



# Application Form



Accredited Fencing Contractors are businesses recognised by FCANZ, New Zealand's industry body for fencing, as professional and knowledgeable tradespeople, who consistently deliver quality work.

## ENDORSEMENT BENEFITS

Fencing Contractors Association NZ promote Accredited Fencing Contractors as recognised and qualified fencing contractors, displaying business best-practice.

Being an FCANZ endorsed Accredited Fencing Contractor provides benefits including:

- **Accredited Fencing Contractor branding**  
Be recognised as the best. Nationally recognised for qualification, knowledge, quality of work and business assurance.
- **Industry training**  
Access technical, workplace, business and health and safety training.
- **Marketing and promotion throughout New Zealand**  
National marketing and promotion through the WIRED magazine, FCANZ publications and the FCANZ website.
- **Industry representation / Advocacy**  
FCANZ Executive Director and Board promote and lobby for Accredited Fencing Contractors to be recognised in procurement processes, tenders and requests for proposals nationally and for local clients.

## ENDORSEMENT CRITERIA

In order to achieve the FCANZ Accredited Fencing Contractor business endorsement, applicants must meet the following requirements:

### FCANZ Current General Member

The business principal (who holds the Level 4 Certificate in Fencing) must hold a current General membership. At least one of the business principals must have been an FCANZ member for a minimum of two years.

### FCANZ Certified Fencer

One of the principals of the business must have achieved the Certified Fencer endorsement.

### Employer/Client Testimonials

Three current [testimonials](#) (dated within 6 months) from clients (including full contact details), with permission to contact the clients.

### Signed Declaration

Signed declaration and agreement to comply with the Accredited Fencing Contractor programme, [FCANZ Member Code of Ethics and Conduct](#); and Standards.

### Must also provide evidence of:

- A minimum of three years in business.
- A current First Aid Certificate held by the principal or a nominated employee.
- Health and Safety pre-qualification from SHE Docs, Sitewise, PREQUAL or other recognised industry pre-qualification system. Pre-qualification evidence must be a 75% or higher rating overall for health and safety systems and practice.
- Employment contracts (if workers employed).
- Evidence of worker training.
- Sub-contractor contracts (if used).
- Public Liability Insurance (minimum \$2 Million).
- Attendance at two FCANZ Best Practice Days and/or FCANZ webinars, and one FCANZ Conference within the previous five-year period.

### On-site visit from authorised FCANZ auditor

- Evidence of quality workmanship at a minimum of 2 job sites over the past 3 years.
- Evidence of quality workmanship to industry best practice on a current worksite (regional variances taken into consideration).
- Physical evidence of worker training to industry best practice standards (if workers employed)
- Evidence of machinery maintenance
- Evidence of a working Health and Safety policy

## ENDORSEMENT INVESTMENT

An initial non-refundable fee of \$300.00 + GST is payable upon application. When accepted, a further fee of \$675.00 + GST (including travel) is payable prior to the onsite visit and certification. An annual renewal fee of \$50.00 + GST is payable to maintain endorsement. The applicant's annual FCANZ membership must also remain current.

### Five-year Audit

Accredited Fencing Contractors will be audited after five years by providing updated documents to evidence certification criteria and an onsite inspection. Spot audits may take place within the five-year period.

Five-year renewal fee \$675.00 + GST.

## ENDORSEMENT TERMS & CONDITIONS

1. Accredited Fencing Contractors agree to abide by the [FCANZ Member Code of Ethics and Conduct](#).
2. Accredited Fencing Contractors are to uphold industry best practice and high standards of fencing throughout their business, including workers and subcontractors (if employed).
3. Accredited Fencing Contractors will comply with all legal requirements of running a business. And endeavour to do so in an ethical manner.
4. Any decision relating to endorsement status is the full and final decision of the FCANZ Review Panel.
5. Should the Review Panel be unable to make a decision, further evidence may be requested, or another site visit at the Contractors' cost may be required.
6. The on-site audit will, at minimum, include all aspects of the FCANZ inspection checklist (above).
7. Accredited Fencing Contractors agree to follow the FCANZ brand guidelines.
8. Accredited Fencing Contractors agree to annually provide FCANZ with their current Public Liability Insurance Certificate, First Aid Certificate and H&S Pre-qualification Certificate.
9. Accredited Fencing Contractors will refrain from using the Accredited Fencing Contractor logo and status should their membership or endorsement cease or be removed.
10. On the sale of the business, the Accredited Fencing Contractor status cannot be transferred to the new business owner unless it is to someone who can provide evidence that they were working in the business for a minimum of three years prior to the sale and hold an NZQA level 4 National Certificate of Fencing.
11. If the Accredited Fencing Contractor business becomes involved in a legal dispute or becomes insolvent, it must notify FCANZ within 5 working days of the notification.
12. If FCANZ receives a complaint about an Accredited Fencing Contractor, they may be at risk of losing their endorsement.

## ENDORSEMENT PROCESS

Steps	Responsible	Details
<b>Complete application</b>	Applicant	<ul style="list-style-type: none"> <li>Send the completed application form and supporting documents to the Administration Manager <a href="mailto:admin@fcanz.org.nz">admin@fcanz.org.nz</a></li> </ul>
<b>Application screening</b>	Administration Manager	<ul style="list-style-type: none"> <li>Review application, seeking further details if required.</li> </ul>
<b>Application Invoice sent</b>	Administration Manager	<ul style="list-style-type: none"> <li>Send non-refundable application invoice of \$300+GST to the applicant.</li> </ul>
<b>Pre-Audit</b>	Administration Manager	<ul style="list-style-type: none"> <li>Send checklist, application and supporting documents to the auditor.</li> <li>Send invoice for on-site audit fee of \$675.00 + GST.</li> <li>Provide the auditor with the applicant's contact details to arrange an audit time.</li> </ul>
<b>On-site audit</b>	Auditor	<ul style="list-style-type: none"> <li>Complete the audit form and collect photographic evidence, sighting physical works, training register, and vehicle/machinery maintenance register.</li> <li>Seek more details if required or provide guidance on corrective actions (if required).</li> <li>Provide a recommendation to the review panel.</li> </ul>
<b>Decision</b>	Review Panel	<ul style="list-style-type: none"> <li>Review auditor's report and make a decision.</li> </ul>
<b>Notify</b>	Administration Manager	<ul style="list-style-type: none"> <li>Notify the applicant of the outcome and any corrective actions</li> <li>Arrange for additional audit (at the applicant's cost) if required</li> </ul>
<b>Certification</b>	Administration Manager	<ul style="list-style-type: none"> <li>Email a copy of the Auditor's Report, a certificate, the AFC logo and brand guidelines</li> <li>Post a certificate, cap and sticker</li> <li>Attach AFC logo to Member profile on FCANZ website</li> <li>Update database</li> <li>Update WIRED</li> <li>Update website listing</li> </ul>
<b>Renewal</b>	Administration Manager	<ul style="list-style-type: none"> <li>Schedule 12 monthly checks of documentation – H&amp;S, First Aid, Insurance (\$50 + GST) per year</li> <li>Schedule 5-yearly renewals (\$675 + GST)</li> </ul>

## APPLICATION CHECKLIST

### FCANZ current member

Have a current General membership with Fencing Contractors Association NZ for a minimum of 2 years.

### FCANZ Certified Fencer

One of the principals of the business must have achieved the Certified Fencer endorsement.

### Testimonials

Three current testimonials from clients (including full contact details and permission for them to be contacted).

### Signed Declaration

Signed declaration and agreement to comply with the Accredited Fencing Contractor programme, FCANZ Member Code of Ethics and Conduct, and Standards.

### Professional Development

Evidence of attendance at two FCANZ Best Practice Days and/or FCANZ Webinars, and one FCANZ Conference over a five-year period. (also required for endorsement renewal)

#### Evidence of:

- A minimum of three years in business
- A current First Aid Certificate
- Health and Safety pre-qualification from SHE Docs, Sitewise, PREQUAL or other recognised industry pre-qualification system. Pre-qualification evidence must be a 75% or higher rating overall for health and safety systems and practice, and contain the report breaking down the rating.
- Employment Contracts (if Business has employees)
- Sub-contractor Contracts (if used)
- Public Liability Insurance (minimum \$2 Million)

#### On-site Audit:

- Physical evidence of quality workmanship at a minimum of 3 job sites over the past three years (proof of completion date required)
- Physical evidence of quality workmanship to industry best practice on a current worksite
- Satisfactory inspection from an authorised FCANZ inspector
- Physical evidence of worker training to industry best practice on a current worksite with worker interview and observation (employment period and worker experience will be taken into account )
- Evidence of quality workmanship on a current worksite
- Evidence of machinery maintenance
- Evidence of working health and safety policy



## Declaration

I \_\_\_\_\_  
(Applicant Name)

declare that I am an authorised representative of

\_\_\_\_\_  
(Business Name)

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

I declare that the business and its representatives will uphold the FCANZ Member Code of Ethics and Conduct and maintain the expected high standards of an FCANZ Accredited Fencing Contractor. I agree to allow FCANZ to use the business contact details for promotional articles and advertising purposes. I agree that the business and its representatives will uphold safety in the workplace at all times.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**FENCING  
CONTRACTORS  
ASSOCIATION NZ<sup>®</sup>**

0508 432 269  
[admin@fcanz.org.nz](mailto:admin@fcanz.org.nz)