



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)	
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WEBSITE	
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BUSINESS TYPE	Sole Trader	Company	Partnership	Family Trust
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 Master Landscapers communications)

NAME	POSITION	PHONE
EMAIL		

**ACCOUNTS CONTACT** (Book keepers/accounts contact etc.)

NAME	POSITION	PHONE
EMAIL		

**MAIN FOCUS OF BUSINESS** (please tick)

<input type="checkbox"/>	LANDSCAPE DESIGN	<input type="checkbox"/>	OTHER (please specify below)
<input type="checkbox"/>	SOFT LANDSCAPING ELEMENTS		

WHERE DID YOU HEAR ABOUT US?		
Website	Radio	
Social Media	Client (member of the public)	
Industry Event	Referred by member – Name & Member Number	
Magazine/Newspaper	Other – Please specify	



**EMPLOYMENT HISTORY** (include apprenticeship)

YEARS (to from)	EMPLOYER	POSITION

**INDUSTRY QUALIFICATIONS AND TRAINING**

Note: To qualify for this membership category, minimum qualifications apply:

- ☞ Applicant to hold a MINIMUM Certificate III in a relevant course;
- ☞ Which includes landscape or garden design subjects
- ☞ Is from a University, TAFE or a Registered Training Organisation (RTO)
- ☞ Is a Nationally Endorsed Course
- ☞ Please note: Online courses and short courses will not be accepted as suitable qualifications
- ☞ OR 10+ years experience (as outlined above in Employment History)

COURSE NAME	TRAINING INSTITUTION	YEAR COMPLETED

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


Have you been bankrupt or insolvent in the last 5 years?	Yes	No
What other names have you traded under?		



**SKILLS ASSESSMENT**

Please nominate 3 projects that have been completed (i.e. have been built) in the last 2 years that best reflect the quality and breadth of your workmanship and skills. Please seek your client’s approval prior to submitting their garden.

**NOTE: Following the submission of your application, please send an email through to [admin@landscapingvictoria.com.au](mailto:admin@landscapingvictoria.com.au), containing at least 15 photos across the 3 jobs listed below, which relate to the plans submitted. Your work quality will be assessed based on these images, so please make sure they are of sufficient quality. We would recommend sending the photos through using a file sharing site such as Dropbox or WeTransfer. Alternatively, you may submit a USB containing these images with your application.**

**SITE 1**

NAME OF CLIENT/S	
EMAIL ADDRESS	
ADDRESS	
CONTACT NAME & NUMBER (to arrange visit)	
APPROX. VALUE OF PROJECT	

**YOUR ROLE IN THIS PROJECT** (please tick)

<input type="checkbox"/>	LANDSCAPE DESIGN	<input type="checkbox"/>	OTHER (please specify below)
<input type="checkbox"/>	SOFT LANDSCAPING ELEMENTS		

Please provide a written quote/contract (or both) for this project by attaching a copy to your application.

**SITE 2**

NAME OF CLIENT/S	
EMAIL ADDRESS	
ADDRESS	
CONTACT NAME & NUMBER (to arrange visit)	
APPROX. VALUE OF PROJECT	

**YOUR ROLE IN THIS PROJECT** (please tick)

<input type="checkbox"/>	LANDSCAPE DESIGN	<input type="checkbox"/>	OTHER (please specify below)
<input type="checkbox"/>	SOFT LANDSCAPING ELEMENTS		

Please provide a written quote/contract (or both) for this project by attaching a copy to your application.

**SITE 3**

NAME OF CLIENT/S	
EMAIL ADDRESS	
ADDRESS	
CONTACT NAME & NUMBER (to arrange visit)	
APPROX. VALUE OF PROJECT	

**YOUR ROLE IN THIS PROJECT** (please tick)

<input type="checkbox"/>	LANDSCAPE DESIGN	<input type="checkbox"/>	OTHER (please specify below)
<input type="checkbox"/>	SOFT LANDSCAPING ELEMENTS		

Please provide a written quote/contract (or both) for this project by attaching a copy to your application.



**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 Master Landscapers 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.**

Certificate of Business Registration	
Proof of Industry Qualification	No. of Qualifications included
Other Qualifications/Memberships	
Certificate of Currency (Public Liability Insurance) <i>and</i> Certificate of Currency (Professional Indemnity Insurance) If you do not have insurance we recommend you contact our preferred partner Insurance House on 03 9235 5207. LV Master Landscapers Members receive a free insurance 'Health Check' across their insurance program. To take up this obligation free offer tick <b>YES</b> and a specialist broker will contact you to arrange an appointment.	YES
Business Plan/Outline (a one-page summary of your business objectives) If you do not have a Business Plan, suitable templates are available here: <a href="http://www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/write-a-business-plan">www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/write-a-business-plan</a>	
OH&S Policy (outline of your safe working environment including safety equipment, chemical handling etc.) If you do not have an OH&S Policy, please book an appointment with Worksafe Victoria. <a href="http://www.worksafe.vic.gov.au/safety-and-prevention/small-business/worksafe-ohs-essentials-program">www.worksafe.vic.gov.au/safety-and-prevention/small-business/worksafe-ohs-essentials-program</a>	
Letter of Reference (Industry)	
Required images as outlined on Page 3	

Do you hold a current ALLDM membership?

YES                      NO



**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 Master Landscapers 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 Master Landscapers, 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 Master Landscapers, 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 Master Landscapers of my resignation in writing as per the Terms and Conditions of the Association.

NAME		SIGNATURE	
DATE			

**DISCLAIMER:** Landscaping Victoria Master Landscapers 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: \$305	<p>An invoice will be sent to you upon receipt of this application.</p> <p>Application fees are not refundable once an application has been made.</p> <p>If application is successful, an invoice for annual membership will then be sent.</p>
<p>Membership Fees: \$630</p> <p>Additional Membership Categories:          2<sup>nd</sup> Category \$225          3<sup>rd</sup> Category or more \$175 per category</p>	<p>Membership Fees are invoiced and payable upon confirmation of a successful application. Fees are invoiced annually as at June 30 no matter when membership is taken up.</p>



WHAT HAPPENS NOW?

		TIME FRAME
1.	Application is reviewed by Landscaping Victoria Master Landscapers administration	1 week
2.	If approved to proceed, assessment 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 sent to the Membership Portfolio for assessment	2 weeks
4.	If approved by the Membership Portfolio, your application will be reviewed by the Board at the next gazette Board Meeting	Subject to Board Meeting
5.	If approved for membership you will: ☞ be notified in writing ☞ invoiced for subscription fees	1 week
6.	Upon approval for Membership by the Landscaping Victoria Master Landscapers 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 Master Landscapers 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.	1 week
7.	If you are not accepted for membership You <u>may</u> be offered Provisional Membership. This will be at the discretion of the assessor and the Board. You may remain a Provisional Landscape Designer Member for up to 24 months. In this time your portfolio of work can be expanded upon. A further assessment of works completed during this time will be required in order to potentially grant you full Registered Landscape Designer membership. Please refer to the Landscape Designer – Provisional Member Application form for more details.	Up to 24 months

If you have any queries, please call the Landscaping Victoria Master Landscapers office on 8761 9137.

***We wish you every success in your application.***