

## Membership Application

### AFFILIATE

REGISTERED BUSINESS NAME

TRADING NAME (if different)

BUSINESS ADDRESS

POSTAL ADDRESS (if different)

REGISTERED BUSINESS ADDRESS

Same as physical address

ABN

YEAR BUSINESS REGISTERED (certificate to be attached)

WEBSITE

SIZE OF BUSINESS

1—3

4—6

7—9

10+

#### MAIN CONTACT

NAME

POSITION

PHONE

EMAIL

#### SECONDARY CONTACT (Business Partner, or secondary person to receive LV communications)

NAME

POSITION

PHONE

EMAIL

#### ACCOUNTS CONTACT (book keepers/accounts contact etc.)

NAME

POSITION

PHONE

EMAIL

#### MAIN FOCUS OF BUSINESS

WHERE DID YOU HEAR ABOUT US?

Website

Referred by member – Name

Social Media

Client (member of the public)

Industry Event

Other



## Membership Application

**AFFILIATE**

### EMPLOYMENT HISTORY

YEARS (to from)	EMPLOYER	POSITION

### INDUSTRY QUALIFICATIONS AND TRAINING

Note: To qualify for this membership category, minimum qualifications within your field of expertise apply:

- ☞ Certificate III / Certificate IV / Undergraduate as applicable
- ☞ Industry Registration as applicable e.g. Registered Building Practitioner, Registered Plumber, Registered Electrician etc. as applicable

COURSE NAME	TRAINING INSTITUTION	YEAR COMPLETED

### OTHER QUALIFICATIONS/MEMBERSHIPS (contact names and numbers if available)


### REFERENCES

You are required to provide:

- ☞ one industry reference (including a written letter of reference – this can be attached with your application or sent directly to admin@landscapingvictoria.com.au), and
- ☞ two credit references

### INDUSTRY REFERENCE (LV member preferable, or a contact working within the landscape industry)

NAME	BUSINESS	PHONE
EMAIL		

### CREDIT REFERENCE (suppliers you regularly purchase goods or services from)

NAME	BUSINESS	PHONE
EMAIL		
NAME	BUSINESS	PHONE
EMAIL		

### APPLICATION CHECK-LIST (please ensure all of the below items are included prior to submitting your application)

**Incomplete applications will not be processed.**

<input type="checkbox"/>	Certificate of Business Registration
<input type="checkbox"/>	Relevant Industry Registration
<input type="checkbox"/>	Relevant Industry Qualifications
<input type="checkbox"/>	Letter of Reference

### CODE OF CONDUCT

Members of Landscaping Victoria Incorporated believe that the interests of the community at large can best be served through the observance of a Code of Ethics which recognises that community confidence in the landscaping industry is enhanced by:

- ☞ Honesty and Courtesy
- ☞ Skill and Competency
- ☞ Integrity for work and Industry

To further these aims, Landscaping Victoria members are expected to:

- ☞ Enhance and foster professional and ethical practice in rendering services;
- ☞ Maintain the highest standards of honesty and integrity to clients, fellow members and the community;
- ☞ Comply with all laws and regulations in the conduct of their business;
- ☞ Encourage educational development and training at all times;
- ☞ Encourage a spirit of harmony and co-operation between members;
- ☞ Act in a manner which advances the standing of the industry in the community.

### DECLARATION

I certify that the information contained in this application is true and correct.

I hereby agree, if accepted for membership of Landscaping Victoria, to be bound by the Terms and Conditions of the Association, found [here](#), and the above Code of Conduct.

In the event I am no longer a member of Landscaping Victoria, I agree to remove all reference to membership and I will cease to use the LV logo and any written reference to being a member. I will advise Landscaping Victoria of my resignation in writing as per the Terms and Conditions of the Association.

NAME	SIGNATURE
DATE	

**DISCLAIMER:** Landscaping Victoria retains the right to accept or reject an application. Completion of application may take up to 12 weeks. All benefits attributed to each membership will be valid and must be utilised within that financial year. No refund of credit will be issued for unused components of memberships.

### FEES

Application Fee: \$290	An invoice will be sent to you upon receipt of this application. Application fees are not refundable once an application has been made. If application is successful, an invoice for annual membership will then be sent.
Subscription Fees: \$780	Membership Fees are invoiced and payable upon confirmation of a successful application. Fees may be calculated pro-rata subject to joining date at the discretion of LV administration. Ongoing fees are invoiced annually as at June 30.

### WHAT HAPPENS NOW?

	TIME FRAME
1. Application is reviewed by Landscaping Victoria administration	1 week
2. If approved to proceed to assessment stage you will: a) be notified in writing b) be invoiced for the application fee	1 week
3. Upon receipt of payment your file will be allocated to an assessor	2 weeks
4. Assessment will take place. This includes an interview with the assessor, as well as the assessor visiting at least one of your nominated client sites to assess the quality of your work	3 weeks*
5. If approved by the assessor for membership, your application will be reviewed by the Board at the next gazetted Board Meeting	Subject to date of Board Meeting
6. If approved for membership you will: ☞ be notified in writing ☞ be invoiced for full subscription fees	1 week
7. Upon approval for Membership by the Landscaping Victoria Board you will be invoiced for a subscription fee. On receipt of your Membership fee in full you are recorded as a Member of the Association and will have entitlement to the Associations benefits and entitlements, applicable in your nominated category. Membership fees are payable in advance, with rates applicable to the various Membership groups of Landscaping Victoria Membership reviewed and set by the Board each year. No concessions or discounts are applicable to Membership fees. Upon receipt of payment you will be sent a Membership Pack with full details of your benefits, your obligations and your membership login details.	Subject to your payment of the invoice

\*NOTE: Timeframe is indicative only and subject to your assessor's availability. Assessors volunteer their time and skills to perform assessments on behalf of Landscaping Victoria.

If you have any queries, please call the Landscaping Victoria office on 1300 365 428.

*We wish you every success in your application.*

