**APPLICATION FORM**

***The information provided in this application form and supporting documents will be used to make a decision on your eligibility to be part of LINC with Sellafield Ltd.***

***Electronic signatures will be accepted***

***Please send completed electronic copies to LINC@sellafieldsites.com***

|  |  |
| --- | --- |
| Company name |  |
| Address |  |
| Contact name |  |
| Telephone |  |
| Email |  |
| Website address |  |
| Company overview (20 words) |  |
| Brief Description of Main Skills and Capabilities (Max 200 words) |  |

***The above will be published on Sellafield.gov.uk***

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| --- | --- |
| Vat registration number(or advise if not vat registered) |  |
| Company registration number |  |

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| Duns number |  |
| Is your company an SME?Which of the following criteria do you meet:1. Have fewer than 250 employees?
2. An annual turnover not exceeding £50m?
3. An annual balance sheet not exceeding £43m?

Please note that to be an SME that your organisation must be able to meet the criteria at ‘i’ above and also either of the criteria at ‘ii’ or ‘iii’. |  |

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| **Requirement** | **Explanation** | **Attached** |
| Statement relating to good standing | Please attach a completed and signed declaration  |  |
| Health & Safety / RIDDOR | Please provide a record of lost time accidents and RIDDOR – reportable events which should include accident rates and frequency for a the past five years |  |
| Quality Certification | Please provide copies of all accredited quality certificates and associated policy documents eg ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 or Health & Safety Policy and Environmental Policy if certification is not required. Please give details below if your organisation is currently working toward an accreditation: |  |

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| Insurance Certificates | Employer’s liability insurance is a UK legal requirement (subject to limited exemptions) and this should be at least £5 million. Please confirm that you have Employer's liability in place by providing a copy of the certificate or a confirmation letter from your Insurance Broker. If you do not have Employer’s liability insurance please provide a statement of the reasons with details of the relevant exemption |  |

**Business good standing is very important to Sellafield Ltd and as such applicants are required to demonstrate their good standing as per the mandatory and discretionary grounds for exclusion detailed in regulation 57 of the Public Contracts Regulations 2015**

**As such we ask you to read the following grounds in sections 1, 2 and 3 and complete the declaration below.**

We confirm that, to the best of our knowledge, we are not in breach of the provisions of Regulation 57 of the Public Contracts Regulations 2015 and in particular that there are no:

1. **Grounds for mandatory rejection (ineligibility)**

Neither the organisation, directors or any other person who have the powers of representation, decision or control of the named organisation have not, in the last 5 years (starting from the date of any conviction), been convicted of any of the following offences:

1. conspiracy within the meaning of section 1 of 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of the Council Framework Decision 2008/841/JHA on the fight against organised crime;
2. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;
3. the common law offence of bribery;
4. bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983;
5. where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:
6. the common law offence of cheating the Revenue;
7. the common law offence of conspiracy to defraud;
8. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
9. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
10. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1976 or section 72 of the Value Added Tax Act 1994;
11. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
12. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
13. fraud within the meaning of sections 2, 3 and 4 of the Fraud Act 2006; or
14. the possession of articles for use in frauds within the meanings of section 6 of the Fraud Act 2006, of the making adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;
15. any offence listed:
16. in section 41 of the Counter Terrorism Act 2008; or
17. Schedule 2 to that Act where the court has determined that there is a terrorist connection;
18. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);
19. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;
20. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;
21. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
22. an offence under section 59A of the Sexual Offences Act 2003;
23. an offence under section 71 of the Coroners and Justice Act 2009;
24. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or
25. any other offence within the meaning of Article 57(1) of Directive 2014/24/EC of 26 February 2014:
26. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or
27. created, after the day on which the Public Contracts Regulations 2015 were made, in the law of England and Wales or Northern Ireland.
28. **Exclusion for non-payment of taxes or social security contributions**

The Organisation:

1. is not in breach of its obligations relating to the payment of taxes or social security contributions.

Please note that to have to make a disclosure that a breach has arisen in respect of (a) above then there must be a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the country in which your organisation is established or with those of any of the jurisdictions of the United Kingdom.

However where such a final and binding decision has been made, in the event that your organisation has fulfilled its obligations by paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due, including, where applicable, any accrued interest or fines then please use the self-cleaning form below to provide full details.

1. **Discretionary grounds for rejection**

The organisation confirms that it, within 3 years of the date of application to LINC with Sellafield Ltd:

1. is not in violation of its obligations in the fields of environmental, social or labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive 2014/24/EU as amended from time to time;
2. is not bankrupt or is not the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;
3. has not committed an act of grave professional misconduct which renders its integrity questionable;
4. has not entered into agreements with other economic operators aimed at distorting competition;
5. is not in a position of conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 which cannot be effectively remedied by other, less intrusive, measures;
6. is not distorting the competition due to prior involvement in the procurement which cannot be remedied by other, less intrusive, measures;
7. has not shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sections;

By completing the below you are confirming that none of the above apply to your organisation or any of directors or any other person who has powers of representation

|  |  |
| --- | --- |
| **Organisation’s name** |  |
| **Signed** |  |
| **Position** |  |
| **Date** |  |

**NOTE**: Sellafield Ltd consider that a serious breach of Health and Safety legislation would be considered to fall within ground (c) of the discretionary grounds above.

**Self-cleaning**

In the event that any of the mandatory or discretionary grounds detailed above do apply to your organisation (or in respect of the section 1 grounds any director or person with powers of representation, decision or control of your organisation), please complete the self-cleaning statement below, providing an explanation of the remedial action taken (in no more than 1 side of A4) in order to demonstrate your reliability. Please ensure that the points at A-C in the note below must be addressed.

|  |  |
| --- | --- |
| **Organisation’s name** |  |
| **Please list which mandatory ground(s):****(a) to (n) and/or discretionary ground(s): (a) to (h) set out in paragraphs 1 and 3 above you satisfy, and provide relevant details** |  |
| **Evidence to demonstrate your reliability** |  |

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| --- | --- |
| **Signed** |  |
| **Position** |  |
| **Date** |  |

**Note:** Evidence to demonstrate reliability may include, but is not limited to:

1. confirmation that the organisation has paid or undertaken to pay compensation in respect of any damage caused by the criminal offence of misconduct; and
2. clarification of the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
3. evidence that the organisation has taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences of misconduct.