



Members Pack 2018



Aims and Objectives

Established in 1919, the National Association of Shopfitters is the only trade association that exclusively promotes the shopfitting and interior contracting industry. Its mission and objectives are:

Mission

- To provide a single authoritative voice for the shopfitting and interior contracting industry, protecting the interests of, and promoting dialogue between, our members
- To promote at all times the highest levels of quality and professionalism within the industry
- To deliver practical advice and assistance and encourage the exchange of best practice examples to members
- To lead by example, regulating and maintaining fair trade and competition throughout the industry

Strategic Objectives

- To act as the official channel of communication between the industry and the Government
- To provide a single voice on behalf of the industry, protecting its economic and commercial interests
- To create and regulate fair trade practices within the industry
- To provide a central conduit for industry research and the exchange of information between members
- To promote the highest levels of technical competence, training, and understanding among members
- To foster good relations and understanding between members, their suppliers, and their clients

Discounted Services

NAS members have the opportunity to make savings on services crucial to the successful running of the business, offered by independent organisations. These discounted services include:

- A package of insurance benefits designed specifically for shopfitters, including a low claims rebate scheme and twelve months' interest free credit agreement
- Low cost company status reports through direct links with Equifax
- Low cost seminars on a variety of subjects
- Low cost assistance in the design and development of websites
- A unique arrangement with the Automobile Association through which members obtain cover at low rates
- Discounted consultancy rates with Silver Shemmings Ash LLP
- Reduced fees for courses by the Shopfitting Independent Training Forum
- Specialist computer packages prepared by Comendus Ltd for the shopfitting industry
- Low cost or free attendance at regular regional meetings featuring speakers and presentations on matters of topical interest
- Discounted rates on BSI publications
- Discounted rates on hotels
- 15% off airport parking and 10% off airport hotels with APH
- Discounted rates on Westfield Health Scheme
- Discounted rates on PASMA, IPAF, IOSH, RTITB/ITSSAR courses
- Discounted fuel with Fuel Cards UK



The Shopfitting Independent Training Forum (SITF) is the training arm of the National Association of Shopfitters and is supported and accredited by CITB. From Health and Safety and Risk Management to an introduction to AutoCAD, our courses are designed to further your skills and help your business grow. We offer specific training courses to shopfitters and interior contractors, with benefits including:

- Flexible delivery training to meet the needs of members in terms of location and duration (courses arranged throughout the UK and Northern Ireland)
- Cost effective courses, to NVQ/SVQ standards where applicable
- Grants available for members through CITB and the NAS
- Advice for members on training issues in order that they can obtain maximum benefit from CITB and other funding bodies in the form of training grants
- A comprehensive range of training services to match the needs of member companies (courses can be tailored to suit your specific requirements)



Our Shopfitting and Interior Contracting Competency Scheme (SICCS) aims to ensure that everyone in the sector can demonstrate the necessary level of competence, qualifications, and health and safety awareness.

This takes the form of a SICCS card (£30) along with the CITB Health, Safety and Environment (HS&E) test (£19.50).

The card will only be issued to those who can demonstrate the prerequisite knowledge and a high level of health and safety awareness through the achievement of the existing CITB Health, Safety and Environment test.

SICCS provides the following benefits:

- Identification of operatives with recognised industry skills, competence, and qualifications
- Improved health and safety awareness amongst the workforce of the shopfitting and interior contracting sector
- Provision of training standards to equip individuals with relevant skills to enter the industry
- A move to a qualified and card-carrying workforce, which will help to improve customer satisfaction and the industry's image



Publications

Members are kept up to date with all relevant Government publications as well as those by independent bodies which would be of general interest. Wherever possible, these publications are distributed free of charge with the regular mailings to members. We also produce special publications to provide members with detailed guidance on legislation and regulations.

Recent publications include:

- NAS Legal Guides for Shopfitters, containing:
 - Contract Matters
 - Defects & Defects Clauses
 - Adjudication
 - Partnering
 - Health & Safety
 - Working Time Regulations
 - Status of Workers
- Statement of Particulars of Terms of Employment
- Removal of the Default Retirement Age
- A Shopfitter's Guide to the Construction (Design & Management) Regulations
- Recommended Standard Conditions of Trading (currently being updated)

- Care and Maintenance of Shopfronts, Fittings and Interiors (designed for handing over to clients at completion)
- A Code of Practice on the Safe Erection of Hoardings and Similar Structures
- Manual Handling in the Shopfitting Industry
- Fire Safety in the Shopfitting Industry
- Shopfitting: A Career that Fits (DVD)
- A Safe Pair of Hands Now and in the Future (Health & Safety induction DVD)
- Shopfitting Safely (occupational Health & Safety in a joinery workshop DVD)

Publicity

Recognising that many members do not carry publicity budgets, the Association provides services through which members can publicise themselves and their expertise. These services include:

- Free entry in the Association's Annual Report and Directory of Members
- Free entry in 'Shopspec', the annual shopfitting specification annual
- Free listing on the NAS website with a link to the member's own site
- Free inclusion in NAS news releases, detailing contracts that have recently been won or completed
- Free telephone enquiry service for potential clients
- Low-cost displays at selected trade exhibitions
- Corporate full-colour publicity leaflets, which can be personalised with members' names and addresses
- Opportunity to advertise in 'NAS Talk', the Association's in-house magazine

Our logos are freely available to members and we encourage their use on letter headings and websites etc. as they are a recognised badge of credibility for members' businesses.

In addition, the Association regularly provides articles and editorials to trade, national, and regional press, and co-operates in the preparation of specialist news articles on shopfitting.

The Association also hosts the annual NAS Design Partnership Awards, which is attended by an increasing number of leading designers, along with many client representatives.



Services

Regular circulars and news sheets keep members up to date with all aspects of the shopfitting and interior fit-out industry. A 'first-stop' information and consultancy service is available from the Association's head office, with a range of subjects covered:

- Employment issues
- Health, safety, and environmental issues
- Latest technological and legislative developments

- Contractual issues
- Risk management
- Training
- Working abroad
- Publicly Available Specification
- Use of the NAS logo
- Increasing your bottom line

Free preliminary advice services:

- Legal, insurance, and contract matters
- Training from the Shopfitting Independent Training Forum, of which all NAS members are automatically enrolled free of charge
- Taxation (through direct contact with HM Revenue & Customs)
- Product and service information (through the Barbour Enquiry Service)

Additional services and advice available to members either individually or collectively through the Association's membership and affiliations with:

- Construction Industry Joint Council
- ConstructionSkills
- HSE Wood Action Group
- Machinery Users Association
- Health and Safety Executive
- Cross Industry Construction Apprenticeship Taskforce

Subscriptions

Annual subscriptions are based on the level of shopfitting turnover as verified by annual accounts or auditor's certificate. Our subscription year runs from 1st January to 31st December. First year subscriptions are pro rata depending on when we receive your application. A banding system is used to determine the rate due and for 2018 the relevant bands and rates are:

Full Members

Turnover	Fee
£0 - £1M	£850.00 + VAT
£1M - £5M	£1100.00 + VAT
£5M - £10M	£1350.00 +VAT
£10M - £20M	£1500.00 + VAT
£20M+	£1800.00 + VAT

Group Members

Special subscription rates apply to companies who are part of a Group but who require individual membership

Members who pay their subscriptions by 31st January are entitled to a 10% prompt payment discount and those who take up membership during the year have their subscription reduced proportionately. Payments received after 31st May attracts a 5% supplement and this increases to 10% for payments received after 31st July. Further discounts are available to those members who introduce other new members to the Association.

Subscription can be paid via interest-free direct debit by arrangement.



NAS National Office:

NAS House, 411 Limpsfield Road, Warlingham, Surrey CR6 9HA
Telephone: +44 (0)1883 624961 www.shopfitters.org

Application for Full Membership



To be completed by all applicants and returned to:

The Director
National Association of Shopfitters
NAS House
411 Limpsfield Road
Warlingham, Surrey CR6 9HA

I/We wish to apply for membership of the National Association of Shopfitters and, if elected, agree to co-operate in the working of the Association and to observe its Objectives and Rules for the time being in force.

I/We understand that this application is subject to the approval of the Executive Council whose decision shall be final.

1. Name of Firm	<input type="text"/>
2. Address	<input type="text"/>
Postcode	<input type="text"/>
3. Telephone No.	<input type="text"/>
4. Principals	<input type="text"/>
5. Authorised Representative for List of Members and contact	<input type="text"/>

Please supply the following information which remains confidential to the Director

6. Date of formation of firm or company

Nature of business

7. State whether your firm or company is associated with, controls or is controlled by any other company

8. If so, please state names, addresses and types of business and relationships with the above firm or company

9. If applicable, please state where your factory is situated

10. The number of workers normally directly employed
(a) by applicant
(b) by Associated Companies

NAS National Office:

NAS House, 411 Limpsfield Road, Warlingham, Surrey CR6 9HA
Telephone: +44 (0)1883 624961 www.shopfitters.org

Application for Full Membership (cont'd)



11. The proportion of workers normally employed on specialist shopfitting as distinct from building and contracting

12. How many apprentices or trainees do you employ?

13. Are your operatives engaged in shopfitting work employed under conditions laid down by the Construction Industry Joint Council?

14. Have you a Design Office?
If so how many staff are employed in the following categories:
(a) Design Staff
(b) Setters-Out

15. What experience have your principals had in shopfitting and with whom did they gain their main experience?

16. Are you a member of any other trade association(s).
If so, please state name(s)

17. Value of shopfitting undertaken by you during your last financial year - see definition of "Shopfitting Work"

18. Can you please inform us if any Director or principal has been made bankrupt, or has made a composition with his creditors

19. It would be helpful for us to know where you heard about the NAS or what prompted your application?

20. CITB Registration number

Signed

Date

Position

Photographs or Brochure

When assessing an applicant's suitability for membership, it is helpful if Council can see photographs of completed projects, or, possibly publicity brochures. These will be returned once your application has been considered.

Accounts

All applications must be supported by the applicant's latest accounts. Again, these will be returned once your application has been considered.

NAS National Office:

NAS House, 411 Limpsfield Road, Warlingham, Surrey CR6 9HA
Telephone: +44 (0)1883 624961 www.shopfitters.org