

## MEMBERSHIP APPLICATION FORM - AFFILIATE

## HOW TO COMPLETE THIS FORM



British  
Association  
of Landscape  
Industries

Please complete in BLOCK CAPITALS

Please read the information on The BALI Code of Conduct and Membership Categories before completing this application form (Contained in the Membership Information Pack).

When completed, please return this form, required documents and the application fee to:

**BALI, Landscape House, 10<sup>th</sup> Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG**

### PLEASE NOTE:

All financial and reference information provided in this application will be **CONFIDENTIAL** to the BALI Membership Committee. Your contact details and business description will be stored electronically and be published on our website and the BALI Who's Who Directory once your application has been approved.

**Should you require any assistance with completing this form, please telephone BALI on 024 76 690333.**

## NEW MEMBER APPLICATION PROCESS

When applying for Affiliate membership, there are three basic stages to complete:

### 1. APPLICATION

#### ◆ COMPLETE THE APPLICATION FORM AND RETURN TO BALI WITH THE FOLLOWING:

1. Three contract/client and two trade references (including contact names)
2. If your turnover is less than £750k, please send a letter from your accountant or a copy of your latest verified accounts
3. A copy of your company letterhead
4. Copies of your Public & Employers Liability Insurance documents
5. A copy of your health and safety declaration
6. A cheque for your application fee of £63.60 (inc VAT)

#### ◆ YOUR APPLICATION WILL BE ACKNOWLEDGED

### 2. BALI WRITE TO YOUR REFERENCES

### 3. COMPLETED APPLICATION

#### ◆ SUCCESSFUL MEMBERSHIP

1. We will write to you and advise that your membership application has been approved
2. Payment of the annual membership fee (pro rata) will be requested
3. On receipt of your membership fee your Welcome pack and membership certificate will be sent to you
4. You will now be permitted to use the BALI logo on your letterheads, website, vehicles and promotional materials
5. The BALI regional representative will be in contact to welcome you as a new member and advise you of regional activity

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**A. MEMBERSHIP CATEGORY:**

A1. Affiliate - Turnover under £750,000

A2. Affiliate - Turnover over £750,000

Brief description of your business activities:

**B. CONTACT DETAILS:**

**COMPANY  
NAME**

**NAME OF  
DIRECTORS /  
PARTNER /  
PROPRIETOR**

**NAME OF CONTACT  
FOR BALI (IF DIFF  
FROM ABOVE)**

**FULL POSTAL  
ADDRESS:**

**POSTCODE:**

**FAX:**

**TEL NO:**

**MOBILE:**

**\* EMAIL:**

**WEBSITE:**

**ADDITIONAL  
CONTACT 1:**

**EMAIL:**

**ADDITIONAL  
CONTACT 2:**

**EMAIL:**

\* THIS MUST BE A PERSONAL BUSINESS EMAIL AND NOT A GENERAL EMAIL ADDRESS SUCH AS 'INFO@, ENQUIRIES@, SALE@,' ETC

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### 1. COMPANY PARTICULARS:

Date of Formation of Parent

Company/Organisation (*if applicable*):

Landscape Business (*if different*):

Registered Number:

Date of Incorporation:

### 2. INSURANCE DETAILS:

Do you have the following insurances in place?: *If yes please tick*

Public Liability

Employers Liability

Date of Renewal

***Please provide copies of the certificates***

### 3. LANDSCAPE TURNOVER

LAST FINANCIAL YEAR £

***If turnover less than £750,000 please provide verification from your accountant or a copy of your latest verified accounts.***

Projected turnover, if a full year's trading has not been completed £

Name and Address of your Accountant / Auditor:

### 4. WORK DETAILS:

No. of Employees (including working Directors / Principals):

Do you frequently employ Sub-Contractors

Yes

No

Areas of Operation:

Local

Regional

National

International

(Under 50 miles)

(50-100miles)

(Outside the UK)

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### 5. Types of products and services provided (please tick all applicable)

- |  |  |
|--|--|
| Domestic                                     | Machinery (landscape & horticultural)                        |
| Commercial                                   | Manufactured stone   |
| Chemicals, pesticides & fertilisers          | Natural stone  |
| Computer Software                            | Nursery stock  |
| Compost, mulches & soil conditioners         | Seeds  |
| Fencing materials (timber & metal) & decking | Street, garden furniture & sculpture                         |
| Ground reinforcement systems                 | Surfacing materials (play, wlak, equestrian, synthetic, etc) |
| Hard landscaping materials                   | Technical, advisory & recruitment                            |
| Interior landscaping supplies                | Topsoil & aggregates   |
| Interior Plants                              | Turf grass & artificial                                      |
| Lighting                                     | Water feature & irrigation equipment                         |
| Others:                                      | Tick this box if you offer a design service                  |

### 6. GENERAL INFORMATION:

- Have you previously traded under a different title or name(s)? If Yes, please provide details:
- Are you a member of any other Trade / Professional Association(s)?
- How long have you traded from your current address? Years  
If less than 3 years, please provide your former address:

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- d. Does your company subscribe / pay for additional support services i.e. Helplines, Legal, Employment etc.

Yes

No

If yes,  
please specify:

- e. If you have been recommended by another BALI Member please specify:

Member

Other

If other,  
please specify:

**7. REFERENCES:**

Please provide the names and addresses of two trade suppliers with whom you deal regularly and have an account with (e.g. chemicals, office supplies etc).

- a. Terms:

Company Name:

Contact Name:

Address

Email Address

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- b. Terms:

Company Name:

Contact Name:

Address

Email Address

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- a. Please list three contractors/clients (preferably BALI Members) who are regular purchasers of your products or services who will provide a reference for your company.

CLIENT NAME	ADDRESS INC POST CODE & EMAIL	PRODUCTS/SERVICES USED
	Email:	
	Email:	
	Email:	

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### DOCUMENTS TO INCLUDE WITH YOUR APPLICATION

Please tick when enclosed

**Application Fee £63.60 (inc VAT)**

*Please note application fees are non-refundable.*

**A copy of your company letterhead**

**Copies of your  
(1) Public Liability Certificate**

**Last verified accounts  
(If turnover under £750k)**

**A copy of your Health  
and Safety Declaration**

**(2) Employer's Liability  
Certificate**

**DECLARATION:**

- a. I/WE AGREE THAT IF WE ARE ACCEPTED INTO MEMBERSHIP OF THE ASSOCIATION, I/WE WILL ABIDE BY THE BALI CODE OF CONDUCT.
- b. I/WE AGREE TO MY DETAILS BEING HELD ON COMPUTER AND FILE FOR THE PURPOSES OF HANDLING MY MEMBERSHIP.
- c. IF ELECTED TO MEMBERSHIP I/WE AGREE TO PAY ANNUAL SUBSCRIPTION FEES PROMPTLY AS REQUESTED, OR WILL SUBMIT TWO MONTHS NOTICE OF RESIGNATION PRIOR TO THE START OF THE MEMBERSHIP YEAR.
- d. I/WE UNDERSTAND THAT OUR APPLICATION FEE IS NON REFUNDABLE.

Signed:

Print Full Name:

Position:

Date:

If you wish to submit this form via email, please tick the following box to confirm you agree to the above terms in absence of a signature

**PAYMENT:**

1. I/WE ENCLOSE MY APPLICATION FEE OF £  
*(Please make cheque payable to BALI)*
2. Alternatively you can pay by credit card:

Card No:

Expiry Date:

Security No:

**DATA PROTECTION ACT 1998**

*The financial figures you provide enable BALI to place your business within the correct membership band, which is dictated by your annual turnover figure. Whilst your membership band is published in the BALI Who's Who Directory and on the BALI website and is therefore in the public domain, no financial details relating to your business whatsoever will be divulged to any third party outside of BALI's administration and elected officers and will remain entirely confidential and secure.*

**Please post your application form and accompanying documents to:**

Membership, BALI, 10 Street, Landscape House, Stoneleigh Park, Warwickshire, CV8 2LG