

## MEMBERSHIP APPLICATION FORM – DESIGNER

### 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 the form, required documents and the application fee (if applicable) 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 is approved.

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

## DESIGNER MEMBERSHIP CATEGORIES

### Registered Designer

Acceptance for this category of Designer Membership is dependent upon verified professional practice. Registered Designer Members have full use of the BALI Designer logo and can use MBALI after their individual name (not business name).

You are eligible for BALI Registered Designer status if you currently hold Registered Member status of the Society of Garden Designers or chartered status of the Landscape Institute. However, whilst we do not require Registered SGD or Chartered LI members to attend a BALI Designer Assessment Day you are required to send to us, two of your detailed proposal plans representing two different designs, carried out in the last two years and supply 3 client references.

Applicants, who are not registered with the above, can apply for Registered Designer Membership by completing the Designer Pre Assessment Day and Assessment Day. Upon passing you can become a Registered Designer Member.

### Associate Designer

Applicants who have completed a garden design / landscape architectural course who feel that they are not ready to become Registered Designers may become Associate Designers. You may be an Associate Designer whilst you are going through the BALI Assessment Process.

**The BALI Designer logo or post-nominal MBALI cannot be used by Associate Designer Members.**

## MEMBERSHIP APPLICATION FORM – DESIGNER

### NEW MEMBERS APPLICATION PROCESS



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If you are a registered designer of the Society of Garden Designers (SGD) or hold chartered status of the Landscape Institute (LI) you can FAST TRACK the application process as follows:

#### 1. APPLICATION: COMPLETE THE APPLICATION FORM AND SEND TO BALI WITH THE FOLLOWING:

1. Copy of your company letterhead
2. Copy certificate of your registered status of the Society of Garden Designers or chartered status of the Landscape Institute.
3. Copies of Public Liability and Professional Indemnity insurance documents (as applicable)
4. Three client references.
5. Two detailed proposal plans representing two different designs, carried out in the last two years.
6. Application free of £63.60 (Inc VAT)

If you are not registered with the SGD or LI, there are four basic stages to complete:

#### 1. COMPLETE THE APPLICATION FORM AND RETURN TO BALI

During your application process you will be listed as an Associate Designer.

#### 2. ATTEND THE DESIGNER PRE-ASSESSMENT DAY £78.00 (inc VAT)

You may bring along samples of your work if you wish, but they are not required at this stage. The pre-assessment day will explain how to pull your portfolio together for your assessment day.

#### 3. ATTEND THE DESIGNER ASSESSMENT DAY £214.80 (Inc VAT)

Please bring the following with you to your Assessment Day:

1. Three individual projects. Each project should, as far as possible, differ in style and scope. Each of the three projects must be accompanied by the following drawings and documentation:
  - Client brief
  - Site survey and analysis
  - Detailed proposal plan(s)
  - Planting plan(s) and plant schedule(s)
  - Construction drawing(s)
  - Setting out and Drainage Plan(s)
  - Scope of works and specification
  - Risk assessment
  - Construction Design and Management Regulations (CDM) *if applicable*
  - Before and after photographs and/or DVD or VHS

***N.B: Full Designer Assessment Day criteria will be sent to you before you come.***

#### 4. SUCCESSFUL MEMBERSHIP

1. BALI will write to you to advise you have successfully achieved Registered Designer membership.
2. Payment of membership fee will be requested of £210.00 (inc VAT)
3. Welcome pack and your membership certificate will be sent to you
4. Permitted to use the BALI logo on your letterheads, website, vehicles and promotional materials
5. Permitted use to use post-nominal MBALI after your personal name
6. The BALI regional representative will be in contact to welcome you as a new member and advise you of regional activity

## MEMBERSHIP APPLICATION FORM – DESIGNER

### THE APPLICATION FORM



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#### 1. MEMBERSHIP CATEGORY:

*Please indicate for which category of membership you are applying: Please see 'How to complete this form' at the beginning of this document if you are unsure.*

Registered Designer

Associate Designer

#### 2. CONTACT DETAILS:

**COMPANY  
NAME**

**CONTACT NAME:**

**FULL POSTAL  
ADDRESS:**

**POSTCODE:**

**FAX:**

**TEL NO:**

**MOBILE:**

**\* EMAIL:**

**WEBSITE:**

THIS MUST BE A PERSONAL BUSINESS EMAIL NOT GENERAL 'INFO@, ENQUIRIES@, SALES@' ETC.

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### 3. COMPANY PARTICULARS (if applicable):

Date of Formation of Company:

Registered Number:

- a. How long have you traded from your current address?  
If less than 3 years, please provide former address:

Years

- b. Have you previously traded under a different title or name(s):  
If yes, please provide details:

### 4. MEMBERSHIPS:

- a. Are you a currently member of the following?

A Full Professional Member of the Landscape Institute?

LI Membership Number:

A Registered Member of the Society of Garden Designers

SGD Membership Number:

- b. Are you a member of any other Trade Association or Professional Body?  
Please provide details:

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### 5. INSURANCE DETAILS:

Do you have the following insurances in place?

*If yes please tick*

Professional Indemnity

Public Liability

Date of Renewal

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

### 6. WORK DETAILS:

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

Areas of Operation:

Local  
(<50miles)

Regional  
(50-100miles)

National

International  
(Outside the UK)

### 7. GENERAL INFORMATION:

Do you subscribe / pay for additional support services i.e. Helplines, Legal, Employment etc.

Yes

No

Please Provide Details

### 8. If you have been recommended by another BALI Member or Region, please specify:

Member

Region

Other

Please specify details

## MEMBERSHIP APPLICATION FORM – DESIGNER



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### QUALIFICATIONS:

*Please list qualifications relevant to the landscape design sector.*

Course Title: (Landscape Architecture/Garden Design, etc)	Institution/College/University	Date: From - To

### CLIENT REFERENCES – ONLY REQUIRED FOR REGISTERED DESIGNER APPLICATIONS

Please provide details of 3 clients who you have undertaken work for within the past 5 years, we will contact your referees on your behalf.

Client Name	Client Contact Details	Contract Date and Value

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### DOCUMENTS TO INCLUDE WITH YOUR APPLICATION

*Please tick when enclosed*

**Application Fee (Inc. VAT)**

Registered Designer - £63.30  
n/a Associate designer  
(Please note application fees are non-refundable)

**Copy of Public Liability Insurance**  
(If applicable)

**Copy of Professional Indemnity Certificate**

**Three Client References** (Registered Designers only)

Copy of membership certificate for  
the SGD or LI (if applicable)

Proof of qualifications  
(Copy Certificate(s))

Two detailed proposal plans  
(Registered Designers Only)

### **DECLARATION:**

- a. I AGREE THAT IF I AM ACCEPTED INTO MEMBERSHIP OF THE ASSOCIATION, I WILL ABIDE BY THE BALI CODE OF CONDUCT.
- b. I AGREE TO MY DETAILS BEING HELD ON COMPUTER AND FILE FOR THE PURPOSES OF HANDLING MY MEMBERSHIP.
- c. IF ELECTED TO MEMBERSHIP I 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 UNDERSTAND THAT OUR APPLICATION FEE IS NON-RETURNABLE.**

Signed:

Print Full Name:

Position:

Date:

### **PAYMENT:**

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

Card No:

Expiry Date:

Security No:

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

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