

Building Compliance
Design & Testing

Version 1.5
December 2025

Trade Credit Account Application Form

ATSPACE

DELIVERING BEYOND COMPLIANCE

Your business details

Company/trading name			
Limited company name (if different)			
Company address			
Length of time at this address	years	months	Postcode
Telephone number		Mobile number	
Email address			
Type of company	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited company <input type="checkbox"/> LLP <input type="checkbox"/> PLC <input type="checkbox"/> Other, please specify:		
Number of employees	<input type="checkbox"/> 0-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-199 <input type="checkbox"/> 200+		
Name of main purchaser		Telephone number	

Limited companies only

Company registration number		Date of incorporation	
Parent company			
Credit limit required		Payment terms required	<input type="checkbox"/> 30 days

Sole proprietor's/partner's/director's details

Name			
Home address			
Postcode		Date of birth	
Telephone number		Mobile number	
Previous address if lived at current property for less than 3 years		Postcode	
Name 2			
Home address			
Postcode		Date of birth	
Telephone number		Mobile number	
Previous address if lived at current property for less than 3 years		Postcode	
Name 3			
Home address			
Postcode		Date of birth	
Telephone number		Mobile number	
Previous address if lived at current property for less than 3 years		Postcode	

Credit services use only			
Sales person's name			
Account name			
Credit limit amount approved		Payment terms approved	<input type="checkbox"/> 30 days
Signed for ATSPACE			

Builders merchant reference 1		Builders merchant reference 2	
Company name		Company name	
Company address		Company address	
Postcode		Postcode	
Telephone number		Telephone number	
Email address		Email address	
Credit limit	£	Credit limit	£

Invoicing			
Main contact for invoicing enquiries			
Name		Telephone number	
Address (if different from company address)		Postcode	
Email address			

Bank details			
Bank name			
Address			
		Postcode	
Account number		Sort code	

Sole proprietor's/partner's/director's details	
<input type="checkbox"/> Small builder: 1-5 builds per year	<input type="checkbox"/> Energy services
<input type="checkbox"/> Medium builder: 5-15 builds per year	<input type="checkbox"/> Local authority
<input type="checkbox"/> National house builder	<input type="checkbox"/> Compliance testing services
<input type="checkbox"/> Architect	<input type="checkbox"/> Contractual services
<input type="checkbox"/> Building control	<input type="checkbox"/> Other (please specify)

Return address and proof of identification

Please complete all sections and return to:

ATSPACE
Unit 3 & 4
The Cokenach Estate
Barkway
Royston
Hertfordshire SG8 8DL

Please supply one of the following as proof of identification:

Limited company
Company letterhead

Sole traders/Partnerships
Proof of home address: bank, building society or credit card statement, or a recent utility bill

Director(s) declarations

I/We, the undersigned, apply to ATSPACE Ltd for credit facilities and declare that the information given above is accurate. I/We agree to trade on ATSPACE Ltd's Terms and Conditions of Sale or Hire (as applicable at the date of the transaction) and confirm that I/We have read the Terms and Conditions of Sale contained in this form.

Parent / Group Company Liability (where applicable)

In consideration of ATSPACE Ltd granting credit facilities, the Applicant and any Parent Company named on this application agree that the Parent Company guarantees the Applicant's obligations and that the Applicant and Parent Company shall be jointly and severally liable for all monies due to ATSPACE Ltd, including any interest, charges and costs of recovery. ATSPACE Ltd reserves the right to terminate this Agreement for credit forthwith without notice upon a breach by the customer of any Terms and Conditions, and all amounts then outstanding will become due forthwith. Thereafter, interest will be charged on a daily basis until the account is paid in full. Furthermore, I/We, the undersigned, agree that in the event of any default or non-payment of outstanding debts, the directors of the company will personally guarantee the payment of any outstanding amounts.

Applicant (company) – authorised signatory 1		Applicant (company) – authorised signatory 2	
Signed		Signed	
Name (print)		Name (print)	
Position		Position	
Date		Date	
Parent company (if named above) – authorised signatory			
Signed			
Name (print)		Company	
Position		Date	

If you open an account we may search the files of credit reference agencies who will record the search, and we may share that information about the way in which you conduct your account with other lenders and with credit reference agencies. If you do not wish us to carry out such a search then please do not complete this form. We may need to disclose your information to our agents. We will record your purchasing preferences and may use your information for marketing. We may pass your information to our group companies or other carefully selected third parties and we, or they may wish to contact you with offers of goods or services which may interest you. We will only do this if you do not object below to us doing so.

Under the Data Protection Act, you have the right to apply for a copy of the information we hold on you (for which we may charge a small fee) and to correct any inaccuracies. Due to training requirements some telephone calls may be monitored.

Final check

Before posting your completed application form, please check the following:

- ☐ You have enclosed proof of identification
- ☐ You have indicated your required credit limit
- ☐ You have provided builders merchant references
- ☐ You have signed the declaration

What happens next?

Once your application has been processed, normally five working days, we will provide you with written confirmation of your credit limit and account number. This will confirm that your account has been activated and is ready for immediate use.

For any enquiries relating to this form, please call 0345 6465 454.

Terms and Conditions

Definitions

1.1. The Company shall mean ATSPACE Ltd and, where the context permits, its employees, agents, or subcontractors. The Client shall mean any person, firm, or corporate body that instructs or is co-sponsor with The Company to carry out test investigations, research, or similar work. Equipment shall mean plant, machinery, or other devices of any kind in respect of which The Company undertakes to carry out tests, make investigations, or issue reports, certificates, information, or advice.

General Terms

2.1. All research, testing, services, or projects of any kind (hereinafter referred to as The Project) carried out by ATSPACE Ltd (ATSPACE) is carried out subject to the following terms and conditions. Acceptance of any proposal or placement of an order by a Client of ATSPACE (the Client) shall be deemed to include the acceptance of these terms to the exclusion of any other terms.

2.2. These conditions shall apply to all work undertaken by The Company for the Client, and no additions or variations to these conditions shall apply unless agreed in writing. Suppose the Client is an agent acting on behalf of a principal. In that case, the obligations of the Client may be transferred to the principal provided that The Company has agreed in writing to this arrangement before being given instructions to proceed with the work.

Quotations and Orders

3.1. Any quotation by ATSPACE does not constitute an offer, and ATSPACE reserves the right to withdraw or revise the same at any time prior to ATSPACE's acceptance of the Client's order. Prices in quotations are exclusive of duties, taxes, and additional costs arising from delays or extra work required due to the Client's actions.

3.2. Prices quoted or accepted by ATSPACE shall be exclusive of all duties and taxes in respect of The Project and exclusive of any export and/or import duties on any services involved in The Project, all of which shall be paid by the Client. ATSPACE Ltd will charge VAT at 20% (the current prevailing rate) without exception unless the Client provides an HMRC zero-rating certificate or an HMRC letter advising the appropriate rate to be charged.

3.3. Payment shall be made in accordance with these Terms and Conditions. Subject to any special terms agreed in writing between the Client and ATSPACE, ATSPACE shall invoice the Client on or at any time after delivery of the Services. The full price will be requested to be paid upon placing an order unless otherwise agreed in writing between the Client and Supplier. Clients with approved credit accounts within limits shall pay all invoiced amounts within 30 days of the date of ATSPACE's invoice or otherwise in accordance with such credit terms as may have been agreed in writing. ATSPACE reserves the right to withhold certification or reports prior to payment. Receipts for payment will be issued on request. ATSPACE shall have the right to charge interest on overdue accounts at the appropriate rate, pursuant to the Late Payment of Commercial Debts (Interest) Act (1998), at 8% above the Bank of England base rate until payment in full is made, plus an administration charge of £75 plus VAT per letter issued. Failure to make payment within 90 days of the due date may result in the matter being referred to debt collection agents whose charges will be added to and payable with the invoice debt.

3.4. Price Adjustments: If a job has been booked or paid for and is not carried out within 90 days due to delays beyond our control, ATSPACE reserves the right to adjust the price to reflect changes in economic conditions and costs that are beyond our control. We will provide written notice to the Client detailing the reasons for the adjustment and the new price. Clients will have the option to accept the new price or cancel the service with a full refund.

Liability and Risk

4.1. The Company shall exercise all reasonable skill, care, and diligence in the discharge of its duties and in producing any report, certificate, information, or advice. However, The Company shall not be liable for any loss or damage, whether direct or indirect, arising from the use of reports, certificates, information, or advice issued by it.

4.2. The Company shall not be liable for any damage, loss, or expense suffered by the Client due to any delay in carrying out any test, investigation, or consultancy or in issuing any reports, certificates, information, or advice to the Client.

4.3. The liability of The Company for loss or damage to any equipment on its premises by fire, theft, or accident shall be limited to £100 or the cost of manufacturing such equipment if less than £200.

4.4. The Company shall not bear any liability for any damage to the equipment arising from or attributable to tests, investigations, or consultancy undertaken by The Company. The Company shall not be liable for any errors or losses resulting from the Client's failure to clearly identify any equipment submitted for testing.

Work at the Client's Property

5.1. ATSPACE will take reasonable care while working at the Client's property, but the Client assumes all associated risks. The Client gives full and unrestricted permission to ATSPACE for data collection and required testing. ATSPACE reserves the right to refuse to continue with the contract if the property is deemed unsafe, with a cancellation charge payable by the Client.

Intellectual Property and Confidentiality

6.1. The final product of any work developed or arising in the course of carrying out any project for the Client shall remain the property of ATSPACE until full performance or satisfaction of the Client's obligations. The Client shall, except with prior written consent, keep such work confidential and not divulge or use it for the benefit of any other person.

6.2. No report or certificate issued by The Company shall be used in any legal or arbitration proceedings without the consent of The Company except as required by law. No report or certificate shall be published except in whole without prior written permission.

Data Security

7.1. ATSPACE will comply with the Data Protection Act 1998 and similar legislation. Personal data will only be processed to provide email, phone, or postal correspondence between the company and the Client.

Indemnity

8.1. The Client agrees to indemnify ATSPACE against any third-party claims arising from the Client's breach of contract or negligence.

Dispute Resolution

9.1. Any dispute arising from these conditions or the interpretation thereof shall be referred to arbitration by a single arbitrator mutually agreed between the parties or by an arbitrator nominated by the President of the Institute of Arbitrators, in accordance with the Arbitration Act 1950 and English law.

Additional Provisions

10.1. Charges for work shall be in accordance with a quotation submitted to the Client by The Company. In the absence of written confirmation of acceptance, once ATSPACE has visited a site or premise to undertake work, the Client is deemed to have fully accepted these terms and conditions.

10.2. Quotations shall be valid for 60 days from their date of issue unless agreed otherwise.

10.3. Testing will normally be carried out in accordance with the standards laid down by the British Standards Institution or other recognised authority. If such standards are not applicable, testing will be carried out according to a specification agreed before the commencement of the testing.

10.4. All services issue a checklist relevant to the job, which must be adhered to for the test(s) or service to be carried out. Negligence from the Client will incur a retest or abortive fee.

10.5. Once an order is agreed or services are commissioned, ATSPACE reserves the right to not issue refunds. Cancellations or changes made less than 48 hours before an agreed test date will be subject to a 100% cancellation fee.

10.6. Quotations allow for carrying out the test during normal site hours of 08:00-17:00, Monday to Friday. Additional charges will apply for attendance outside these hours.

10.7. ATSPACE will not be responsible for damage caused to finishes or paintwork during the testing process.

Termination

11.1. ATSPACE will be entitled to terminate the contract at any time with good reason, including:

If any matter prevents ATSPACE from acting on the Client's behalf, including a conflict of interest.

If the Client does not settle ATSPACE's invoices in accordance with the agreed terms.

11.2. By instructing ATSPACE, the Client agrees that communication may be made by email, accepting the associated risks.

Liability Limitations

12.1. Except in the case of death or personal injury caused by ATSPACE's negligence, ATSPACE's liability under or in connection with this agreement, whether arising in contract or negligence, breach of statutory duty, or otherwise, shall not exceed £5,000,000 (five million pounds sterling).

12.2. Neither party shall be liable to the other for any indirect or consequential loss, including economic loss or other loss of turnover, profits, business, or goodwill.

Design & planning



Energy Statements



SAP Calculations



SBEM Calculations



Water Efficiency Calculations



Overheating Assessments



Overglazed Extension Calculations



U-value Calculations



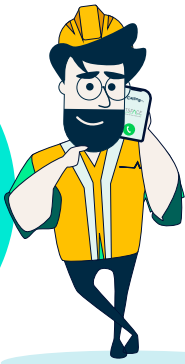
PSI Values



Air Leakage On-site Design Advice



Contact us today, our team are ready to help. Call 0345 6465 454 or email sales@atspaceltd.com



Part-built



Diagnostic Air Leakage Testing



Pre-improvement Sound Insulation Testing



Diagnostic Smoke Testing

Energy certification



New Build/Conversion Domestic EPC Assessment



New Build/Conversion Commercial EPC Assessment



Residential Air Leakage Testing



Commercial Air Leakage Testing



Smoke Shaft Air Leakage Testing



SmartHTC



Passive House Air Leakage Testing



Retrofit Air Leakage Testing



Sound Insulation Testing



Ventilation Flow Rate Testing

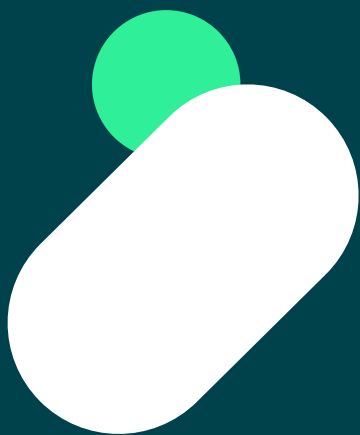


Background Ventilation Testing

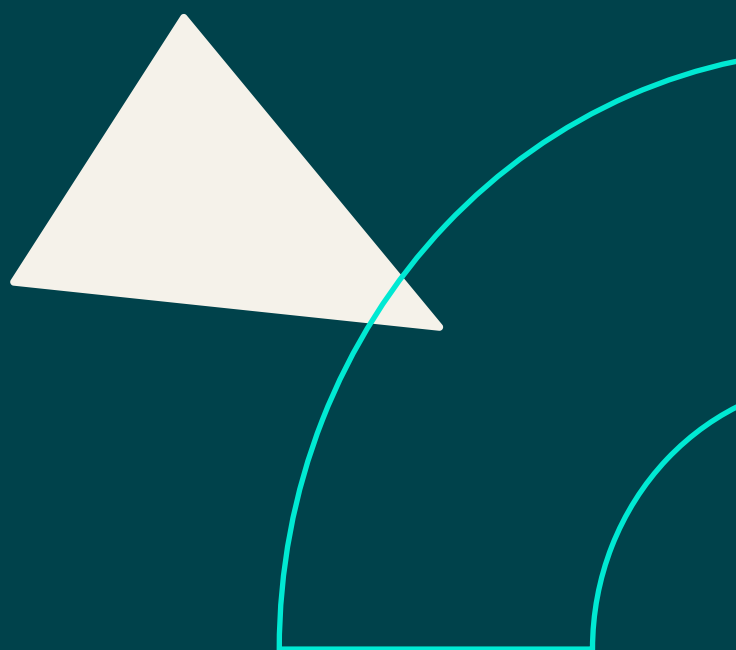
As-built

More than 9,000 companies of all sizes already trust us, including





All your compliance
under one roof.
No sub-contractors.
Just our friendly team.



ATSPACE
DELIVERING BEYOND COMPLIANCE

ATSPACE LTD
0345 6465 454
sales@atspaceltd.com
atspaceltd.co.uk

Unit 3 & 4
The Cokenach Estate
Barkway, Royston
Hertfordshire SG8 8DL