



## BFRC Authorised Retailer Scheme - Application Guidance FENSA Registered Companies Offer - £140\* Per Annum

### Key steps to becoming a BFRC Authorized Retailer;

- 1) Speak to your fabricator, they must be a BFRC license holder if you wish to join the scheme.
- 2) Complete the application form below (remember to include details of the products that you wish to retail).
- 3) If you are going to be buying unglazed frames from your fabricator, you will need to let us know who your sealed unit supplier is going to be (along with the details requested within the form).

**Remember: Sealed units need to be identical to those used by the licence holder.**

*The licence holder may have several 'certificates of addition' allowing a range of sealed unit options within a WER rated frame. Check with your fabricator for further details.*

- 4) Send your completed application form along with payment to FENSA, 54 Ayres St, London, SE1 1EU.
- 5) Upon receipt of your application and payment, your company details and the energy rated products you are retailing will be listed on the BFRC website. You will also receive copies of the artwork relating to your BFRC license (energy labels) via email.
- 6) As a FENSA / BFRC Authorised Retailer, you will be required to retain documentation relating to the purchase and supply BFRC rated products – If you are sourcing sealed units of independently you will need to keep a record of what specification of glass has been purchased and from whom.
- 7) When FENSA / BBA carry out your on site inspection you will be required to make available BFRC documentation covering a given period.

**If you have questions regarding the application process please contact  
BFRC on 020 7403 9200 or FENSA Helpline on 020 7645 3700**

*\*£140 permits the Authorised Retailer to have up to 10 registered windows, to register between 11-20 windows will cost £200 and 21-50 windows will cost £500*



**Authorised Retailer - Application Form**  
**Applicant details**

**Authorised Retailer Company Name:** .....

**Company Address:** .....  
.....  
.....

**FENSA Registration Number:** .....

**Company Representative contact details:**

(Shown on BFRC website)

- Name:.....
- Position:.....
- Tel:.....
- Fax:.....
- Email:.....

**Company Invoice Address and Contact Details**

(Only if different from above details). .....  
.....  
.....

**Details to appear on label:**

- Company name:.....
- Window Description: (To be the same as licensed product).....
- Identifying name for window:.....

**Licensed Product details**

- Name of Licence holder.....
- Licence number of product:.....  
(Only one product licence per application form)
- Will the licence holder be supplying the window glazed: **yes / no?**



**Specification of IGU required:** (only to be completed if IGU's are sourced independently from the licence holder)

- Outer pane:.....
- Inner pane:.....
- Mid-pane (triple glazed).....
- Cavity dimension(s):.....
- Cavity gas:.....
- Spacer bar:.....
- Primary sealant:.....
- Secondary sealant:.....
- Secondary sealant depth:.....

Sealed units must be manufactured in accordance with BS EN 1279 pt 5. 3<sup>rd</sup> party test evidence / certification or a CE marking declaration will be required from the IGU manufacturer. – You will be asked to provide this when you are audited

If a licence holder is supplying an unglazed product, the Authorised Retailer must supply the sealed unit specification with this application form. The Authorised Retailer is responsible for sourcing an identical IGU. Purchase orders / delivery notes for IGU's will be required during the audit

**Details of IGU supplier** (only if the licensed product is supplied unglazed)

- Name:.....
- Address.....
- Tel:.....
- Fax:.....
- Email:.....

**Applicant signature:**.....

**Date:**.....

Please send this completed application form along with the relevant documentation and payment for the amount of £140+ VAT by cheque to '**BFRC Ltd**' and post to:

**FENSA**  
**54 Ayres Street**  
**London**  
**SE1 1EU**

To be completed by FENSA / BFRC Administration.			
AR Number:	New / Existing	Total number of licenses	Amount payable



### Example of Authorised Retailer BFRC Window Energy Rating Certificate

**Energy Window**

Your Company name → ACME Windows (AR001)

**Internally Glazed PVC U Casement Window**

Acme windows C rate ← Your window identifying name

<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	
<b>E</b>	
<b>F</b>	
<b>G</b>	

Window Description to be the same as original.

Energy Index (kWh/m <sup>2</sup> /year) <small>(Energy Index certified by BFRC and based on UK standard window. The actual energy consumption for a specific application will depend on the building, the local climate and the indoor temperature)</small>	<b>-18</b>
The climate zone is:	<b>UK</b>
Thermal Transmittance (U <sub>window</sub> )	1.6 W/m <sup>2</sup> .K
Solar Factor (g <sub>window</sub> )	0.41
Effective Air Leakage (L <sub>factor</sub> )	0.00 W/m <sup>2</sup> .K

Reg No.: 1306 AR001  
[www.bfrc.org](http://www.bfrc.org)

This label is not a statutory requirement. It is a voluntary label provided as a customer service to allow consumers to make informed decisions on the energy performance of competing products.