



APPLICATION FOR A SCAFFOLDING LABOURER CARD



Please note your application will take up to 12 working days to process from the date we receive it, see notes on page 2 of application for further guidance on the application process

SECTION A - You, the applicant, must fill in this section. Fill any blank areas and tick the correct boxes.

A1 Your details:

Title

Surname

Forename

Home Address

Postcode

E-mail address:

PHOTO

You must attach a passport style photograph if you have not passed the CITB Health, safety and environment test within the last 2 years

Registration No.

National Insurance No.

Telephone Number

Date of Birth - -

DD MM YYYY

Type of application being applied for: New Card Duplicate Renewal Please note cards can only be renewed a maximum of 6 months prior to the expiry

A2 I have passed the CISRS Operating Training Course (COTS) within the last 2 years (New and Renewal cards)

Copies of training certificates must be attached, failure to do so will result in your form being returned. A copy of your Health, safety and environment test or exemption is required with the application, for a full list of Health and Safety requirements see page 2.

A3 Send my card to: my home address The company address in section B a different address, which is:

Postcode

A4 I confirm to the best of my knowledge the information above is correct and I agree to comply with the CISRS criteria as laid out in the CISRS CAP609 General Information Booklet (available from www.cisrs.org.uk). I understand and agree that the information on this form will be used by CITB and CISRS for the purposes of administering the CISRS Scheme, this may include passing on information to Employers or Training Providers and for this purpose, your data and image (photo) may be entered onto a secure database accessible via a website.

Please note that all application fees are non-refundable. If your application is incomplete you will be given 180 days to resolve any issues. Any applications returned after 180 days will be subject to an additional £26.50 non-refundable application fee.

We may contact you by mail, telephone or e-mail to let you know about other goods or services or promotions which may be of interest to you. Please tick this box if you wish to receive such information from us.

Applicant Signature

Date: - -

DD MM YYYY

SECTION B - Declaration - (Only to be completed if employer or Training Provider applying for card) IF A VAT RECEIPT IS REQUIRED PLEASE COMPLETE EMAIL ADDRESS

I have read and understood the scheme rules relating to this CISRS card and agree to adhere to them. A copy of the CISRS CAP609 General Information Booklet is available from www.cisrs.org.uk

Employer name:

Address:

Postcode

Date

Email Address:

Signature:

Print name:

Telephone number:

Please send VAT receipt email address required for receipt

Authorisation code
(See reverse of form for use)

Please return your completed application together with copies of any certificates to:
CISRS, PO Box 1055, Bircham Newton, Kings Lynn, Norfolk PE31 6XQ

Please see reverse of form for further information on your application.

CHECKLIST BEFORE RETURNING THIS APPLICATION

THE FOLLOWING IS A GUIDE TO THE REQUIREMENTS TO APPLY FOR A SCAFFOLDING LABOURER CARD

1. The applicant must have completed the CISRS Operative Training Scheme (COTS) within 2 years of this application.
2. As a result of successfully completing COTS the applicant may work as an individual or part of a team under instruction or direct supervision.
3. All CISRS Scaffolding Labourer cards will be valid for 5 years.
4. A CISRS Scaffolding Labourer card will not be renewed if the applicant has not successfully completed the CISRS Operatives Training Scheme (COTS) course within 2 years of this application.

Completion of Application

Section A - Applicants details

- All correspondence relating to this records scheme will be sent to the Home Address specified in Section A unless an alternative address is entered in Section A2.
- Photograph - this should be glossy and passport sized with a light coloured background and attached with glue to the Box in Section A.
- **Health and Safety - for ALL New cards & Supervisor/Base Renewals - The CITB Health, safety and environment test must of been achieved within 2 years.** The following are all deemed as acceptable alternatives to passing the CITB Health, safety and environment test (A COPY OF THE CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION):
 - Current CCNSG Safety Passport (SCATS Card)
 - NEBOSH Construction Certificates (Taken within 2 years of application) • Current Offshore Survival Certificates (OPITO Approved)
 - Site Safety Plus HSA, SSSTS or SMSTS (Taken within 2 years of application)
 - SOLAS Safe Pass
 - IOSH Working Safely/IOSH Managing Safely/IOSH Directing Safely (Taken within 2 years of application)

Section B - Declaration

This section must be completed if you are an employer or Training Provider applying for the card and/or if you require a receipt.

IMPORTANT NOTE TO EMPLOYERS:

The Scaffolding Labourer card is designed for those engaged only in the handling of scaffolding materials in order to assist the scaffolder in the erection, dismantle or alteration of scaffolding.

Any operatives engaged in the erection, dismantle or altering of scaffolding must hold the appropriate CISRS card for the work being carried out, e.g. CISRS Trainee, Basic Access Systems Erector, Scaffolder or Advanced cards.

Payment - please call **0844 815 7223** and make a payment via credit/debit card for £26.50 (includes VAT) and enter the authorisation code on the front of the application. Or, if you hold an account with CITB, please attach an official Purchase Order requesting an invoice.

Send this form with copies of certificates (where applicable), to:

CISRS, PO Box 1055, Bircham Newton, Kings Lynn, Norfolk, PE31 6XQ

If you wish to pay £26.50 by cheque please make this payable to CITB, however, please note that payments made my cheque may incur a longer turnaround time for the processing of the card - **DO NOT SEND CASH**

Please note that all application fees are non-refundable. If your application is incomplete you will be given 180 days to resolve any issues. Any applications returned after 180 days will be subject to an additional £26.50 non-refundable application fee.

If you have any queries of a general nature or require assistance in completing this application please call the CISRS Helpline on **0844 815 7223** or for further information on the CISRS Scheme rules visit www.cisrs.org.uk