

Personal Trainer Registration Scheme

Application Pack 2021/2022

Personal Training, Outdoor Fitness and Group Exercise Licence Application Form

To apply for an annual Personal Trainer License, please fill out this application form and return to:

H&F Sports Office
South Park Lodge
Hugon Road
Fulham
London
SW6 3EW

Alternatively, please email a signed copy to sportsbookingsHF@idverde.co.uk

Before submitting please confirm that you have read and understood the:

- Terms and Conditions
- Code of Conduct

Hammersmith and Fulham Council will have the final approval where documents will be checked. If the Council is satisfied that the applicant has provided relevant documentation, then a License will be issued. This application will only permit two personal trainers' maximum at any one time. The license is only valid when produced by the licensee and is not transferrable. The license must always be displayed in the holder provided on the licensee's arm and be visible. You will be required to produce a valid public liabilities certificate, risk assessment and method statement.

Please allow up to 4 weeks for the processing of applications.

PLEASE NOTE: The licence will be FREE for the first year, but the cut-off date for applicants to apply under these terms is the **30th December 2021**. Thereafter applicants will have to pay the associated fees and charges which are due to be released.

Your details

Applicant's full name	
Email address	
Mobile number	
Address	
Post Code	

Business Details

The Authority has an obligation to inform the Inland Revenue of any person or organisation who earns income from its premises.

Company / Trading name	
Website	
Is your business a registered company? (Y/N)	
Company registration number	
Is your business a registered charity? (Y/N)	
Registered charity number	
Is your business VAT registered? (Y/N)	
VAT registration number	

License information

Number of personal trainer Licenses required (A License is not transferrable between trainers within the same company)	
Full names of trainers (We will require 2 passport-sized photos of each trainer)	
Name of Park that you are applying for to obtain a License	

Licence Type (please circle the licence you are applying for):

Personal Fitness / Group Fitness / Single Day

Checklist:

I have provided:	Tick to confirm
CV	
Passport-sized Photo x 2	
Original Photo ID* (Passport or Full Driving Licence)	
Details for secondary licence holders	
Proof of membership to the CIMSPA membership licensing scheme	
Proof of level 3 or equivalent fitness qualifications	
A copy of Public Liability insurance certificate	
Safeguarding – Basic Disclosure Barring Service Certificate	
Risk assessment, Health & Safety method statement which includes emergency procedures, accident reporting, and first aid. For information on how to complete a risk assessment, visit https://www.hse.gov.uk/risk/index.htm .	

* Where original documents have been requested please bring these to Sports Office when submitting your completed application form so copies can be taken.

Signed _____ Date: _____

Print name: _____

Declaration

I confirm that I (and any company or other person you are applying on behalf of) have read and agree to adhere to the Personal Training, Outdoor Fitness and Group Exercise Terms and Conditions and Code of Conduct for registration to use the Parks and Open Spaces of Hammersmith and Fulham for Personal Training, Outdoor Fitness and/or Group Exercise and, if I am applying on behalf of a company or another person, I confirm that I am authorized and instructed to submit this application and agree on their behalf.

Signature:

Print name:

Date: