

Application for Certificate to act as an enforcement agent

Please complete this form in BLOCK CAPITALS and send it to the Civil National Business Centre, 4th Floor, St. Katharine's House, 21–27 St. Katharine's Street, Northampton NN1 2LH

Are you applying for (✓ as appropriate)

- A first certificate to act as an enforcement agent
 A renewal of a certificate to act as an enforcement agent

If you are applying to renew your certificate please provide the name of the court where your certificate was granted and the expiry date.

Name of court

Expiry date

Part 1

1. Full name

Date of birth

2a. Home address

Phone No.

2b. Principal place of business

Phone No.

2c. Which address is to be used for the purposes of this application?

Business Home

3a. Have you ever applied for and been refused or had cancelled a certificate to levy distress or act as an enforcement agent?

Yes No

3b. If Yes, please answer the following questions

Court to which the application was made

Date the application was refused

or

Court at which the certificate was cancelled

Date of the cancellation

4a. Are you self employed?

Yes

No

If Yes, please provide the name and address of the company named on your bond

Company name

Company address

If Yes, please provide the names of any companies that are not listed on your bond but for which you may act as an enforcement agent.

If you are employed by a firm or company please provide the following

Name of company

Full names of all principals or directors

Full name of secretary

Business office and registered office address(es) where appropriate

4b. Are you employed as an agent in any other type of organisation?

Yes

No

(e.g. Local Authority)

If Yes, please give the title of the organisation and address

Full names of persons responsible for management of taking control of goods

Full name(s) and address(es) for all persons authorised to accept notices

5. Do you hold a licence under the Consumer Credit Act 1974?

Yes

No

If Yes, please give reference number of licence

6. A certificate cannot be issued to any person who carries on the business of buying debts. If the business in which you would be employed is in the business of buying debts, give full details here.

7. What is the nature, and the general purpose, of the business in which you are engaged?

Part 2

8. Have you been convicted of any offence?

In your answer to this question, you are not required to disclose convictions that are spent in accordance with the Rehabilitation of Offenders Act 1974. Yes No

If Yes, please state

Date of conviction

Place of conviction

In support of your answer (Yes or No), you must exhibit a certified copy of a criminal conviction certificate, a criminal record certificate or an enhanced criminal record certificate relating to you that has been issued pursuant to Part V of the Police Act 1997. The certificate must not be more than one month old.

You must submit this at the County Court hearing centre on the day of your application hearing.

9. Have you, as an individual or a partner of a firm had:

a statutory demand served upon you under the Insolvency Act 1986? Yes No

a bankruptcy order made against you? Yes No

an order made against you and not been discharged from bankruptcy? Yes No

If Yes, give full details below

10. Have you, as a director or secretary of a company or when responsible for the management of affairs of any organisation, within the last 3 years, had an administrator or administrative receiver or manager appointed, had a winding up petition presented to a court, or passed a resolution for voluntary winding up?

Yes

No

N/A

If Yes, give full details below

11. Have you ever had judgment entered or order made against you either in the High Court or in the County Court?

Yes

No

In support of your answer (Yes or No) you must exhibit a certified copy, not more than a month old, of the result of a search of the Register of Judgments, Orders, Fines and Tribunal decisions against your full name and your home and business addresses for the last six years. You must submit this with your application form.

Part 3

The judge can only grant a certificate if satisfied that you are a fit and proper person and have a sufficient knowledge of the law of debt enforcement.

12. Please give any information below which may assist the judge in considering your case, for example

- evidence of achievement of qualification on debt enforcement*
- previous employment record*
- evidence of continuous professional education*

* enclose certified copies of these qualifications or any other documents which may assist the judge

13. You must also provide two references one of whom may be your employer or an approved officer of the Civil Enforcement Association or the High Court Enforcement Officers Association, one of whom must know of your knowledge of the law of taking control of goods and previous experience of debt enforcement. Details of the referees should be given below and you must ensure that the two references are submitted with this application.

First referee

Name

Second referee

Name

Address

Address

Your application can be heard 38 days after the notice is exhibited.

Part 4

I enclose

- a. certified copy of the result of a search of the Register of Judgments Orders, Fines and Tribunal decisions Yes
- b. two references Yes
- c. two passport size photographs of myself Yes
- d. the fee of £..... Yes
- e. copies of the prescribed forms which I intend to use when taking control of goods
 - (i) notice of enforcement (required by Regulation 7) Yes
 - (ii) controlled goods agreement (required by Regulation 15) Yes
 - (iii) warning of immobilisation (required by Regulation 16(3)) Yes
 - (iv) notice of re-entry (required by Regulation 26) Yes
 - (v) notice after entry or taking control of goods on a highway and inventory of goods taken into control (required by Regulation 30) Yes
 - (vi) notice of removal for storage or sale (required by Regulation 32) Yes
 - (vii) inventory of goods (required by Regulation 33) Yes
 - (viii) notice of sale (required by Regulation (39) Yes
 - (viii) notice of abandonment (required by Regulation 47(3)) Yes

If you do not provide the information listed above with a completed application form, your application will not be considered and will be returned to you.

Part 5

The number of County Court hearing centres at which your application can be heard is limited to those listed below. You will be required to attend the Court.

London

Central London

Midlands

Birmingham
Northampton
Nottingham
Worcester

North-East

Gateshead
Kingston Upon Hull
Middlesbrough
York

North-West

Burnley
Liverpool
Manchester

South-East

Brighton
Chelmsford
Dartford
Hertford
Norwich
Oxford

South-West

Bristol
Plymouth
Southampton

Wales

Caernarfon
Cardiff
Swansea
Wrexham

Please write the name of the County Court hearing centre, from those listed above, at which you would like your application hearing to take place.

Part 6 Statement of truth

I understand that proceedings for contempt of court may be brought against a person who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

I believe that the facts stated in this application and any attached sheets are true.

Sign by the applicant

Date

Day

Month

Year

A To be completed by the Civil National Business Centre

The applicant has filed the documents set out in part 4 Yes

B To be completed by the court on the day of the hearing

The applicant has filed at court on the day of the hearing a bond totalling £10,000 Yes

or

If the applicant is applying to reissue their certificate - there is already a subsisting bond totalling £10,000 lodged in the County Court and I verify that it is on file Yes

and

A certified copy, not more than a month old, of a criminal conviction certificate, criminal record certificate or an enhanced criminal record certificate made against the applicants full name and home address Yes