

South West uPVC

Alma Terrace, Gloucester. GL1 5PY. Tel 01452 311399 Fax 01452 311933 Web www.swupvc.co.uk
Windows, Doors, Carports, Conservatories, Fascia, Guttering, Cladding & Kitchens

FENSA Certificate Copy Procedure

Process

1. We would have registered your products after installation.
2. FENSA would have sent a certificate and/or an offer of Insurance Backed Guarantee direct to you or the property owner soon after registration.
3. If the certificate is mislaid, a copy can be obtained for a small fee from FENSA
4. Go to: www.fensa.org.uk
5. Scroll down to 'FENSA CERTIFICATE' and click on the 'Find Out More' button



Welcome to FENSA - a government authorised Competent Person Scheme for the replacement of windows, doors, roof windows and roof lights in England and Wales against the relevant Building Regulations

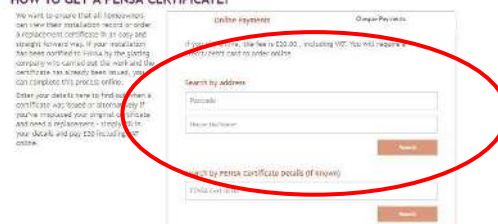
FENSA works with thousands of double glazing contractors in England and Wales who have been assessed for their ability to install, replacement, advise and do it in accordance with the relevant building regulations.



6. Enter the installation postcode and house number



HOW TO GET A FENSA CERTIFICATE?



Director: R. Colabella Registered in England No: 2698108 Registered VAT No: 575 971 880
Registered Office: Fast-Fix House, Seymour Road, Gloucester. GL1 5PP.

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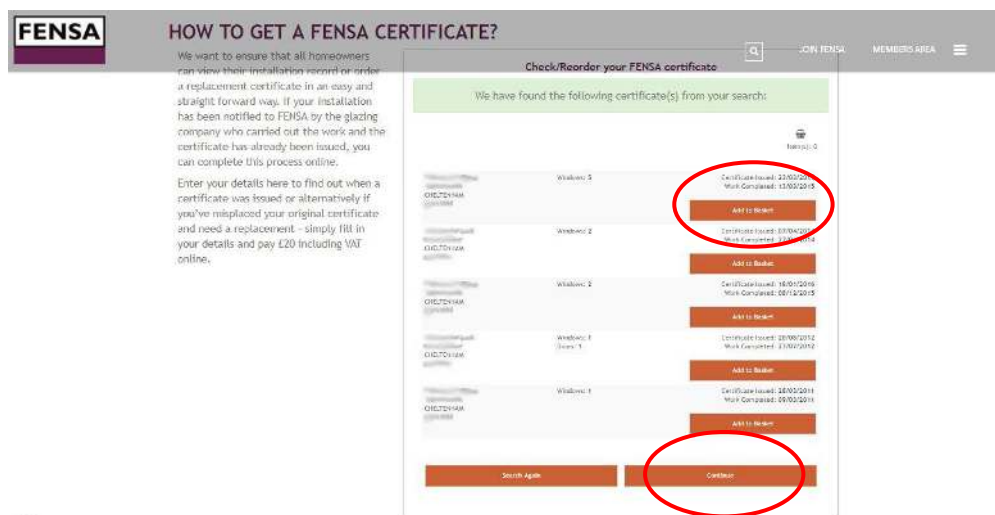
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FENSA Certificate Copy Procedure

Continued

7. Click on 'Search'
8. Click 'Add to Basket' for the certificate of the required installation or installations
9. Click the 'Continue' button of the certificate you require



10. Follow the instructions as they appear.

11. IMPORTANT:

Certificates ordered online are sent without a covering letter. If you do use a solicitor's address please ensure that a name and/or reference number is noted in the address.



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