

## MEMBERSHIP APPLICATION FORM FULL CONTRACTOR



British  
Association  
of Landscape  
Industries

### HOW TO COMPLETE THIS FORM

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 to:

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

Your contact details, business description and turnover will be stored electronically and be published on our website and in 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.**

### NEW MEMBER APPLICATION PROCESS

When applying for BALI Full Contracting membership, there are three basic stages to complete:

#### 1. APPLICATION

**COMPLETE THIS APPLICATION FORM AND RETURN TO BALI WITH THE FOLLOWING:**

- ◆ 1. Ten client and two trade references (including contact names)
  - 2. Verification of your company turnover
  - 3. A copy of your company letterhead
  - 4. Copies of your Public & Employers Liability Insurance documents
  - 5. A cheque for your application fee of £300.00 (Inc VAT). N/A for Associate Members upgrading.
- ◆ **BALI WILL THEN ACKNOWLEDGE YOUR APPLICATION AND SEND A SHORT QUESTIONNAIRE TO YOUR REFEREES**

WHILST YOUR APPLICATION IS IN PROCESS YOU WILL BE AN ASSOCIATE MEMBER OF BALI. YOU WILL RECEIVE INFORMATION ON NEWS AND EVENTS BUT YOU WILL NOT BE PROMOTED ON THE BALI WEBSITE OR IN THE WHO'S WHO DIRECTORY.

#### 2. VETTING OFFICER'S VISIT (N/A FOR OVERSEAS APPLICATIONS)

On receipt of positive references, BALI will instruct a vetting officer to contact you and arrange a visit. The vetting officer will check the following are satisfactory:

1. Health & Safety practices
2. Staff and work processes
3. Equipment and vehicles maintenance schedules and condition
4. Quality of workmanship. This will require a visit to three or four sites.

The vetting officer will be open with you throughout the visit. After the visit they will send their report to BALI and advise if you have been recommended for membership.

#### 3. COMPLETED APPLICATION

##### ◆ SUCCESSFUL MEMBERSHIP

1. BALI will write to you advising if you have been successful in achieving membership.
2. Payment of the annual membership fee (pro-rata) will be requested
3. On receipt of your membership fees 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 activities.

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**1. MEMBERSHIP CATEGORY:**

*Please indicate for which category of membership you are applying:*

*Please see 'How to complete BALI Membership Application Form' if you are unsure.*

Full Contracting UK

Full Contracting UK Group

Full Contracting Overseas

Brief Description of business:

**2. 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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**3. COMPANY PARTICULARS:**

a. Date of Formation of Parent

Company/Organisation (if applicable):

b. Registered Number:

c. Date of Incorporation:

d. Have you previously traded under a different title or name(s):

If Yes, please provide details:

e. How long have you traded from your current address?

Years

If less than 3 years, please provide your former address:

**4. INSURANCE DETAILS:**

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

Public Liability (minimum of 2 million)

Employers Liability (minimum of 5 million)

Date of Renewal

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

**5. LANDSCAPE TURNOVER**

LAST FINANCIAL YEAR £

***Please provide verified evidence of your turnover e.g. a letter from your accountant or copy of your accounts.***

Name and Address of your Accountant / Auditor:

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**6. WORK DETAILS:**

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

Areas of Operation:

Local (<50miles)	Regional (50-100miles)	National (Over 100 miles)	International (Outside the UK)
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Types of work undertaken (*tick as many as applicable*)

Domestic	Grounds Maintenance	Ponds & Water Features
Commercial	Hard Landscaping	Reclamation & Erosion Control
Arboriculture (tree work)	Hydroseeding	Road, Roadside Construction & Maintenance (public realm & highways)
Decking	Interiorscapes (large & small)	Roof Gardens & Green Roofs/ Living Walls
Disabled & Historic Gardens	Irrigation	Soft Landscaping
Fencing	Land Draining & Sand Slitting	Sports Grounds & Leisure Facilities
Forestry/Mature Tree Planting/Relocation	Pesticide Application	Swimming Pools
Golf Course Construction	Playground Installation	Natural Ponds & Traditional
Grounds Reinforcement Systems		Synthetic Surfaces

Other(s):

Do you offer your clients a design facility?    Yes                  No

**7. GENERAL INFORMATION:**

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

Please specify:

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**8. REFERENCES:**

Please provide the names and addresses of two trade suppliers with whom you deal regularly and have an account with (e.g. seed, turf, nursery stock, building materials etc).

TRADE REFERENCE 1

Terms:

Company Name

Contact Name

Address

Email Address

TRADE REFERENCE 2

Terms:

Company Name

Contact Name

Address

Email Address

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**CLIENT REFERENCES**

1. Please list ten contracts whom we may contact for references, that have been carried out during the last two years:

<b>CLIENT NAME</b>	<b>ADDRESS INC POST CODE &amp; EMAIL</b>	<b>SITE ADDRESS</b>	<b>VALUE &amp; DESCRIPTION OF CONTRACT</b>
1.	Email:		
2.	Email:		
3.	Email:		
4.	Email:		
5.	Email:		

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CLIENT NAME / PROJECT MANAGER	ADDRESS INCL POSTCODE & EMAIL	SITE ADDRESS	VALUE & DESCRIPTION OF CONTRACT
6.	Email:		
7.	Email:		
8.	Email:		
9.	Email:		
10.	Email:		

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**Application Fee £300.00 (Inc VAT)**

*N/A for Associate Contractors upgrading to Full Membership  
Please note application fees are non-refundable.*

**A sample of your headed notepaper**

**Copy of your  
Public Liability Certificate**

**verification of turnover**

**Copy of your  
Employer's Liability Certificate**

**DECLARATION:**

1. I/WE AGREE THAT IF WE ARE ACCEPTED INTO MEMBERSHIP OF THE ASSOCIATION, I/WE WILL ABIDE BY THE BALI CODE OF CONDUCT AND ACCEPT THAT I/WE MAY BE SUBJECT TO A QUALITY STANDARDS REVIEW AT ANY TIME.
2. I/WE AGREE TO MY DETAILS BEING HELD ON COMPUTER AND FILE FOR THE PURPOSES OF HANDLING MY MEMBERSHIP.
3. 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.
4. 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<sup>th</sup> Street, Landscape House, Stoneleigh Park, Warwickshire, CV8 2LG