

## **BFRC Authorised Retailer Scheme – Application Guidance**

### **Key steps to becoming a BFRC Authorized Retailer;**

- 1) Speak to your fabricator, (they must be a BFRC license holder and they must inform BFRC that they are happy for you to become an AR)
- 2) Complete the application form below (remember to include details of the products that you wish to retail) Ask your fabricator to complete the Approval form also below.
- 3) If you are going to source sealed units independently from the License holder, let us know who your supplier is going to be (along with the details requested within the form) **Remember: Sealed units need to be identical to those used by the licence holder.**
- 4) Once we have received your completed application form and checked the details, we will send you the appropriate invoice (costs are listed below)
- 5) Upon payment of the appropriate fees, BFRC will list your company and the energy rated products you are retailing on the BFRC website. You will also receive copies of the artwork relating to your BFRC license (energy labels) and a copy of the BFRC Marketing toolkit.
- 6) BFRC will appoint an Independent Agent to undertake a surveillance check. After approximately 8 – 10 weeks you will have a surveillance check (this check will take place annually)

### **The fees associated with becoming a BFRC Authorized Retailer are as follows;**

Registration Fee £75  
+  
Single Product license (if you only intend to buy in 1 product from a license holder) £199 per annum or Multiple product license (if you wish to buy in a range of different products (max 10)) £399 per annum  
+  
Auditing fee £250 per annum

**\*\*Companies signing up to the Authorised Retailer scheme before 30<sup>th</sup> September 2010, can do so for the fully inclusive cost of £325. (this price includes registration fee, annual multiple product licence and annual audit fee)\*\***

**If you have questions regarding the application process please contact BFRC on Tel:  
020 7403 9200**

BFRC Authorised Retailer Scheme - Guidance, Approval and Application. Revision 5 March 2010

**BFRC Authorised Retailer - Approval Form**

(To be completed by the Licence holder.)

**Licence holding company name:**.....Oxford Trade Frames Ltd  
**Licence holding company address:** 6 &7 Brent Mills Business Park  
South Brent  
Devon  
TQ10 9YT

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**Licence holding company representative:**

Name:..Andrew Agar  
Position: Managing Director  
Tel:.....01364 72988  
Fax:.....01364 73062  
Email: enquiries@oxfordtradeframes.com

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**Authorised Retailer company :**

**Authorised Retailer company address:**

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**Authorised Retailer company representative:**

Name:  
Position:  
Tel:  
Fax:  
Email:

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**Product details:**

Licence number of product being supplied :1859,1860

Will the licence holder be supplying the window glazed: **no**

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Signed on behalf of the BFRC Licence holding company.....

Please printed name:.....Andrew Agar.....

Date:.....01/09/2010.....

Please send this completed application form (where appropriate along with a copy of the licensed product's simulation report and sealed unit manufacturers BS EN 1279 documentation) to;

British Fenestration Rating Council,  
54 Ayres Street.

London  
SE1 1EU

BFRC Authorised Retailer Scheme - Guidance, Approval and Application. Revision 5 March 2010

**BFRC Authorised Retailer - Application Form**

(To be completed by the Authorised Retailer applicant)

**Applicant details**

**Company Name:**

**Company Address:**

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**Company Director:**

(Shown on BFRC website)

Name:

Position:

Fax:

Email:

**Company Technical Representative:** As above.

Name:.....

Position:.....

Tel:.....

Fax:.....

Email:.....

**Company Finance Representative:** As above.

Name:.....

Position:.....

Tel:.....

Fax:.....

Email:.....

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**Company Invoice Address and Contact Details**

(Only if different from above details). .....

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**Details to appear on label:**

Company name:

Window Description: (To be the same as licensed product) See relevant label

Identifying name for window: As per the description on the relevant label.

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**Licensed Product details**

Name of Licence holder: Oxford Trade Frames Ltd

Licence number of product: 1859,1860

Will the licence holder be supplying the window glazed: **no**

If a licence holder is supplying an unglazed product, the Authorised Retailer must supply the sealed unit specification with this application form. The Authorised Retailer is responsible for sourcing an identical IGU. The applicant will be required to sign an 'Authorised Retailer' licence agreement.

**Specification of IGU required for license number(s): 1859**

Outer pane :4mm Low Iron  
Inner pane:4mm Planitherm Total +  
Cavity dimension(s):20mm  
Cavity gas: 90 % Argon  
Spacer bar: Edgetech superspacer  
Primary sealant N/A  
Secondary sealant: Butyl hot melt secondary seal  
Secondary sealant depth5mm

Sealed units must be manufactured in accordance with BS EN 1279 pt 5.

3<sup>rd</sup> party test evidence / certification or a CE marking declaration will be required from the IGU manufacturer.

**Specification of IGU required for license number(s): 1860**

Outer pane :4mm Clear  
Inner pane: 4mm Planitherm Total +  
Cavity dimension(s):20mm  
Cavity gas: 90% Argon  
Spacer bar: Edgetech Superspacer  
Primary sealant N/A  
Secondary sealant: Butyl hot melt secondary seal  
Secondary sealant depth 5mm

Sealed units must be manufactured in accordance with BS EN 1279 pt 5.

3<sup>rd</sup> party test evidence / certification or a CE marking declaration will be required from the IGU manufacturer.

**Details of IGU supplier** (only if the licensed product is supplied unglazed)

Name:  
Address:  
Tel:  
Fax:  
Email:

Name:  
Address:  
Tel:  
Fax:  
Email:

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**Applicant signature:**.....

**Date:**...../09/2010.....

Please send this completed application form (where appropriate a copy of the licensed product’s simulation report and sealed unit manufacturers BS EN 1279 documentation should be included) to your chosen Independent Agency and the BFRC;

**British Fenestration Rating Council,  
54 Ayres Street.  
London  
SE1 1EU**

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