insurance?
- You need to provide evidence of business rates paid;

ABOUT YOUR EMPLOYEES:

- Number of employees at each site;
- Do you conduct your own recruitment or do you use a third-party recruitment agency?

SECTION 4 – PERMITS AND LICENCES

Please provide information on all the permits, licenses or exemptions that you have for all your sites. Please inform us of any third party / subcontractors that you use in the course of your business.

- If your permit / licence / exemption covers more than one site, please advise.
- If you have different permit / license / exemptions for your different sites, please provide the information for each of the sites.
If your permits are in a different company or trading name to those previously declared please explain why

SECTION 5 – POLICIES AND PROCEDURES

If you operate from multiple sites but have a single set of policies that apply to all sites, please tell us in this section and attach the policies and procedures as requested. If you have different policies and procedures for different sites, please send the evidence for each site.

SECTION 6 – DECLARATION

The declaration must be completed and signed by the organisations authorised responsible representative (Director level).

- The information given in the application and audit process must be accurate and correct and any omission will be deemed to be misleading the assessor / auditor.
- In signing the declaration, you are agreeing to the RAMR terms and conditions of membership.
- Please ensure you fully understand the implications of the declaration before signing.