



Landscape Industries Association of New Zealand Inc
 Registered Master Landscapers
 P O Box 5523
 Auckland 1141

Freephone: 0508 444 345
 Email: admin@masterlandscapers.org.nz
 Website: www.masterlandscapers.org.nz

Application for Affiliate Membership

Eligibility, the following are eligible to apply for Affiliate Membership:

Affiliate Membership Options		Tick
Option A	A Tutor at a recognized Tertiary Institute who can supply a reference from the Head of Department, in support of the application, to accompany the application	
OR Option B	Landscape Technicians, Tradespersons or Subcontractors who are working in the industry on wages or salary AND <i>Can present qualifiable reference for the approval of the Membership Committee</i>	
OR Option C	Landscape Technicians, Tradespersons or Subcontractors who are working in the industry on wages or salary And <u>Can demonstrate expertise</u> in Construction, Horticulture and/or Maintenance area of expertise And/ OR <u>Can demonstrate expertise</u> in Design NOTE: Only applicants in this option will eligible to enter into the awards programme	

There are 4 steps to complete for an Affiliate application

- 1 *Fill in application details* (pages 2&3)
- 2 *For options A or B:- Submit a qualifiable reference from your employer or Head of Department*
OR
For option C: Submit documentation and two projects for assessment (pages 5&6)
- 3 *Complete payment of application fee* (page 9)
- 4 *Post or email application form, documentation and payment to Landscape Industries Association of New Zealand.*



1: Fill in Application details

Applicant's name	_____	Birth date:	_____
Employer's Business name	_____		
Employer's Contact name	_____		
Applicant's Postal address	_____		
Applicant's Post code	_____		
Applicant's Street address	_____		
Employer's Email	_____		
Applicant's phone number	_____	Fax no	_____
Mobile of applicant	_____	Applicants Email	_____
Driver's Licence # of applicant	_____		
Website address (if applicable)	_____		
Length of time in current employment	_____		

Brief history of previous landscape experience:

I am an existing Registered Master Landscapers, General Member

Yes No

2. (Option C only)_I wish to apply for the following areas of expertise

Landscape Horticulture	<input type="checkbox"/>
Landscape Maintenance	<input type="checkbox"/>

Landscape Construction	<input type="checkbox"/>
Landscape Design	<input type="checkbox"/>



Sponsors

An application must be sponsored by two Accredited Members. In cases where contact with Accredited Members is limited check our website (www.masterlandscapers.org.nz) for your closest membership representative.

Sponsor Details

1. Name _____ Signature _____

Business Name _____ (ACCREDITED MEMBER)

2. Name _____ Signature _____

Business Name _____ (ACCREDITED MEMBER)

Verification of work undertaken and approval for credit check:

I authorise the Landscape Industries Association of New Zealand Inc to undertake a credit check if they deem necessary.

I acknowledge that if I am accepted as a member of the Landscape Industries Association of NZ Inc I am bound by the Constitution, Code of Conduct and Environmental Policy, copies of which I have read and accepted.

I certify that the nominated project work submitted for assessment was carried out by myself, or by others directly under my supervision and control (**option C only**).

From the constitution:

5.4.1.2 Declaration of Competence

An Accredited or Affiliate Member undertakes full responsibility for the competent delivery of all work undertaken, including that of sub-contractors engaged by the member.

Signed _____ Date _____



2. (Option C only) Submit Documentation and Projects for Assessment

(i) *For applications in Horticulture, Management & Construction areas of expertise*

Applicant's Name: _____

Business Name: _____

Submit a set of documentation, according to the following list:

- 1 Scope of works/client brief
- 2 Existing contract documents including any variation of contract documents
- 3 Any subcontractor documents used when engaging subcontractors
- 4 Client details sheet - how are these recorded
- 5 Quote forms (no figures are necessary)
- 6 Any guarantees that get offered to the client

Enclosed with application	Previously submitted

Notes:

Documents submitted do not need to relate to projects referred to below
 All information submitted is held confidentially by the Membership Chairman
Please attach this sheet to your documents

Submit two projects for physical site assessment

Two installed projects submitted for assessment must have been undertaken by you or your staff in the course of your work.

The applicant is required to obtain client consent and accompany the Landscape Industries Association of New Zealand representatives to both sites during the site visits

Please submit 6 photos (3 from each site) with your application.



1. Project name

Site address

Type of work undertaken:

2. Project name

Site address

Type of work undertaken:

2. (Option C only)

(ii) For applications in Design area of expertise

Applicant's Name:

Business Name:

Submit the following documentation for each project:

(see pages 6,7,8 for further information)

- 1 Written notes/report: (incl. site assessment & client brief)
- 2 Quotation and terms
- 3 Plans: Master plan/Concept plan (incl. site set-out), Planting plan, Construction drawings
- 4 Planting schedule
- 5 Specifications: Hard & Soft
- 6 Documentation for contractors: e.g. Contract or Scope of Works, Variations
- 7 Management documentation such as: Communication evidence during installation period, meeting & diary notes
- 8 Photographic record: before, during & after completion

Enclosed with application: please tick

Notes:

Documents submitted must relate to projects submitted in portfolio
 All information submitted is held confidentially by the Membership Chairman
Please attach this sheet to your documents



LANDSCAPE INDUSTRIES ASSOCIATION OF NEW ZEALAND INC

PROCEDURES AND ASSESSMENT CRITERIA FOR EXAMINATION OF APPLICANTS WHO NOMINATE "DESIGN" AS AN AREA OF SPECIALISATION UNDER RULE 5.4 (1.2)

Each application shall be accompanied by documentation for two installed designs, comprising appropriate drawings, specifications and a written report. In the case of an application for Accredited Membership, the applicant must have been engaged in landscape or garden design for a minimum of two years. In every application, whether for Accredited or Affiliate membership, the designs must be the work of the applicant or of one of the applicant's staff.

Applicants need to show competence in the following aspects of landscape design, documentation and project management:

1. Site assessment
2. Masterplan/Concept plan
3. Planting plan
4. Construction details
5. Specifications
6. Project supervision

Evidence of experience in project management and supervision at the scale of the applicant's practice should be supplied in the form of:

1. Site visit notes, meeting or diary notes made during the installation phase
2. Any notices to contractor, eg variation notices
3. Certified accounts for payment
4. Any other correspondence during the installation phase

Plans will be assessed on the basis of the following criteria:

1. Appropriateness to the site (this should be addressed in the written report).
2. Appropriateness to any buildings to which the landscape plans are to relate.
3. Use of plant material
4. Use of hard landscape materials
5. Layout and space formation
6. Thematic unity
7. Clarity of presentation
8. Accuracy of detailing
9. Practicability of design



The two projects submitted should cover as wide a range of work as possible. Emphasis in the plans submitted on one criterion or another according to the nature of the site and brief will be taken into account. An acceptable minimum standard will be evidenced in various ways, dependent on the nature of the applicant's work. The overarching criterion will be that the work is sound and would ensure client confidence, as these are the hallmarks of association membership.

The written report should include the following:

- The site assessment carried out
- The site interpretation identifying constraints
- Opportunities posed by the site
- The client's brief
- How it was answered.

Photographs of both of the projects submitted are to be included which provide broad views of the site before the work proceeded (if available), broad views of the finished work and some close-ups of detail work.

Please ensure your portfolio is complete before submission for assessment by ticking the checklist items attached to this criteria. In relation to construction drawings, please identify which structures you **did not** design to the level of construction details, and who took that responsibility.

A two month assessment time period is anticipated (excluding any request for omitted documents). **DO NOT** include any presentation drawings etc that you may use in the marketing of your business. Fresh print, black and white drawings are sufficient.

Your portfolio will be returned once the assessment is complete.



MEMBERSHIP APPLICATION CHECK LIST

DOCUMENTS REQUIRED FROM DESIGN APPLICANTS

Tick box to signify enclosure

	Client 1 (name)	Client 2 (name)	Client 3 ¹ (name)
Written Report ²	[]	[]	[]
Masterplan ³	[]	[]	[]
Planting Plan	[]	[]	[]
Planting Schedule ⁴	[]	[]	[]
Construction Drawings ⁵	[]	[]	[]
Soft Specifications ⁶	[]	[]	[]
Hard Specifications ⁷	[]	[]	[]
Management Documentation ⁸	[]	[]	[]
Photographic Record ⁹	[]	[]	[]

¹ Two jobs only are required. However, if one box is best represented in a third job, it is permissible to include that segment of documentation as well, just for that box.

² The written report should include the site assessment carried out, the site interpretation identifying constraints and opportunities posed by the site, the client's brief and how it was answered. The report could include a functional diagram or bubble diagram.

³ Set-out dimensions should be included either on this plan or on an additional drawing.

⁴ The planting schedule should appear in tabular form and comprise species, sizes & quantities. It could be incorporated on the planting plan or as a loose sheet.

⁵ "Construction drawings" record the detailed dimensions of elements requiring construction, in plan & section. This might cover timber or concrete elements or paving. Detailing should extend to below-ground foundation design where critical. Identify which structures you **did not** design to the level of construction details, and who took that responsibility.

⁶ In very small jobs, the specifications could appear as instruction notes on the plans/drawings. In larger jobs, they would be a separate document.

⁷ In very small jobs, the specifications could appear as instruction notes on the plans/drawings. In larger jobs, they would be a separate document. Specifications should demand recognised trade standards.

⁸ Evidence of job management can take the form of site visit notes, meeting or diary notes made during the installation phase; any notices to contractor, eg variation notices; certified accounts for payment; any other correspondence during the installation phase. Include any written offer of service by the designer to the client, and/or conditions of engagement. **One documented job is sufficient.**

⁹ Photos should be supplied which provide broad views of the site before the work proceeded (if available), broad views of the finished work, and some close-ups of detail work.



Payment of Application Fee by direct credit, credit card, or cheque

Please tick applicable box

- Direct Credit: Landscape Industries Association of New Zealand Inc.
Westpac, Account No.: 03 0104 0006757-00
- Credit Card: Visa Mastercard Bankcard Delete which does not apply
Name on card _____
Credit card no. _____
Expiry date _____ Amount _____

Email completed Application Form to admin@masterlandscapers.org.nz,
or post to P O Box 5523, Auckland 1141

I acknowledge the application fee is non-refundable

Signed _____ Date _____

Annual Subscription Fee

The annual subscription is invoiced for 1 August to 31 July each year. A subscription invoice will be sent (apportioned for the remainder of the membership year) upon acceptance of your application

Annual Subscription: \$305.00 including gst



Landscape Industries Association of New Zealand Inc CODE OF CONDUCT

- Practice integrity in all business activities
- Take full responsibility for the conduct and professionalism of staff and sub-contractors
- Deliver a high level of competence, quality and performance
- Comply with all current safety standards, regulations and practices
- Maintain sufficient insurance cover for risks relevant to the contract affecting the client, the public and employees
- Ensure that contract documentation is complete and understood by all parties.
Particularly:
 - Price
 - Materials
 - Programming
 - Guarantees
- Maintain appropriate business records
- Maintain a permanent postal address
- To uphold the aims and objectives of the Association, abide by the rules and constitution, and to avoid any act or omission which may be liable to bring the Association or any member thereof into disrepute



Landscape Industries Association of New Zealand Inc ENVIRONMENTAL POLICY

Landscape Industries Association of New Zealand Objective is for its members to minimize the impact of their operations on the Environment.

Our policy is to encourage our members to:

1. Maintain full compliance with legislation and standards in relation to the Environment and whenever possible exceed these standards.
2. Take all practical steps to reduce and eliminate harmful waste, discharges and the use of hazardous materials.
3. Promote the use of environmental friendly products and practice environmentally sound work practices.
4. Consult with regulatory authorities, surrounding communities and other affected parties to identify the most effective approach to mitigating adverse environmental effects.
5. Develop and implement Environmental Management Plans that will:
 - Carry out regular checks of procedures and plans
 - Provide emergency procedures for the control and prevention of spills.

Landscape Industries Association of New Zealand is committed to the promotion of excellence in environmental management by its members.