

# **Federation of Window Cleaners**

Summerfield House, Harrogate Road, Reddish, Stockport. Cheshire SK5 6HQ  
Telephone 0161-432-8754 fax 0161-947-9033  
E-mail: info@f-w-c.co.uk Website:www.f-w-c.co.uk



Registered No. FTU 69

# **MEMBERSHIP APPLICATION PACK**



The federation of window cleaners are an independent, non-profit making organisation representing the window cleaning industry and supporting the needs of Domestic and Commercial window cleaners

[www.f-w-c.co.uk](http://www.f-w-c.co.uk)

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Formed in 1947 FWC is a Professional Federation for Window Cleaners

### RE: MEMBERSHIP APPLICATION

We thank you for your interest in membership of the Federation of Window Cleaners and have pleasure in enclosing the relevant documents for your consideration.

Liability Insurance is mandatory and should you already have cover in force, please include a copy of your policy schedule when submitting your application.

For your information our nominated insurance brokers can assist and help with Liability Insurance and the FWC are an Introducer Appointed Representative of Allied Insurance Services Ltd who in turn are authorised and regulated by the Financial Services Authority. Further details on their Liability cover can be found on pages 6 of this pack.

Payment of the annual subscription; as shown on the back of the application form on page 4, can be made by cheque - payable to FWC. Alternatively, we accept most major credit cards & BACS; also detailed on the reverse of the application form. **To avoid delay** in processing your application please be sure to include the following when returning your application to us:

1. Subscription payment by cheque or card
2. A business/character reference - from one of the following: a fellow member, an established customer or, a professional person (accountant etc) this can be emailed or posted direct to: info@f-w-c.co.uk - your application can be sent in advance of this.
3. A copy of your current Liability Insurance policy schedule (Evidence of cover)
4. For your membership card (if preferred) please include a photograph or email a jpeg image.

Should you have any queries or require any help in completing your membership application please do not hesitate to contact us on 0161-432-8754 or E-mail info@f-w-c.co.uk and our very best attention is assured.

Kind regards,

Yours sincerely

A handwritten signature in black ink that reads "Beryl Murray". The signature is written in a cursive style.

Beryl Murray

General secretary  
For and on behalf of F W C



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Formed in 1947 the Professional Independent Federation for Window Cleaners



SURNAME  MARRIED/ SINGLE FIRST NAMES   
 (CIRCLE)

TRADING AS

YEAR ESTABLISHED  STATUS IN COMPANY  DATE OF BIRTH:

BUSINESS ADDRESS

POSTCODE:  TELEPHONE:  FAX:

MOBILE  WEBSITE

E-MAIL ADDRESS

PRIVATE ADDRESS

POST CODE:  TELEPHONE:  FAX:

1. **PRESENT INSURANCES: ARE YOU COVERED FOR LIABILITY INSURANCE? \_\_\_\_\_ YES OR NO**  
 A) It is essential you provide proof of your current insurance when applying for membership, otherwise this could delay your application:-  
 B) ALTERNATIVELY: If you do not already have Liability Insurance, Allied Insurance Services Limited can assist members with Public &  
 C) Employers Liability insurance on: 0844 815 6211

2. **HAVE YOU ATTENDED AN IOSH ACCREDITED HEALTH & SAFETY COURSE? \_\_\_\_\_ YES / NO**  
 If yes, please supply a copy of your certificate. If No, we ask that you consider attending an IOSH course within 12 months of joining

3a. **HAVE YOU BEEN CONVICTED OR CHARGED (BUT NOT YET TRIED) OR BEEN GIVEN AN OFFICIAL POLICE CAUTION in respect of any criminal offence (IF YES PLEASE PROVIDE DATE AND DETAILS IN 3B) \_\_\_\_\_ YES / NO**

3b.

4 **NUMBER OF EMPLOYEES: FULL TIME \_\_\_\_\_ PART TIME \_\_\_\_\_**  
 B) If any employees are under 18, supply age and any training they have received use a separate sheet if necessary.

5. **HAVE EMPLOYEES RECEIVED ADEQUATE HEALTH & SAFETY TRAINING? \_\_\_\_\_ YES / NO**  
 (Under management of health & safety at work regulations 1992)

6. **IF FIVE (5) OR MORE EMPLOYEES - ARE HEALTH & SAFETY DOCUMENTS IN PLACE? \_\_\_\_\_ YES / NO**

7. **PLEASE SUPPLY A COPY OF YOUR LICENCE (applicable to Scotland only)**

8. **WHERE DID YOU HEAR OF THE FEDERATION? \_\_\_\_\_**  
 please provide either a name /membership No. Magazine / Website Etc. where you obtained our contact.

9. **NUMBER OF YEARS EXPERIENCE IN THE WINDOW CLEANING INDUSTRY? \_\_\_\_\_**

10. **WORK UNDERTAKEN: WINDOWS / WATER- POLES / OFFICE / CARPET & UPHOLSTERY / FLOORS / ABSEILING /CRADLES /OTHER (CIRCLE APPROPRIATELY) DOMESTIC / COMMERCIAL / INDUSTRIAL / EVERYTHING**

11. **LIST ANY QUALIFICATIONS & TRAINING**

12. **REFERENCES: PLEASE INCLUDE A WRITTEN BUSINESS/CHARACTER REFERENCE WITH YOUR APPLICATION (either from another member, an established customer, or a professional person, accountant etc Not family members )**

# Customer Authorisation Form

Mr/Mrs/Miss\*CardholdName  Initials

StreetName & No.

Town  County  Post Code

I authorise you to debit my Credit/Debit card account for an amount of £

Card No  Valid from  Expiry Date

Switch/Issue Number  Security Code Number : for security reasons we will contact you for this

Maestro, Visa, MasterCard, Access  I prefer that you call me for my card details

Please make cheques payable to F.W.C (please allow 10 days clearance of cheques)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SCALE OF FEES - 2011

Membership Subscriptions are based on the number of Employees plus an Initial Registration Fee as set out below:

	<u>ANNUAL MEMBERSHIP</u>	<u>INITIAL FEE</u>	<u>AMOUNT PAYABLE</u>
Self Employed - Sole Trader .....	£ 92.50	+ £10.00	= £102.50
Company with 1 - 6 Employees .....	£102.50	+ £10.00	= £112.50
Company with 7 - 12 Employees .....	£112.50	+ £10.00	= £122.50
Company with 13 - 25 Employees .....	£129.50	+ £10.00	= £139.50
Company with 26 - 50 Employees .....	£145.50	+ £10.00	= £155.50
Company with 51 - 100 Employees .....	£189.50	+ £10.00	= £199.50
Company with 101 - Employees & over .....	£236.50	+ £10.00	= £246.50

### FOR OFFICE USE ONLY

MEMBERSHIP NO  CHEQUE No:

CASH /CHQ AMOUNT: £  VISA DELTA / ACCESS / MASTER CARD

BACS: NATIONAL WESTMINSTER BANK—UNDERBANK HALL BRANCH Please circle which card

ACCOUNT No: 66703506 - SORT CODE: 01-08-38

THESE RATES ARE VALID UNTIL APRIL 2011

### CONDITIONS OF ENTRY - APPLICANTS MUST BE REGISTERED SELF-EMPLOYED OR Ltd Co DIRECTORS

All Directors, Partners or persons having an interest in the business shall join separately, and must be insured for both Public & Employers Liability where applicable. Note: Employees are not eligible to join (with exception of limited Company Directors).

**NOTE:** Should Membership of the Federation of Window Cleaners be lapsed as a consequence of arrears. To re-join again at a later date may incur a £25.00 administration charge. The information supplied on this form will be held on a computer database under the Data Protection Act 1984. In addition, we may use your email address to send promotions about training and products etc; distributed safely via MailChimp - you can of course choose to refuse these emails at any time (although you may miss out on something if you do!!) Please be assured that we do not sell or distribute the membership list to third parties. Only Yell.com & Thomson's Local for the FWC Corporate Advertising scheme and our nominated insurance brokers Allied.

**RULEBOOKS, SAFETY GUIDE, HEALTH & SAFETY GUIDANCE, WINDOW CLEANING PRODUCTS ETC IS AVAILABLE ON REQUEST.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please ensure that all questions on the reverse are answered before signing this document, acceptance is determined on the applicant fulfilling all the requirements when submitted to a management meeting. Note: we practice an equal opportunity policy.

## FWC HISTORY

Established in 1947 The FWC is the professional Employers Trade Association for window cleaners; its purpose to improve the window cleaning industry whilst conducting a wide range of activities in support of its members.

Like most trade industry bodies, the FWC represents its members' interests to the government. This includes giving input on proposed health and safety regulations.

In almost any business or industry, a collective body of professionals will virtually always be more powerful than an individual person or company. This is especially true when the body is recognised by the government as an authority on the industry.

Such organisations can do many things such as influencing regulations, advancing the interests of members, creating new operating methods to enhance profit and safety and other activities. An industry body provides credibility, expertise, influence and access and the window cleaning industry is no exception.

Along these same lines, the FWC provides IOSH accredited training on "Cleaning Windows Safely" - "Safety Awareness", "Risk Assessment" and their latest DVD on "Safe use of portable ladders and Water-fed Pole systems".



## MEMBERSHIP

All members are issued with a personalised Identification card and company membership certificate, essential in highlighting your professionalism and authenticity when applying for government tenders.

We encourage the use of the FWC logo on Members vehicles, websites, adverts and stationery to improve safety efficiency and status.

Public & Employees liability insurance is compulsory thus improving safety efficiency and status.

Members are guided towards Health & Safety legislation and training. We provide legal and technical support, group accident cover, a safety guide booklet. And access to our website tender opportunities.

## MEMBERSHIP BENEFITS

### INCLUDE:

- ◇ Representation by a government recognised Trade Association
- ◇ A wise business investment with an independent organisation
- ◇ Health and safety guidance and information
- ◇ Free 24 hour Legal Advice Line on all business aspects
- ◇ Nominated insurance broker to assist & help with Liability Insurance
- ◇ Use of Logo thus highlighting professionalism
- ◇ Discounted Window Cleaning Equipment
- ◇ Discounted IOSH accredited Training courses for window cleaners
- ◇ 25% discount with Website Wizard
- ◇ Discounted personalised work wear with Kingfisher
- ◇ Appointed CRB Umbrella body with CRS Ltd
- ◇ Corporate advertising - Yellow Pages & Thomson Local
- ◇ Free quarterly Trade Magazine "Window Talk"
- ◇ Annual Trade Show & Window Cleaning Competition
- ◇ Group Accident financial assistance for Members & their employees
- ◇ Personalised identity card and Membership certificate
- ◇ Membership representation to Councils etc.,
- ◇ Affiliations with;
- ◇ British Cleaning Council, Cleaning and Support Services Association, Asset Skills
- ◇ & close working relations with the Health & Safety Executive Cleaning Industry Liaison Group.



# THE INSURANCE SCHEME for Window and General Cleaners

As brokers to the FWC we can offer you a policy with the following covers automatically included:-

**Employers Liability, Public and Products Liability**

**Damage to property being worked upon** (eg. scratched or damaged glass)

**Treatment Risks** (damage caused by cleaning materials used)

**Loss of Customer's Keys**

You can also choose to add the following to the same policy:

**Own or Hired in Plant, Tools and Equipment**

**Business Premises and Contents**

Our new scheme with Hiscox Insurance, also offers;

**Interest free direct debit payments**

Continuous policy which means your premiums will not increase  
(unless your turnover increases by more than 50%)



For a quote visit **[www.fwc-insurance.co.uk](http://www.fwc-insurance.co.uk)** or phone **0844 815 6211**

**Window Cleaning Equipment  
Catalogue  
available on request**

**Or**

**Shop Online 24 Hours a Day**

**For all your**

**Window Cleaning Needs**

**[www.f-w-c.co.uk/acatalog](http://www.f-w-c.co.uk/acatalog)**

**Or telephone: 0161 432 8754**