

## PRE-REGISTRATION MEMBERSHIP

### APPLICATION FORM



#### Notes

- You need to print out a copy of this document in order to complete it. Remember to keep a copy of the completed application form for your own records.
- The GLDA will keep all information supplied on this form strictly confidential.
- The Membership Assessment Panel (MAP) will comprise of up to four Full Members of the GLDA, each of five or more years standing.
- You will be informed by letter whether your application for Pre-Reg Membership has been approved. If unsuccessful in the first instance, further guidance and advice will be made available to you through an ongoing mentoring process.
- If you are an established practicing garden/landscape designer for a minimum of three years, you may qualify to apply for Full Membership if your portfolio is of an acceptable standard.
- Student and Friend/Overseas Friend Members seeking Full Membership will be required to gain a minimum of three years relevant work experience and will only be eligible to apply for Pre-Registered Membership as a first step.
- Members may remain Pre-Registered for up to a maximum of three years, in which time they will be expected to have applied for Full Membership. If unsuccessful after this time has elapsed, they will automatically revert back to Friend status. In exceptional circumstances an extension to this time period may be granted to an individual, subject to approval by the MAP.
- If you have any queries, please call the GLDA office on 085 876 0203 or email [info@glda.ie](mailto:info@glda.ie).

#### Submission Checklist

Your submission must include the following:

- Educational documentation. Must include copies of any relevant degree or other qualifications gained, and/or copies of supporting documents/certificates showing course information and duration.
- One garden/landscape design plan. If newly qualified, this could be a final design project. The plan may be for a residential or commercial project and will need to show general layout and circulation patterns, the use of hard landscaping materials and structured planting, including trees, shrubs, perennials and ground cover.
- A completed and signed copy of pages 3-5 of this application form.

Application documentation, including the required garden/landscape design plan, should be scanned and submitted in PDF or JPG format. **Email to:** [info@glda.ie](mailto:info@glda.ie). Please ensure you keep a copy of the application for your records.

You also have the option to submit a hard copy of all your application documentation. It must be in a standard 2-ring binder or plastic folder. In this case, please include two plan copies folded to A4 in plastic sleeve (reduce the plan size if necessary).

**Post to:** GLDA, 65 Roebuck Castle, Clonskeagh, Dublin 14, Ireland.

#### Payment Options - [payment not required until your application has been confirmed](#)

A non-refundable Pre-Reg annual fee of €120 or pro-rata amount of €..... as agreed with GLDA office is required.

- By Euro cheque/bank draft made payable to GLDA and posted to the address above.
- By bank transfer to GLDA's bank account, **IBAN:** IE46 AIBK 9310 3910 3550 64, **BIC:** AIBKIE2D.
- PayPal - please go to the Membership page on [www.GLDA.ie](http://www.GLDA.ie) and click the 'Buy Now' button under the Pre-Reg category.

In all cases, please use your name as the payment reference so we can track your payment.

The membership year commences 01 March.

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Please use BLOCK CAPITALS

Title: Mr  Ms  Mrs  Other .....

Name: .....

Home Address: .....

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Tel No: ..... Mobile: .....

Email: .....

Company Name: .....

Work Address: .....

.....

Tel No: ..... Mobile: .....

Email: .....

Website: .....

Correspondence Address: Home  Work

Self Employed  Employed

Start Date ..... Start Date .....

No of Employees .....

No of Years Practicing Garden Design:  Not started yet  Part-Time .....  Full-Time .....

Are you Student/Friend/Overseas Friend Member of the GLDA: Student  Friend  Overseas Friend

Type of Practice: Design only  Design & Build  Private  Commercial

Other .....

Area of Specialisation: .....

Geographical Area Covered: .....

Other Affiliations: ALCI  ILI  SGD  Other: .....

*continued /...*

**Educational Background**

Secondary School: ..... Year Graduated: .....

Further Education:

Year Graduated	College	Course Title	Qualification Gained

Details of relevant awards, achievements & experience

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How do you see your career aspirations and plans developing over the next five years?

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*continued /...*

How do you think the GLDA can best assist you in your career plans?

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Please use the space below for any other information you feel may be relevant

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**Applicant's Statement**

*I hereby apply for Pre-Registered Membership of the Garden & Landscape Designers Association (GLDA). I confirm the accuracy of all information in this application and that the application materials, including design plans (hand drawn/CAD) have been prepared by me in full.*

*If my application is successful, I will abide by the GLDA's Aims & Rules (copy available on [www.GLDA.ie](http://www.GLDA.ie)), support its objectives, pay established fees and work towards upholding and enhancing the recognised quality and reputation of the GLDA profession in Ireland. I agree to my details being retained on file by the GLDA for administration purposes and for future correspondence between me and the GLDA.*

Signed: ..... Date: .....

Receipt required (via email) Yes  No

**Pre-Registered Membership Terms & Conditions**

1. The category of Pre-Registered Member is only open to those who aspire towards GLDA Full Membership status within the 32 counties of Ireland.
2. Pre-Registered Membership will be granted for a maximum of three years. To maintain Pre-Reg membership during this period, Pre-Registered Members must continue to develop their skills by attending GLDA Continuing Professional Development (CPD) workshops and mentoring sessions. The GLDA requires Pre-Registered Members to submit proof of completion of 30 hours of approved CPD training and mentoring.
3. Any abuse of the title 'Pre-Registered Member', i.e. inferring 'Full Membership' status for commercial use or gain, will be strictly monitored by the Council and the GLDA Membership Assessment Panel (MAP).
4. It is regarded as essential that the material submitted as part of this application process be solely the work of the applicant. Applicants employed by a garden/landscape design company or related business may be asked for a confirmation letter from their employer.

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