



Ready to Burn Application Form

Certified by Woodsure Ltd

Woodsure Ltd is the DEFRA appointed Certification Body to administer the Ready to Burn Scheme as recognised in The Air Quality (Domestic Solid Fuels Standards) (England) Regulations 2020.

Section 1: Business Contact Details

Details of main contact. This address and associated contact details will be shown on the Ready to Burn website.

* Indicates required field

* Business / Trading Name:			
* Responsible Person:			
Approved Contact: <i>(who can discuss but not make changes to your registration)</i>			
* Business Address:		* Postcode:	
* Main contact number:		Second contact number <i>(optional)</i> :	
* Email:			
Website:		* Distribution: <i>(circle as appropriate):</i>	Local OR National
* Type of Business:	Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Local Authority <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Charity <input type="checkbox"/> Other <input type="checkbox"/>		

Section 2: Fuel Sales

Please only tick the fuels that you produce and supply. We can ONLY certificate fuels that have a valid laboratory test.

* PRODUCT SOLD	Bulk firewood	<input type="checkbox"/>
	Grab/bagged firewood	<input type="checkbox"/>
	Briquettes	<input type="checkbox"/>
	Woodchip	<input type="checkbox"/>
	Pellets	<input type="checkbox"/>

* HOW DO YOU SELL?	Direct to end user	<input type="checkbox"/>
	Third party <i>i.e. wholesale/retail outlet</i>	<input type="checkbox"/>

Please provide us with actual annual figures for the preceding year

* PRODUCT TYPE <i>(for wood logs)</i>	Seasoned Hardwood	<input type="checkbox"/>
	Seasoned Softwood	<input type="checkbox"/>
	Seasoned Mixed Firewood	<input type="checkbox"/>
	Force Dried Hardwood	<input type="checkbox"/>
	Force Dried Softwood	<input type="checkbox"/>
	Force Dried Mixed Firewood	<input type="checkbox"/>
	Kindling	<input type="checkbox"/>

* ACTUAL ANNUAL TOTAL SOLD <i>(fill in as many as applicable)</i>	Loose m ³	
	Stacked m ³	
	Tonnage	

Do you sell under additional Brand Names? Please list below:

BRAND NAMES	PRODUCT SOLD – I.E. FORCE DRIED HARDWOOD

Section 3: Ready to Burn Scheme Fee Structure

All prices listed are inclusive of VAT

CHARITIES AND NOT FOR PROFIT ORGANISATIONS UP TO 300M ³	
One off, new supplier application fee.	£0.00
Annual registration including listing, fuel test and certification	£240.00
TOTAL	£240.00 (inc. vat)

BUSINESSES UP TO 300M ³	
One off, new supplier application fee.	£0.00
Annual registration including listing, fuel test and certification	£300.00
TOTAL	£300.00 (inc. vat)

BUSINESSES OVER 300M ³	
One off, new supplier application fee.	£122.40
Annual registration including routine site audit, listing, fuel test and certification	£385.20
TOTAL	£507.60 (inc. vat)

READY TO BURN VOLUME RELATED FEES ⁽⁴⁾	
It is a scheme requirement that checks are undertaken throughout the year to verify certified woodfuel remains dry and on sale with the correct information. Additional fee based on volume of sales in loose m ³ under the Ready to Burn certificate brand	See table below

Please note: Point of sale check fees will be invoiced separately once your application has been approved.

Businesses offering woodfuel direct to customers only (*web sales, collection or delivery*):

Size of operation (number of declared sales including bagged firewood and bulk deliveries in loose m ³) – per annum	Total cost of sample checks – inc VAT, per annum
Up to 600m ³ *	covered under annual fees above
Up to 2,000m ³	£134.40
Up to 3,500m ³	£232.80
Up to 8,500m ³	£550.80
Up to 20,000m ³	£795.60
Up to 40,000m ³	£1,224.00
Over 40,000m ³	Please contact us for a quote

Businesses offering woodfuel through a third party (*e.g. Wholesale, Retailers and Suppliers*):

Size of operation (number of declared sales including bagged firewood and bulk deliveries in loose m ³) – per annum	Total cost of sample checks – inc VAT, per annum
Up to 600m ³ *	covered under annual fees above
Up to 2,000m ³	£268.80
Up to 3,500m ³	£465.60
Up to 8,500m ³	£1,101.60
Up to 20,000m ³	£1,591.20
Up to 40,000m ³	£2,448.00
Over 40,000m ³	Please contact us for a quote

Form prices shown are correct at the time of print – please see our live price list at www.readytoburn.org/price-list.

Section 4: Business Procedures Declaration


This confirms you understand what is expected as a Ready to Burn certified fuel supplier.

<p>* Confirmation that you have a process in place to check moisture content <i>This would normally be demonstrated by recording moisture meter readings.</i></p>	<input type="checkbox"/>
<p>Ready to Burn certification does not supersede other legislative requirements to sell wood fuels. It is the responsibility of you as the supplier to ensure you comply with all other relevant legislation. <i>Provide proof of legality of firewood. This could be but not limited to: felling licence, supplier invoice, customer contract etc. (optional)</i></p>	
<p>It is recommended to have a system in place to deal with customer complaints <i>Provide proof you have a system in place to deal with customer complaints (optional)</i></p>	
<p>It is recommended to have Public and Product Liability Insurance <i>This is not mandatory but we highly recommend you have insurance in place (optional)</i></p>	

Section 5: Declaration

In order to maintain Ready to Burn certification, we must hold business data which relates to the information provided in this document. You can unsubscribe from communications relating to your registration at any time by emailing: hello@woodsurre.co.uk.

<p>I agree to Woodsure visiting all depots to be included in the scheme by prior arrangement and will answer any questions and provide documentation as requested by Woodsure. All information and documentation received will be treated as confidential.</p>	<p>* <input type="checkbox"/></p>
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<p>By signing this form, I confirm that all the information provided is accurate and that I have read and agree to the Terms and Conditions for participation.</p>	<p>Read the Terms and Conditions for Participation:</p>						
<p>Responsible Person</p> <table border="1"><tr><td>Name:</td><td>Signature:</td><td>Date:</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Name:	Signature:	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name:	Signature:	Date:					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

Ready to submit your application?

- Are all sections complete and is the declaration signed by the Responsible Person?
- Have you provided your process for checking moisture content? Don't forget we need to see this personalised with your business details, relevant to the fuels you are applying for.

What happens after I apply?

- 1) Once complete, please submit this application to support@woodsurre.co.uk for our Business Development team to review.
- 2) If we need additional information, we will get in touch within 48 hours, otherwise your application will be processed and an audit requested (if applicable).
- 3) You will undergo an audit (if applicable) with your local auditor.
- 4) Upon completion of processing, we will complete a final quality check and submit your application for technical review. You will receive a welcome email once your application has been approved with your business certificate. Your bespoke Ready to Burn logo(s) will follow.

Need some support? Please get in touch with our Business Development team on **01684 215268** or via support@woodsurre.co.uk. We are here to help Monday to Thursday 8:30am to 5pm and Fridays 8:30am to 4:30pm.



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www.woodsurre.co.uk

support@woodsurre.co.uk

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