

# BUSINESS AND ACTIVITY RETURN

The ECITB is a Statutory Training Board set up by Government in 1991 to promote and improve training in the engineering construction industry. Employers who operate establishments which are wholly or mainly engaged in engineering construction activities are registered with the ECITB and assessed annually for industrial training levy. The levy collected is used by ECITB to fund the various training services and support that it offers to the industry.

A summary definition of “engineering construction activities” is shown on page 4 of this form.

This Return is required to enable us to assess whether or not your business should be registered with us. **Section 10 of The Industrial Training Act 1982 entitles us to request this information** and you are obliged to provide the information requested. All information declared is kept confidential and will only be disclosed if there is a legal requirement to do so.

Please send the completed form to ECITB, Blue Court, Church Lane, Kings Langley, Hertfordshire, WD4 8JP. When returning the form, it would be most helpful if any literature describing the activities of the business could be included.

If you have any questions about how to complete the form, please telephone 01923 402134. If you would like more information about the ECITB, its statutory remit or details of our services, please visit our website at [www.ecitb.org.uk](http://www.ecitb.org.uk).

## GENERAL INFORMATION

Full name and postal address of the business

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Phone

Fax

Web site address

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Does the business operate as:

A limited company     A partnership     A sole trader     A separate division within a larger organisation

Full name of the employer of the business' employees, if different from above.

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Companies House Registration Number  
(if applicable)

When did the business start trading?

Is the business registered with the  
Construction Industry Training Board (CITB)?

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## STRUCTURE AND ACTIVITIES OF THE BUSINESS

Please give details on how the business is structured, i.e. the management structure, whether there are other parts of the business at different locations, whether there are separate divisions operating within the overall business.

Please describe the activities generally undertaken by the business. If you have a brochure or other literature which describes the activities, it would be most helpful if you could enclose it when returning this form.

Please list the main clients of the business.

## ACTIVITIES CARRIED OUT ON ENGINEERING CONSTRUCTION SITES

Does the business generally carry out activities on any of the following types of site?

Breweries / distilleries		Paper mills	
Cement or brickworks		Petrochemical sites	
Chemical works		Pharmaceutical / cosmetic production	
Electrical works		Power stations – nuclear/hydro electric/thermal	
Food processing sites		Renewable energy sites (e.g. wind farms)	
Glass works		Steel mills / metal smelting works	
Gas making / treatment works		Water treatment / sewerage works	
Nuclear reprocessing site		Sites where structural steelwork is erected or dismantled	
Offshore installations		Other product processing sites (please give details below)	
Oil refineries / terminals		Other types of site not already listed, for example, hospitals, schools, ships (please give details below)	
Oil tankage / storage			

What activities does the business carry out on site (e.g. at your clients' premises)? Does the business undertake any of the Principal Activities described on page 4?

What types of staff does the business generally employ to work on site? For example, welders, pipefitters, platers, mechanical fitters, electricians, technicians, supervisors, engineers, etc.

Typically, how many employees and contract staff does the business employ who mainly work on site?

## FABRICATION / MACHINE / MANUFACTURING SHOP

Does the business operate a workshop, i.e. a fabrication, machine or manufacturing shop? If yes, approximately how many staff are engaged in fabrication, machining or manufacturing?

Does the workshop operate from the same address as the rest of the business?

Is the workshop operated as a separate part of the business?

## OTHER ACTIVITIES UNDERTAKEN BY THE BUSINESS

Apart from activities carried out on engineering construction sites or in workshops, what other activities does the business carry out? For example, planning, designing, commissioning, procurement, consultancy, managerial activities, administration, HR, etc.

Where are these activities undertaken?

What types of staff are generally employed in this area of the business? For example, directors, managers, supervisors, engineers, technicians and any other professional staff not working on site, HR, clerical and accounts staff, etc.

Typically, how many employees and contract staff are employed in this area of the business?

## CONTACT PERSON AND SIGNATURE

Please give details of the person to whom any future correspondence from the ECITB should be addressed.

Name		Email address	
Job title		Phone	

Please sign to confirm that the information declared on this Return is complete to the best of your knowledge. The declaration must be signed by a Director, Company Secretary or someone in a similar position of authority

Signed		Date	
Job title (if different from above)			

## ENGINEERING CONSTRUCTION ACTIVITIES

The following is a summary of the activities which are in-scope to the ECITB and therefore leviable so long as they are carried out in Great Britain (England, Scotland and Wales) or its offshore waters. A full definition of engineering construction activities is shown at Schedule 1, paragraph 1. of the Board Order. A copy of the Order is available on the ECITB's website at [www.ecitb.org.uk](http://www.ecitb.org.uk).

Principal activities			
1.	<p>Assembly, construction, dismantling, erection, fabrication, fitting, inspection, installation, maintenance, repair, replacement or testing of any chemical, electrical or mechanical apparatus, machinery or plant that is located on any site where a product is processed, including (but not limited to):-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                     Chemical works                      Nuclear or thermal power station                      Hydro-electric station                      Metal smelter                      Brewery or distillery                      Pharmaceutical, cosmetic and petrochemical production                      Glass production                      Plant concerned with the exploration for or exploitation of oil or gas                 </td> <td style="width: 50%; vertical-align: top;">                     Gas making or gas treatment works                      Nuclear waste reprocessing site                      Oil refinery or oil terminal                      Steel or paper mill                      Human / animal food production                      Cement and concrete bricks                      Sewerage treatment works                      Any other installation involving the processing of any product                 </td> </tr> </table>	Chemical works Nuclear or thermal power station Hydro-electric station Metal smelter Brewery or distillery Pharmaceutical, cosmetic and petrochemical production Glass production Plant concerned with the exploration for or exploitation of oil or gas	Gas making or gas treatment works Nuclear waste reprocessing site Oil refinery or oil terminal Steel or paper mill Human / animal food production Cement and concrete bricks Sewerage treatment works Any other installation involving the processing of any product
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2.	Supervision of the activities listed at 1. above.		
3.	The erection and/or dismantling of the main framework of a building or other structure that is made of steel or other metal where the building or structure is erected or dismantled on any site (not necessarily on a site where a product is processed). Types of structures erected or dismantled could include, for example, supermarkets, warehouses, stadiums, agricultural buildings, office blocks, etc.		
4.	Planning, designing, commissioning or procuring by way of contract or otherwise of any chemical, electrical or mechanical apparatus, machinery or plant mentioned in 1. above carried on in association with any activity mentioned or in association with any project for such an activity.		
5.	The hiring out by an employer of individuals in his employment to employers who are engaged in any of the activities listed above where the individuals being hired out will be engaged in such activities.		

Provided that an establishment is wholly or mainly engaged in the principal activities of the engineering construction industry, the following activities are also in-scope to the ECITB.

Other activities
<b>Related activities</b>
<ul style="list-style-type: none"> <li>• Research, development, design or engineering construction drawing (either created by hand or by computer related software) or dynamic simulation</li> <li>• Buying, selling, hiring out, testing (including NDT), advertising, packing, distribution, transport or any similar operations</li> <li>• Operations of a kind performed at office premises or laboratories, or at stores, warehouses or similar places</li> <li>• Cleaning, washing or garaging vehicles or carrying out running repairs or minor adjustments thereto</li> <li>• Training of employees or apprentices</li> </ul>
<b>Managerial and administrative support activities</b>
<ul style="list-style-type: none"> <li>• Any activities undertaken in the administration, control or direction of an establishment or establishments.</li> </ul>
<b>Activities of industry or commerce</b>
<ul style="list-style-type: none"> <li>• Any activities of industry or commerce.</li> </ul>