

Membership Application



TICA Membership

TICA is the Thermal Insulation Contractors Association.

We are a trade association representing the industrial thermal insulation sector, and providing quality training and apprenticeships.

About TICA

TICA staff are based at the National Training Centre in Darlington. The administrative, training and assessment teams are supported by external advisors in HR and legal, accounts and communications. TICA is accountable to the National Joint Council and Governing Council through Chief Executive, Marion Marsland.

Our objectives

- ✓ Create and improve standards in the Thermal Insulation industry.
- ✓ Offer advice and support to our Membership to ensure the highest quality of service.
- ✓ Act positively to promote best working practices.
- ✓ Provide training to the Thermal Insulation industry.
- ✓ Offer Membership and Training to companies involved in the asbestos industry through ACAD (Asbestos Control and Abatement Division)

Membership Categories

Full Membership

For companies who have traded for more than two years.

Requirements:

- Minimum trading period of two years
 - Submission of latest accounts
 - Satisfactory insurance cover
 - Copy of SSIP Safety Accreditation (this could be: CHAS/Construction/Achilles/Common Assessment Standard etc.,)
 - CIS Monthly Summaries Returns (if applicable)(UTRs Unique Tax Reference should be redacted to assist with data protection)
 - Successful completion of TICA Membership Audit
 - One reference from a client
 - One reference from a supplier
 - Signed Health and Safety Policy
 - Reimburse all labour employed in the Thermal Insulation industry in accordance with the terms of the National Agreement for the Thermal Insulation Contracting Industry
 - Submission of an accurate Annual Return each year
 - Payment of annual TICA membership fee, including training levy
 - Compliance with the requirements of the TICA Memorandum and Articles of Association
 - Proof of company registration.
 - This level of membership is also available to European companies, although the associated benefits are slightly different
- see page 6.

Membership Categories

Associate Membership

For companies associated with the industry. This can include material suppliers, manufacturers and companies associated with the thermal insulation industry who are NOT thermal insulation contractors.

This membership is for anyone who requires an information or associated service (such as local authorities).

Employment Business Membership

For companies supplying the Association's Insulation Contractor Membership with personnel working within the National Agreement for the Thermal Insulation Contracting Industry or the National Agreement for the Engineering and Construction Industry. Companies pay their employees strictly in accordance with the agreement applicable to the project on which they are employed and are covered by the appropriate level of insurance.

Requirements:

- Submission of latest accounts
- Satisfactory insurance cover
- Copy of SSIP Safety Accreditation (this could be: CHAS/Construction/Achilles/Common Assessment Standard etc.,)
- One reference from a client
- One reference from a supplier
- Signed Health and Safety Policy
- Confirmation that when supplying labour to our members, terms and conditions of employment will be in accordance with the appropriate agreement for the project in which they are to be employed; that is the National Agreement for the Thermal Insulation Contracting Industry or the National Agreement for the Engineering and Construction Industry
- If requested, the payroll of the labour employed is made available for audit by an appointed representative
- Proof of company registration.

Member Benefits

	Membership Category			
	Full	European	Associate	Employment
Can vote at meetings and sit on committees	✓			
Industrial relations representation	✓	✓		
Access to TICA Regional Meeting as an non-voting participant		✓	✓	✓
TICA Times, e-newsletters and bulletins	✓	✓	✓	✓
Access to National Agreement	✓	✓		
Free HR Helpline	✓			✓
Access to Negotiated Private Healthcare Scheme	✓	✓		
Commercial Support Helpline	✓	✓	✓	✓
Access to Members Only area on our website	✓	✓		
Can display the TICA Logo	✓	✓	✓	✓
Exclusion from Construction Skills Training Levy	✓			
Access to a range of support, campaigns and helplines via TICA's membership of BuildUK	✓		✓	✓
TICA members, who also hold ACAD membership, can claim a 50% reduction in the ACAD membership fee plus a grant for training asbestos operatives identified on the Annual Return	✓			

Welfare Benefits

Under Appendix 2 of the TICI National Agreement, employees have entitlements to agreed weekly sick pay, death and occupational accident benefits. Employers are required either to provide these benefits through the Welfare Benefits Scheme, operated by Welplan Limited, or to provide equivalent benefits through an alternative provider.

Full details of the benefits and qualifying conditions can be obtained from Welplan.

For further information, contact:

Welplan Limited
Old Mansion House,
Easmount Bridge,
Penrith,
Cumbria
CA10 2BX

www.welplan.co.uk
0800 195 8080

Membership Fees

Full/European

Full annual membership subscription is 0.1661% of turnover plus a training levy of £125 per employed operative and £205 per subcontracted operative. The IETA levy will be capped at £50k, meaning that no single member will pay levy in excess of that amount.

There will now be a minimum IETA levy applied to membership of £815 – this represents a minimum levy contribution of 5 operatives. The IETA levy combined with the minimum subscription of £1015 means that membership of TICA from 2022 onwards will be charged at £1825 as a combined minimum fee if you are currently declaring less than 5 operatives.

*For dual Membership of TICA and ACAD, the annual ACAD membership fee will be reduced by 50% per year.

Associate/Employment Business

Annual TICA Associate Membership subscription of **£1050 + VAT** is invoiced annually on 1 January.

Application Process

Complete and return the application form. We will send you an acknowledgment letter and follow up your references.

In line with agreement with our Governing Council and ratified at the 2017 AGM, new members now require an independent review to ensure the criteria for membership is met. The cost for this audit is **£750 +VAT**.

Upon receipt of your application form, we will issue an invoice for your review, as soon as your payment is received, we will forward your details onto Clive Owen Accountants. Membership approval will be granted on successful completion of the review.

Payment Options

An Annual Return Form (attached) must be submitted to TICA every year. Subscription is calculated from the Annual Return. Invoices are sent in January every year with 3 payment options; BACS, credit card or Direct Debit of six installments. Invoices must be paid promptly to ensure continued membership.

Membership Application

FOR OFFICE USE ONLY:

Received: Approved by CEO: Initials: Mem No:

Membership Category Applied for:

Full ☐ European ☐ Associate ☐ information ☐

Please complete all sections (Associate Members complete sections A & E)

Section A

Name of Company:

Nature of business HVAC ☐ Engineering ☐ Combination ☐

Does your business also deal with asbestos removal operations? YES ☐ NO ☐

Contact:

Address:

Postcode:

Telephone:

Email: Website:

Training Contact: Email:

Audit Contact: Email:

Marketing and Events Contact: Email:

Regional Meeting Contact: Email:

Accounts Contact: Email:

Additional branches (continue on separate sheet if necessary):

Telephone: Postcode:

Company Reg No: VAT Reg No:

Name and Addresses of Bank:

Postcode:

Where did you hear about TICA?:

Membership Application

Section B

Client Reference

Reference from a client to whom application can be made for a Statement on Insulation work undertaken within the past two years:

Client Company Name:

Contact Name:

Address:

Telephone:

Postcode:

Email:

Section C

Trade Reference

Trade Reference from a supplier to whom application can be made:

Supplier Company Name:

Contact Name:

Supplier:

Address:

Telephone:

Postcode:

Email:

Membership Application

Section D

I hereby apply for Membership of TICA

I confirm the information given is correct. I will ensure the annual return is completed and returned on time. I understand failure to complete a return will result in assessment being made which can only be reversed by direct appeal to the Governing Council.

If accepted as a member, I undertake to conduct business affairs ethically and in a manner which will enhance the reputation of the Thermal Insulation Contracting Industry.

I will operate to the Working Rules and Conditions Industry (NJC of TICI) and, where appropriate, the National Agreement for the Engineering and Construction Industry (NAECI)(not applicable to Associate Members)
I agree to abide by the constitution of TICA and any subsequent amendments to it agreed by the members at the Annual General Meeting.

A member may resign from TICA by notifying TICA in writing three months before their renewal date. Should any notice of resignation be received by TICA from a member after the 1st October, that member shall remain liable to pay all subscriptions for the current financial year and the next following financial year.

Signed:

Date:

Position Held in Company:

Date:

TICA will process your data in accordance with your rights under GDPR

All applicants except Associate Members should enclose the following:

- Copy of your last accounts
- Completed Annual Return
- Signed Health & Safety Statement
- Proof of Company Registration
- Copy of your Employer Liability and Public Liability Insurance Certificate(s)
- Copy of your Asbestos Removal Licence (if applicable)

Please return your completed application form by email enquiries@tica.uk.com or by post: TICA House, 34 Allington Way, Darlington, County Durham, DL1 4QB

Thermal Insulation Contractors Annual Return 2022

SECTION A – Turnover – TICA Membership

This section should be the figures from your most recently audited annual accounts:

Turnover:

Membership fees are calculated at 0.1661% of turnover. This is subject to a minimum membership fee £1,825 and a capped maximum membership fee of £15,750.

SECTION B – IETA Levy

Average number employed in the accounting period

a). Foreman/Supervisor/Chargehands (*Employed) (£125 per operative)

b). Thermal Insulation Operatives (*Employed) (£125 per operative)

c). Asbestos Removers (*Employed) (£125 per operative)

d). Thermal Insulation Operatives (**Sub-Contractors) (£205 per operative)

e). Asbestos Removers (**Sub-Contractors) (£205 per operative)

*Employed

In calculating your average employed operatives in the above, take the number of unique operatives declared on your FPS (Full Payment Submission) to HMRC each month. Add them up and divide the total by 12. For any operatives on a weekly/fortnightly/4weekly payrolls, count them as one operative per month in your average.

**Sub-Contractors

When considering your sub-contractors, you should also consider the following:

- Agencies
- Subcontractors in CIS
- Subcontractors not in CIS
- Via any other intermediary

For example, under CIS - add up the total applicable sub-contractors on your CIS (Construction Industry Scheme) for each month and divide the total by 12.

Members are reminded that our agreement to retain 'out of scope' status from The CITB – the industry legislative levy, is based on the successful implementation of our own TICA levy returns. An annual labour figure defined from monthly averages of insulators that you have deployed as a business to deliver your thermal turnover should include any form of labour either directly or non-directly employed. Declarations that are returned showing labour figures that are deemed to be inconsistent with declared turnover may require further investigation from our external membership review partners.

SECTION C - Documents

Please ensure you attached the following documents with your return:

Most recently Audited Accounts (including detailed profit and loss pages) ☐

Welfare Insurance Certificate (your latest Welplan invoice) ☐

Copy of PQQ's Safety Accreditation Certificate (this could be CHAS/Construction Line/Achillies/
Common Assessment Standard etc.) ☐

CIS Monthly Summaries Return (if applicable)(UTRs Unique Tax References should be redacted
to assist with data protection) ☐

SECTION D - Declaration

I declare the above information is correct and that it is given on the understanding that no individual figures of
members will be disclosed without prior approval.

Signed

Print Name

Position

Company

Date