

Guide to the completion of the WRAS Application Form for Secondary Product Approval (WRAS.Appr-202F3 “F3”)

WRAS Secondary Product Approval Application Form

Overview of changes:

The Application form for Secondary approvals has been updated to provide information about the marking that will appear on the product granted a secondary approval. Section 6 allows the applicant to describe the marking that will appear on the product if this is changed from the original primary approval.

The invoicing information section has been moved to the end of the form.

Implementation:

- All applications received after the 1st April 2023 will need to be submitted using the new version (version 4) of the form

F3 Sections 1 & 2: Details of Primary Approval

F3 - APPLICATION FOR A SECONDARY PRODUCT APPROVAL

An approval may be granted, without the need for further testing, where it can be demonstrated that the secondary product/s is/are identical to the primary product/s that possess an existing approval. Such products are usually re-branded and sold by a 'factor' or retailer.

Primary/existing approval holder refers to the company that already possesses the approval.

Secondary applicant refers to the company applying for approval.

** Important * Please be aware that the information detailed in this application will be used by the Scheme to produce your approval documentation and directory listing should your application be successful. Therefore, the Scheme must be notified of any changes to the information detailed in this form.*

1.	PRIMARY APPROVAL/LISTING NUMBER:	
2.	DETAILS OF PRIMARY/EXISTING APPROVAL HOLDER	
	Name of company:	
	Address of company:	

Section 1 and 2 of the F3 identify the approved product that the secondary approval is to be based on, and the Holder of this current approval.

Section 1 requires the Primary Approval number of the product already holding a WRAS approval to be detailed. This number can be found from the WRAS Approval Database: <https://www.wrasapprovals.co.uk/approvals-directory/>

Section 2 is to identify the company name and address of the Holder of the Approval for the approved product. These must be the same as the details included on the WRAS approvals database.

This information is to be completed by the applicant.

F3 Sections 3 & 4: Applicant Details

3.	DETAILS OF SECONDARY APPLICANT	
	Name of company:	
	Address of company:	
	Telephone number of company:	
	E-mail address of company:	
4.	CONTACT DETAILS OF THE INDIVIDUAL RESPONSIBLE FOR THIS APPLICATION	
	<i>NOTE: Approval documents will be sent to the person named in this section unless otherwise instructed.</i>	
	Name:	
	Company:	
	E-mail address:	
	Telephone number:	

Section 3 of the F3 is for identifying the applicant applying for the Secondary Approval.

The applicant is: 'any person, company or other organisation / entity that applies for WRAS Approval in respect of a Product'

These details will used to process the approval and Approval Certificate will be sent to the contact named in section 4

- Section 3 provides information about the Company or Organisation that will hold the Secondary Approval.
- Section 4 details the person who will be the primary contact regarding the application
- All requested information must be provided for the application to be processed.

F3 Sections 5: Primary Holder Permission

5	PERMISSION FROM THE PRIMARY APPROVAL HOLDER IS REQUIRED. <i>THIS SECTION MUST BE COMPLETED BY THE PRIMARY APPROVAL HOLDER</i>	
	Primary approval holder company name:	
	Primary approval holder company address:	
	Secondary/applicant company name:	
	Name and e-mail address:	
	Position in company:	
	I give permission, on behalf of the primary approval holder, for the secondary company (whose details appear below) to apply for a secondary approval. I declare that the secondary products are identical to the primary products in the following respects: water pathways, materials of construction and site & method of manufacture.	
	Signature:	
Date:		

Section 6 of the F3 MUST be completed by the **Primary Approval Holder.**

The information provided must correspond to the information on the issued approval documentation.

The e-mail address of the person completing this section must be included as they will be contacted prior to the approval being granted.

The form must be signed and dated by an authorised signatory of the Primary Approval Holder.

F3 Sections 6: Description of Marking

6.	<p>DESCRIPTION OF PERMANENT MARKINGS PRESENT ON FITTING, E.G. COMPANY LOGO</p> <p>Will the marking on the product be different to that on the Primary Approved Product? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If "Yes" include details of the marking and its location below, or as an attachment.</p> <p>If this is your company Trademark /logo, do you give permission for this to be placed in the public domain on the WRAS website? YES <input type="checkbox"/> or NO <input type="checkbox"/></p> <p>Indicate whether any of the marking is likely to change during the lifetime of the approval, e.g. date of manufacture or cast or ID numbers:</p>
----	--

- In section 6 indicate if the marking of the secondary product will differ to that on the primary approved product.
- If the marking will be different, give a description of the markings present on your product. You will also need to provide details of the location of the marking on the sample.

Note: if the proposed mark is a generic symbol/ text, WRAS may request evidence of where the mark is used to represent the product / brand in the public domain.
- Confirm that if the mark is your trademark and if the image can be placed on the WRAS website. Do this by using the tick boxes supplied.
- Indicate if the markings may change over the lifetime of the approval

F3 Sections 7: Product Details

7.

THE SECONDARY APPLICANT IS REQUIRED TO DECLARE THAT THEY WILL CONTACT WRAS IF ANY MODIFICATIONS ARE MADE TO THE SECONDARY PRODUCTS.

*THIS SECTION **MUST** BE COMPLETED BY THE SECONDARY APPLICANT:*

Model name/s of primary products	Model name/s of secondary products

WRAS may request physical samples to complete the application for a secondary approval. If this is the case, once WRAS have finished with the samples they will kept for a period of 10 days. If required, the collection of samples must be arranged by the applicant. Please note, that it may be necessary for WRAS to dismantle samples for inspection/verification, in some instances this is not possible without damage to the product which WRAS accepts no responsibility for. If neither box below is ticked, or collection is not arranged within 10 days of the approval documents being issued, the samples will be disposed of by WRAS.

Any samples requested by WRAS can be disposed of by WRAS ☐

Any samples requested by WRAS will be collected at our cost within 10 days of notification ☐

Please note all delivery charges, which includes but not restricted to import duty and taxes must be paid by the sender. If WRAS is invoiced for any charges resulting from parcels received, an additional administration fee of £75.00 (plus VAT where applicable) will be applied to the invoice amount and charged to the sender.

Section 7 of the F3 provides information about the product(s) covered by the application

The model codes as described on the primary approval documents should be listed in the left hand column under “Primary Products”

The model codes given to the products to be approved by the secondary approval documents should be listed in the right hand column under “Secondary Products”

In the case that a physical sample of the product is requested please indicate by ticking the appropriate tick box, whether you wish the sample to be returned or disposed of.

An administration charge of £75 will be made to the sender (in addition to the shipping charges) if WRAS is invoiced for charges relating to deliveries. This administration charge will increase if the invoice is not settled promptly.

F3 Sections 7 (Cont.): Declaration

Name and e-mail address:	
Position in company:	
<p>I declare that no modifications to the products named above have been made.</p> <p>All applications for WRAS Approval are subject to the Standard Terms and Conditions of WRAS Product Approval as amended from time to time (Standard Terms of Approval). The current Standard Terms of Approval are available from the WRAS Website www.wrasapprovals.co.uk.</p> <p>I/We have read, understand, and accept the terms applicable to applications for WRAS Approval as set out on the Standard Terms of Approval and agree to the terms of payment.</p>	
Signature:	
Date:	

The second part of Section 7 of the F3 is the declaration that no changes have been made to the product holding the Primary Approval

The declaration must be read, signed and dated by an authorised applicant.

The completed application form should be forwarded to:
Info@wrasapprovals.co.uk

F3 Sections 8: Invoicing Information

8	INVOICING INFORMATION <i>THIS SECTION MUST BE COMPLETED BY THE APPLICANT'S ACCOUNTS DEPARTMENT</i>	
	<p>NOTE: Completion of this section does not guarantee an approval will be granted. An invoice will be issued when application has been processed.</p> <p>NOTE: When making payments please include either the WRAS approval number(s) or the WRAS invoice number as a reference against the payment to ensure our accounts department can allocate the payment correctly</p>	<p>Terms:</p> <ol style="list-style-type: none"> 1. Payment to be within 30 days from date of invoice 2. All payments should be made in great British Pounds Sterling 3. Any bank charges incurred (including currency conversion) must be paid by vendor. WRAS will not accept charges <p>FAILURE TO ADHERE TO THESE TERMS WILL RESULT IN WITHDRAWAL OF THE APPROVAL</p>
	ACCOUNTS DEPARTMENT CONTACT NAME: (if invoice is to be issued to a different person to the Responsible Person named above)	
	Email ADDRESS:	
	TELEPHONE:	
	Company Name & Address to appear on Invoice (If different to above)	
	PURCHASE ORDER NUMBER (where applicable):	
	COMPANY VAT NUMBER (where applicable):	

Section 8 of the F3 details the terms of payment for the secondary approval.

This information will be used for the processing of the application and does not guarantee an approval will be granted.

All requested information must be provided for the application to be processed

The applicant must provide the contact details of the accounts team who will receive and process the WRAS invoice

NOTE: If the invoice is to be sent to the responsible person detailed in section 4, do not leave this section blank. Please state *“Same as section 4”*

If you wish a Purchase Order reference to appear on the invoice, please provide it here.

End slide

