**Guidance to Applicants**

Please read the following guidance before completing this application form as doing so may help to avoid any unnecessary delays and costs that may be incurred as a result of us receiving partially or incorrectly completed forms.

This questionnaire is designed to help us provide quotations tailored to your specific requirements. Only applicants wishing to apply for LPCB approval and Red Book listing of buildings and built infrastructure assets to SABRE (LPS 2082) should complete this form.

Please complete one copy of this questionnaire for each facility you wish to register, be approved and listed in the Red Book.

Once completed, please return the completed application form(s) to us at the address provided in Section 8.

Copy of the Terms and Conditions referred to in Section 8 of this application form can be found online at [www.redbooklive.com](http://www.redbooklive.com).

Please do not hesitate to contact us if you have any queries or require assistance completing this form as we are unfortunately not able to process applications based on partially completed forms or supporting information.

**Who Can Apply**

Applications to register a facility under the SABRE scheme must be made by a party authorised by the facility Responsible Person(s). In the majority of cases, the Responsible Person(s) will be the owner(s) and/or occupier(s) of the facility.

However, it is recommended this application form is completed and submitted by a SABRE Registered Assessor who will be trained on the SABRE application process. The directory of SABRE Registered Assessors is found at [www.redbooklive.com](http://www.redbooklive.com).

**Assessment and Certification Fees**

This application form acts as a request for a quotation to register a facility. The quotation arising from this application will cover the following:

* Registration and QA audit fees.
* Fees associated with the pursuit of Innovation Credits.
* Certification and Red Book Listing fee (payable subject to a successful assessment by a Licensed SABRE Assessor).
* Renewal of Certification and Red Book Listing fee (applicable to In-Use facilities only).

The quotation will not cover fees associated with the assessment of the facility to the requirements of SABRE. Quotations for assessment must be obtained from a SABRE Registered Assessor. The directory of SABRE Registered Assessors is found at [www.redbooklive.com](http://www.redbooklive.com).

# Registered Assessor Information (if appointed)

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor Reg. No. |  | | |
| Company name |  | | |
| Company address |  | | |
| Telephone |  | Fax |  |
| E-mail address |  | Website |  |

# Facility Owner Information

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | | |
| Company address |  | | |
| Telephone |  | Fax |  |
| E-mail address |  | Website |  |
| Contact name |  | Position |  |
| Contact e-mail address |  | Contact telephone |  |

# Facility Occupier Information (if known/applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Same as Owner? | Yes / No | | |
| Company name |  | | |
| Company address |  | | |
| Telephone |  | Fax |  |
| E-mail address |  | Website |  |
| Contact name |  | Position |  |
| Contact e-mail address |  | Contact telephone |  |

# Application Type

For In-Use Facilities, there are two types of assessment and certification:

|  |  |
| --- | --- |
| **In-Use (Initial):** | Where the Applicant seeks SABRE certification for an In-Use facility not currently certified under the SABRE scheme. |
| **In-Use (Renewal):** | Where the Applicant seeks re-certification for an In-Use facility already certified under the SABRE scheme (e.g. where the existing certification is expiring). |

For New Facilities, applicants may target one or more of the following levels of assessment and certification:

|  |  |
| --- | --- |
| **Design (Interim):** | Where the Applicant seeks SABRE certification for a New Facility based on design stage information only. |
| **Shell & Core (Interim):** | Where the Applicant seeks SABRE certification for the shell and core of a New Facility only based on as-built information. |
| **As Built (Full):** | Where the Applicant seeks a SABRE certification for a New Facility including fit‑out based on as‑built information. |

Please tick the relevant boxes below, according to the type of certification being targeted.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In-Use | Initial | | | | | | |  |
| Renewal. | | | | | | |  |
| Current SABRE certificate no. | | |  | | | |
| New Facility | Please mark one or more indicating the stage(s) of certification being sought: | | | | | | | |
| 1. Design Stage (Interim) Certification | | | | | | |  |
| 1. Shell and Core Stage (Interim) Certification | | | | | | |  |
| 1. New Facility Assessment and Certification | | | | | | |  |
| Target SABRE Rating[[1]](#footnote-1) | No Target | Acceptable | Good | | Very Good | Excellent | Outstanding | |

# Facility Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Facility Name |  | | | | |
| Approx GIA (m²) |  | | No. of Floors |  | |
| Facility Address |  | | | | |
| Use Type (mark all that apply) | Commercial | Office | 1. General Office (Grade A-C) | |  |
| Laboratories | 1. Laboratories of all grades and associated office accommodation | |  |
| Industrial | 1. Warehousing, and distribution | |  |
| 1. Processing, manufacturing, servicing and maintenance | |  |
| 1. Exploration and extraction | |  |
| Retail | 1. Shop units | |  |
| 1. Retail park/complex, shopping malls | |  |
| 1. Restaurants, cafes, takeaways and drinking establishments | |  |
| 1. Showrooms | |  |
| 1. ‘Over the counter’ service providers e.g. high street banks, estate agents, betting offices | |  |
| 1. Service stations | |  |
| Public  (Non-residential) | Education | 1. Crèche and pre-schools, | |  |
| 1. Schools (Primary & Secondary) | |  |
| 1. Colleges and higher education | |  |
| Healthcare | 1. Hospitals | |  |
| 1. Surgeries, health centres, clinics | |  |
| Assembly | 1. Cinema / theatre | |  |
| 1. Concert hall, music venue | |  |
| 1. Exhibition / conference centre | |  |
| 1. Sports complex, fitness and recreation centres | |  |
| 1. Open air venues | |  |
| Institutions | 1. Art galleries, museums and archives | |  |
| 1. Libraries | |  |
| 1. Day centres, civic and community centres | |  |
| 1. Places of worship | |  |
| Use Type (mark all that apply) | Utilities | Communications | 1. Data centres | |  |
| Energy | 1. Storage & Distribution | |  |
| 1. Generation | |  |
| 1. Control | |  |
| Water | 1. Storage & Distribution | |  |
| 1. Extraction / Production | |  |
| 1. Control | |  |
| Transport | Aviation | 1. Airports / airfields | |  |
| 1. Information and communications infrastructure | |  |
| Maritime | 1. Ports and harbours | |  |
| 1. Information and communications infrastructure | |  |
| Surface Transport | 1. Structures | |  |
| 1. Information and communications infrastructure | |  |
| Residential | Multi-residential  (Long Term) | 1. Private Dwellings | |  |
| 1. Care Homes | |  |
| 1. Sheltered Accommodation | |  |
| 1. Residential Education Facilities | |  |
| 1. Military Barracks | |  |
| Multi-residential (Short Term) | 1. Hotels & Resorts | |  |
| 1. Residential Training Centres | |  |
| Bespoke (please describe) | |  | |  |

# Conflicts of Interest Declaration

Please detail below any conflicts of interest that may exist, or may develop, during the assessment process along with the proposed measures to be taken to mitigate those conflicts[[2]](#footnote-2).

|  |
| --- |
|  |

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# Information Security

Are there any known information security requirements defined by the client with which BRE Global (as the quality assurance and certification body) will need to comply? If so, please specify the requirements below.

|  |
| --- |
|  |

# Declaration

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I hereby confirm:   1. The information contained in this document has been reviewed to ensure that it is fully complete and correct. 2. Acceptance of PN101 ‘Term and Conditions’.   Please note, the certification process is described in PN110 and procedures for handling of complaints and appeals are described in PN100.   1. Acceptance of PN103 ‘Rules and Guidance for use of the LPCB Certification Marks’. 2. Acceptance of PN713 ‘Rules and Guidance for use of the ‘SABRE Badge of Recognition’. 3. We have read the relevant standards and scheme documents relating to the approval and Red Book listing of SABRE compliant facilities. 4. This application has been submitted with the authorisation of the Facility owner named in Section 2. | | | | | | |
| Invoices arising from this application shall be addressed and sent to the following party, as described on Page 2 (please mark one):  The Registered Assessor  The Facility Owner  The Facility Occupier  Other  *(if other, please provide name and address details below)* | | | | | | |
| Contact name | |  | | | | |
| Company name | |  | | | | |
| Company address | |  | | | | |
| Telephone | |  | | | | |
| E-mail address | |  | | | | |
| Signed by: | | | | | | |
| Name: |  | | Signature: |  | Date: |  |

Please submit the completed application together with copies of all associated documents to SABRE, BRE Global, Garston, Watford, WD25 9XX.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BRE Global Use Only | | | | | |
| Reviewed by |  | Date |  | Accepted? | Yes / No |
| Details of action taken if not accepted | | |  | | |

1. The Applicant should indicate the SABRE Rating that they aspire for the facility to achieve, if known. This is for information gathering purposes and does not prevent the facility from achieving a higher rating than the target rating upon certification. [↑](#footnote-ref-1)
2. It is the responsibility of the Registered SABRE Assessor to notify BRE Global of any potential conflicts of interest (and associated mitigation measures) that arise following registration of the facility. [↑](#footnote-ref-2)