

APPROVED BY COUNCIL ON 2 NOVEMBER 2004

APPLICATION FORM
FOR AUTHORISATION FOR AN ASSAY OFFICE
TO EXTEND ITS PREMISES PURSUANT TO
SECTION 13(2)(e) OF THE HALLMARKING ACT 1973

In this application form all references to a “sub-Office” means any place at which an Assay Office wishes to carry on business in whole or part in addition to its main place of business. A separate application form must be completed in respect of each sub-Office the applicant wishes to open.

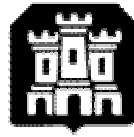
1.	BACKGROUND INFORMATION	
1.1	Name and address of applicant Assay Office.	
1.2	Name and Status of person making this application.	
1.3	What activities does the applicant propose carrying on in the sub Office the subject of this application, eg marking , assaying?	
1.4	If assaying is to be carried out in the sub Office , will this be for indicative purposes only e g homogeneity checks or will formal pass/fail tests on fineness be performed?	
2.	SUB-OFFICE	
2.1	Address of proposed sub-Office and distance in miles from main Office address.	
2.2	How many customers is it intended that the sub-Office will serve?	
2.3	For each customer referred to in 2.2 kindly provide the names and nature of the business carried on by the customer.	
2.4	Is the sub-Office owned or to be owned freehold or leasehold by the applicant or occupied under licence?	



2.5	What arrangements had the host company made to ensure that its staff behave with propriety in their dealings with sub-Office staff?	
2.6	What arrangements does the applicant intend to put in place to ensure that the area to be used as a sub-Office is discrete, secure and physically separate from the remainder of the premises?	
2.7	What are the dimensions of the proposed sub-Office? Please provide plan showing the position of the sub-Office within the site on which it is to be situated.	
2.8	Describe the arrangements for storage of precious metals waiting to be hallmarked. Describe the facilities for safe receipt and despatch of items of previous metal.	
2.9	Is there a secure punch safe at the sub-Office similar to that used in the main Office? If not, what other arrangements are proposed?	
2.10	During what hours is it proposed that the sub-Office will operate, eg full or part time?	
2.11	Describe in full any rights of access to the sub-Office held by a third party including a landlord or customer and any agent or employee of the same.	
3.	STAFF TO BE EMPLOYED AT SUB-OFFICE	
3.1	How many staff are to be employed at the sub-Office? Please state their status and whether they will work full time or part time. If part time give approximate number of hours to be worked by each.	



3.2	What arrangements are proposed in relation to ensuring their independence from any customers and/or their staff with whom they will come into contact?	
4.	QUALITY ASSURANCE	
4.1	Assaying Is the applicant's assay service accredited? If it is proposed to carry out assaying at the sub-Office what accreditation arrangements are proposed in respect of the sub-Office and describe any way in which those standards shall be different to those in use at the main Office?	
4.2	Hallmarking Does the applicant have ISO certification for its hallmarking and other processes? If yes, is the certification to be extended to the sub-Office? If the applicant is not so certified or it is not to be extended to the sub-Office, please describe the standards proposed for use at the sub-Office and describe any way in which those standards shall be different to those in use at the main Office.	
4.3	Where it is not proposed to carry on all statutory functions performed at the main Office in relation to assaying and/or hallmarking at the sub-Office describe in detail the arrangements for which there are no existing procedures for example in relation to transportation of scrapings of precious metal from the sub-Office to the main Office.	
5.	INSPECTION	
5.1	What system of supervision and inspection of the sub-Office is proposed?	



<p>5.2 What arrangements have been made or are proposed with third parties which would permit access to the sub-Office for the purpose of inspections and audit and visits without notice (e.g. by any duly accredited member of the Council, standards inspectors and the Queen's Assay Master)?</p>	
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6. **RESPONSIBILITY**

The Assay Master or the Chief Executive of the applicant Office shall make a report to the Council annually on the operation of the sub-Office covering the matters which are the subject of this form and anything else of relevance.

7. **IMPACT**

The applicant hereby declares that it considers that authorisation of the sub-Office will not have a material adverse effect upon the viability of operation of the main Assay Office and its ability to service its other customers, taking into account the effect of other existing or proposed sub-Office operations.

8. **INFORMATION**

The applicant confirms that all the information provided concerning its application is true and complete to the best of its knowledge and belief and acknowledges that any authorisation granted by the Council may be revoked in the event of any material inaccuracy in this information, if any conditions of any authorisation are breached or not met, or if there is a material change of circumstances in relation to such information.

The applicant confirms that he will pay any fees or charges determined by the costs allocated by the Council in respect of this Application.

Signed by

Status

Date:

On behalf of the Applicant Assay Office

I confirm that the contents of this application form are factually correct to the best of the knowledge and belief of [Limited]

Signed by

Status

Date

On behalf of the proposed sub-Office host