

# APPLICATION FOR PRIVATE MEMBERSHIP OF CIVEA

To: Director General  
The Civil Enforcement Association  
513 Bradford Road  
BATLEY  
West Yorkshire  
WF17 8LL  
**Tel: 0844 893 3922**  
**Fax: 0844 854 6322**



All relevant details must be entered, full postcodes given for all addresses and continuation sheets used and attached where there is insufficient space.

Membership applications will be considered at the next available meeting of the Executive Council of the association following receipt of the completed application form and necessary accompanying documentation.

## Section 1 – Personal Details

Full Name: .....

Any previous names used (Maiden, deed poll etc):

.....

Current Home Address: .....

.....

.....

Home E-mail: .....

Home Tel: .....

Years at this address: ..... (if less than 10 years, please complete section 2)

I am (please tick): Self-Employed  (complete section 3) Employed  (complete section 4)

Current Business Name and Address: .....

.....

Telephone: ..... Fax: .....

Business E-mail: .....

Years at this address: ..... (if less than 10 years, please complete section 2)

Which details should the association use to contact you (please tick)? Home  Business

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## Section 2 – Previous Addresses during past ten years

Indicate whether Home (H) or Business (B) and dates from and to:

.....  
.....  
.....  
.....

## Section 3 – Self-Employed Applicants

Name of your business and your full trading name (if different)

.....

Years trading as this business: ..... (if less than 10 years, complete section 5)

I am a: Sole Proprietor  Partner  (tick as appropriate)

If you are a Partner, give the full names of the other Partners: .....

.....  
.....

## Section 4 – Employed Applicants

Name of Employer: .....

Names of associated businesses or trading names: .....

.....

If a limited company, address of registered office: .....

.....

Full names of Proprietors, Partners or Directors: .....

.....

Number of years employed: ..... (if less than 10 years, complete section 5)

## Section 5 – Previous Employment/Self-Employment during past 10 years

Name and address of business, your position on leaving and dates from and to:

.....  
.....  
.....

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## Section 6 – Type of Work Undertaken

Tick all that apply:

Auctioneer

Bailiff Services

Enquiry Agent

Estate Agent

Process Serving

Sheriff's Officer

Other  (please state) .....

## Section 7 – Professional Information

Delete or complete as appropriate:

Do you hold a bailiff certificate? YES / NO If YES, name of issuing court: .....

Date of expiry: ..... I have held a bailiff certificate continuously since: .....

I have never been refused a bailiff certificate or had one revoked? **YES / NO**

If NO give details of where, when and reason for refusal or revocation: .....

.....

I have previously applied for membership of CIVEA, ESA, ACEA or the CBA? **YES / NO**

If YES give details including date(s): .....

I have never had a court judgment made against me: **YES / NO**

If NO, give details: .....

I have never been served with a statutory notice under the Insolvency Act 1986: **YES / NO**

If NO, give details: .....

I have never been convicted of a criminal offence: **YES / NO**

If NO, give details including date(s): .....

Details of other professional bodies to which you belong or have applications pending: .....

.....

I have never had a financial claim against my bailiff bond awarded by a court: **YES / NO**

If NO, give details including court(s) and date(s): .....

## Section 8 – References

Give the names and addresses of two professional references:

.....

.....

.....

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## Section 9 – Sworn Statement to be signed by EVERY applicant

Number of continuation sheets attached to this application: ..... (Every continuation sheet must be signed and dated by the applicant and forms an integral part of this application).

- I hereby apply for private membership of CIVEA
- I give the association my unqualified consent to investigate and make any enquiries for the purpose of ascertaining my suitability for admission as a private member
- I undertake that the details I have given in this application are true and accurate to the best of my knowledge and belief
- I understand that should any information that I have supplied in this application is found to be inaccurate or false then this application will be rendered void and my membership subject to cancellation and any subscription paid forfeit at the absolute discretion of the association's Executive Council
- I understand that admission to membership of the association is subject to reference checks, approval by the membership and is at the absolute discretion of the Executive Council of the association
- If accepted as a private member of the association I undertake to abide by CIVEA's Rules and Code of Conduct and any additional professional standards introduced by CIVEA, which apply at the time
- I understand that failure to conform to those Rules, Code and standards, if I act illegally, or if it is believed that I have brought the civil enforcement profession into disrepute I may be subject to disciplinary proceedings under the Rules of the association
- I understand that any bailiff bond issued by CIVEA becomes invalid if my membership ends, for whatever reason
- I undertake to reimburse CIVEA in respect of any award, whether compensation, costs or expenses, awarded to a complainant or HMCTS, by a court against a bailiff bond issued by the association, following a form 4 complaint in accordance with the rules of the association
- I undertake to pay the subscription annually and in full by the due date
- I understand that as a private member I am not entitled to use the CIVEA logo on any website or business correspondence nor imply that any business with which I am associated is a member of CIVEA
- I declare that I am the holder of a current bailiff certificate and understand that if that certificate lapses or is revoked my membership would cease with immediate effect

Signed ..... Date .....

**Enclose the following papers, which should be originals or true copies of the original, with this application form:**

- Searches from the Registry of County Court Judgments against your name and your trading name(s) for all addresses during the past 5 years.
- Copy of your current Bailiff Certificate
- Reference from your employer (if employed)
- Sample letterhead used by your business

## **APPLICATION FOR PRIVATE MEMBERSHIP OF CIVEA**

- Sample forms used by your business: these must include Notices of Bailiff's Visits (where no levy is made), Notices of Seizure, Walking Possession Agreements, Removal Inventories and Removal Charge Forms.
- Copy of professional indemnity insurance cover.
- Annual subscription of £360: Cheque to be made payable to 'CIVEA'