



Directory of Traditional Building Skills, Fourth Edition Application Form

Please read Section D, **Notes and Fees**, on page 5 before completing this form.
Please complete using **BLOCK CAPITALS** and **TICK** the boxes where appropriate.
On completion ensure that Section E, **Declaration**, on page 5 has been signed and that your cheque made payable to the 'Ulster Architectural Heritage Society' is enclosed with this form.

Please send the completed application form before **Wednesday 25th February, 2004** to:
Andrew McClelland, Heritage Projects Officer, UAHS, 66 Donegall Pass, Belfast BT7 1BU

Any queries can be emailed to **info@uahs.co.uk** or alternatively call **028 90 550 213** or fax **028 90 550 214**

SECTION A: Your contact details

Name of contact person: _____
 Name of organisation or firm: _____
 Address: _____
 _____ Postcode: _____
 Telephone: _____
 Mobile: _____
 Facsimile: _____
 Email: _____
 Website: _____

SECTION B: Your organisation

B-1 What are you?

Consultant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Architect	<input type="checkbox"/>	Landscape Architect <input type="checkbox"/>
Quantity Surveyor	<input type="checkbox"/>	Building Surveyor <input type="checkbox"/>
Structural Engineer	<input type="checkbox"/>	Planning Consultant <input type="checkbox"/>
Interior Designer	<input type="checkbox"/>	Multi-disciplinary <input type="checkbox"/>
Electrical/Heating Engineer	<input type="checkbox"/>	
Garden/Landscape Historian	<input type="checkbox"/>	
Architectural Historian	<input type="checkbox"/>	
Environmental Consultant	<input type="checkbox"/>	

Main contractor	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Inc. external works</i>		
Slating and Thatching	<input type="checkbox"/>	Roofing <input type="checkbox"/>
Stonework and Marble	<input type="checkbox"/>	Leadwork <input type="checkbox"/>
Brickwork	<input type="checkbox"/>	Plasterwork <input type="checkbox"/>
Glass and Glazing	<input type="checkbox"/>	Joinery <input type="checkbox"/>
Interior Fittings	<input type="checkbox"/>	Paintwork <input type="checkbox"/>
Tiles and Tiling	<input type="checkbox"/>	Chimney Doctor <input type="checkbox"/>
Ironmongery and Metalwork	<input type="checkbox"/>	
Fireplace Installation and Restoration	<input type="checkbox"/>	
Remedial Treatments including d.p.c.s	<input type="checkbox"/>	
Cabinet making inc. kitchens and bathrooms	<input type="checkbox"/>	
Restoration of Industrial Machinery	<input type="checkbox"/>	
Clocks and Bells	<input type="checkbox"/>	
Other (please specify)		

Sub-contractor/craftsperson	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Services and utilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrician	<input type="checkbox"/>	Plumber <input type="checkbox"/>
Fire and Security Alarms	<input type="checkbox"/>	
Environmental Control Systems	<input type="checkbox"/>	
Other (please specify)		

Supplier	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Inc. architectural salvage</i>		

Project 1

Location of project: _____

Did it involve a listed building? Yes No

Brief description & scope of works:

_____ Completion date: _____

Name of client: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of main contractor: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of architect/project manager: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Project 2

Location of project: _____

Did it involve a listed building? Yes No

Brief description & scope of works:

_____ Completion date: _____

Name of client: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of main contractor: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of architect/project manager: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Project 3

Location of project: _____

Did it involve a listed building? Yes No

Brief description & scope of works:

_____ Completion date: _____

Name of client: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of main contractor: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of architect/project manager: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Project 4

Location of project: _____

Did it involve a listed building? Yes No

Brief description & scope of works:

_____ Completion date: _____

Name of client: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of main contractor: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Name of architect/project manager: _____

Contact person: _____

Address: _____

_____ Postcode: _____

Telephone: _____

B-7 Information and advice

Do you provide technical/trade literature? Yes No

Is this free of charge? Yes No

Please give supply us with a copy

Do you offer technical advice? Yes No

Is this free of charge? Yes No

Please give details:

SECTION C Declaration

I request that the information detailed here be included in the forthcoming edition of the Directory of Traditional Building Skills and give my express consent to these details being included on an internal database compiled and maintained by the UAHS, and which may be passed on to enquirers at some future date. I understand that the Society does not undertake to include mine, or any organisation or firm in the published Directory, and that the decision as to whether to do so remains at the discretion of the Society. The information provided here is accurate and to the best of my knowledge.

Signed _____ Dated _____

Position _____

SECTION D Notes & Fees

1. Inclusion within the Directory or onto the computerised database of conservation specialists is not automatic. The Directory aims to include the widest possible range of individuals and organisations working in the field of historic building conservation and must therefore be selective.

2. In order to be included the materials and goods or services that you supply should be of a high quality and appropriate for the sympathetic restoration and conservation of historic buildings to the best standards of modern practice. Furthermore:

- a) The applicant must have adequate experience and/ or training in the specified field

- b) The applicant where applicable should be a member of a recognised professional, trade or craft organisation
- c) Of the four examples of work provided at least three should demonstrate that the applicant provided a service of a good standard

3. The Directory is not a list of accredited suppliers of traditional goods or materials. The Society does not act as an accrediting body nor can it recommend specific organisations or inspect work on site. We shall inform the public of the criteria we have used to select the organisations included in the Directory.

4. **References and confidentiality** With reference to the four examples of work put forward the UAHS may wish to contact the clients and where appropriate the architect/project manager or contractor asking if they were satisfied with the work that was carried out. This information will remain in confidence and will not be passed to any third party. If you are included in the Directory, a list of the projects described in general terms will appear. However, the names and addresses of the clients and the specific locations of the buildings will not appear unless the client is a public body e.g. a bank, school or museum, and we have authorisation to publish

5. **Multiple entries** If you are a main contractor, a multi disciplinary consultancy or if your workshop carries out work in a number of different fields and you wish to have an additional full entry in the Directory under a different heading from the one you have indicated on page 1, you should submit a second application form an additional fee of **£30** (Note that a photocopy of this form is acceptable). Otherwise, your different skills will be listed in one single entry under the main heading that you indicated on page 1 and cross-referenced.

6. **Fees** Applicants who are to be included in the Directory will be charged a fee of **£50**. Should you wish to have an additional full entry in the Directory then a further application fee of **£30** should be submitted with this form (see note 5). If, not, the form will be returned to sender.

7. When your form has been returned and processed we shall notify you whether or not you will be included. At this stage you will be sent a copy of the text as it will appear in the publication and we will then cash your cheque.

8. Note that further copies of this form can be downloaded in PDF format from the UAHS website **www.uahs.co.uk**

9. Deadline for receipt of completed applications is **Wednesday 25th February, 2004**