

Application for Membership

Our Company:
hereby applies for membership of the Window & Glass Association New Zealand (Incorporated) and agrees to be bound by our Constitution. Please ensure you have read both the [Code of Ethics](#) and [Constitution](#) prior to completing and signing this application.

Sector Group (Please select one only):

The Window & Glass Association groups its membership into a series of sectors. Please select from the following, the sector group which best describes your business and the type of membership desired.

- | | |
|--|--|
| <input type="checkbox"/> Proprietary System Suppliers | <input type="checkbox"/> Window Manufacturers/Suppliers |
| <input type="checkbox"/> Window Installation/Service/Repair/Test | <input type="checkbox"/> Component Suppliers |
| <input type="checkbox"/> Commercial Doors | <input type="checkbox"/> Glass Processing |
| <input type="checkbox"/> Glass & Glazing | <input type="checkbox"/> IGUMA (Insulating Glass Unit Manufacturers Association) |
| <input type="checkbox"/> Surface Finishers | <input type="checkbox"/> Associate Member |

It is a requirement of the Association that you're able to demonstrate that your products meet all applicable clauses of the New Zealand Building Code and the requirements of any project they are used on.

The following provides a brief description and the applicants requirements for each sector group.

1. Proprietary System Supplier Applicants:

A proprietary system supplier designs, owns, and supplies window, door, and glazing systems built around proprietary designs, components, and specifications that are licensed for use by the manufacturer network.

Please complete **Checklist One – Windows & Doors** attached *where applicable* and *provide with your application copies of current test reports*, demonstrating compliance for each of the systems and products as advertised on your website.

2. Window Manufacturers/Suppliers Applicants:

A window manufacturer produces complete window and door units by fabricating and assembling frames, glazing, and hardware to meet specific performance, design, and regulatory requirements.

A window supplier sources and provides finished window products to builders, contractors, or retailers without necessarily manufacturing them.

The products may be used for either residential or commercial work

Please complete **Checklist One – Windows & Doors** attached *where applicable* and *provide with your application copies of current test reports*, demonstrating compliance for each of the systems and products as advertised on your website.

3. Window Installation/Service/Repair/Test Applicants:

Window installation, service, and repair in New Zealand covers the compliant fitting of new windows and doors, routine maintenance and adjustments, and the repair or replacement of windows and doors and/or damaged components to ensure weather-tightness, safety, and ongoing compliance with the NZ Building Code.

Window Test applicants include those that test either in a laboratory or field test.

Please complete **Checklist One – Windows & Doors** attached *where applicable* and *provide any supporting evidence*, demonstrating compliance of your systems and products as advertised on your website.

4. Component Suppliers Applicants:

A component supplier to the window and glass industry manufactures and supplies specialised hardware, profiles, seals, fixings, and ancillary systems used by fabricators and installers to produce compliant,

functional, and durable glazing solutions.

Please complete the *applicable parts* of **Checklist Three – Other** attached and *provide any test reports*, demonstrating compliance of your systems and products as advertised on your website.

5. Commercial Doors Applicants:

Commercial door manufacturer/supplier covers a wide range of product types that are typically used in commercial applications to meet project specific performance, design, and regulatory requirements.

Please complete **Checklist One – Windows & Doors** attached *where applicable* and *provide any test reports*, demonstrating compliance of your systems and products as advertised on your website.

6. Glass Processor Applicants:

A glass processor transforms raw flat glass into finished or semi-finished products, such as, annealed, toughened, laminated, and/or coated glass either monolithic or processed into IGU's, ready for use in windows, façades, and other applications.

A glazier measures, cuts, installs, and replaces glass in windows, doors, façades, and other building elements.

Please complete **Checklist Two – Glass & Glazing** attached *where applicable* and *provide any test reports*, demonstrating compliance of your systems and products as advertised on your website.

7. Glass & Glazing Applicants:

A glass supplier provides glass products purchased from a processor to businesses, contractors, individual glazier or consumer.

A glazier measures, cuts, installs, and replaces glass in windows, doors, façades, and other building elements.

Please complete **Checklist Two – Glass & Glazing** attached *where applicable* and *provide any test reports*, demonstrating compliance of your systems and products as advertised on your website.

8. IGUMA Applicants:

IGUMA (the Insulating Glass Unit Manufacturers Association) is a sub-group under the Window & Glass Association umbrella, who are local members of the Association and manufacturer IGU's under the IGUMA rules.

Please complete **Checklist Two – Glass & Glazing** attached *where applicable* and *provide any test/audit reports*, demonstrating compliance of your systems and products as advertised on your website.

9. Surface Finishers Applicants:

Surface finishers prepare, treat, and apply finishes primarily to window and door related extrusion and components to achieve the required aesthetic and performance outcomes for the project.

Please complete the *applicable parts* of **Checklist Three – Other** attached and *provide any test reports*, demonstrating compliance of your systems and products as advertised on your website.

10. Associate Member Applicants:

An associate member to the window and glass industry is an organisation that supports the sector through related products, services, expertise, or advocacy, without directly manufacturing or installing window and glazing systems.

Please complete the *comments section* of **Checklist Three – Other** attached including information on your business and how you are associated with the window and glass industry.

ALL applicants, your application for membership requires a nomination from a current member of the Window & Glass Association.

Nominator Name:

Nominator Company:

Signature:

Where applicable, manufacturer nominations must be completed by the Proprietary System Supplier concerned. Proprietary System Suppliers please note that you are certifying that the applicant conforms to all applicable regulations and standards.

Membership Subscription: Please pay your subscription upon invoice into our account:

Window & Glass Association

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Particulars: Your company name **Code:** New **Reference:** Membership

Company Details

Trading name:

Registered Company Name:

Name of Owners / Directors / Senior management (name and position):

**Please nominate
authorised
representative:**

i)

ii)

iii)

Has the above company or any of the company's senior management been involved in any other business which has ceased to trade without payment in full of all undisputed debts to creditors?

All applicants please circle "Yes" or "No"

If the answer is "Yes", please attach sufficient detail to explain the involvement/responsibilities of those concerned.

Number of equivalent full-time staff employed (includes office and sales staff):

Number of branches/sales offices:

A member with one or more branches and/or one or more sales offices operating under the same business name as the "head office" is included in the one membership. The total staff employed determines the appropriate subscription rate.

- i) A branch is defined as 100% shareholding by the head office.
- ii) A sales office is defined as at least 50% shareholding by head office.
- iii) A shareholding less than the above defines the branch or sales office as a separate business requiring an individual Association membership
- iv) In all cases, the Board shall have the discretion to require one or more memberships.

What is your primary business activity?

What is your Window Brand name? (if applicable):

Does your Company have any independently certified Quality Management Systems such as ISO 9000, Q-BASE, QSR, or similar?

All applicants please circle "Yes" or "No"

If the answer is "Yes", please give details:

Does your Company have a Health and Safety Programme in place?

All applicants please circle "Yes" or "No"

Your Postal Address:

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Suburb City/Town

Your Street Address:

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Suburb City/Town

Telephone: ()

Accounts email address:

Newsletter recipients: Please provide their name (first/second names) and email address:

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Applicants signature:

Date:

Your signature confirms your agreement to abide by the Code of Ethics and Constitution of the Window & Glass Association NZ, and your consent to be a member.

Website - ours

Our website includes a 'Find a member' search function and a jobs board where you can advertise situations vacant. Once your membership application has been approved, please log into the member only area and update your directory listing so you will appear in the search results:

Email address of person who can update directory listing:

Email address of person who can load jobs on the jobs board:

Website – yours

We recommend you prominently display that you are a member of the Association. Please complete the separate Trade Mark Licence agreement to get digital copies of our logo.

Survey

We would like to understand why you are joining the Association. Please tick the boxes that most apply:

- To have access to information and/or training
 - Technical support
 - Required to belong
 - Customers are asking if we are members
 - We want to be seen as credited and trusted in the market
 - To support the industry we work in
 - To get an invite to the conference and awards dinner
 - To keep up to date with legislation and regulation changes
 - To participate in the development of changes to our legislation and regulations
 - Other:
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Checklist One - Windows & Doors		
Category	Item	<input type="checkbox"/> or N/A
Nomination	Does your application include a nomination from a current Window & Glass Association member?	
	Please provide your public website address.	
Website	Does your website include the following;	
	- a BPIR statement in accordance with MBIE's requirements?	
	- a list of product types and configurations available?	
	- supporting documentation (test reports or other) on each of the product types and configurations offered?	
	- a guide to thermal performance?	
	- installation information?	
Test Reports	Please provide test reports for each of the product types and configurations offered on your website.	
	Were the tests performed for you or for another business, i.e. your system supplier?	
	Which standards have the products been tested to?	
	Were they tested in NZ?	
	If tested to standards other than NZS / TS 4211 have the results, performance ratings, and/or classifications been compared to the NZ wind zones?	
	Have your product ranges been assessed in accordance with a recognised local or international certification scheme, i.e. CodeMark? If so, by who? Please provide.	
Other	Do you have a best practice guide for your business? If so, where can this be found?	
	Do you have a PS1 or similar, stating how your products comply with the applicable clauses of the NZ Building Code, i.e. B1, B2, E2, F2, H1, or other ?	
	Please add any comments...	

Checklist Two - Glass & Glazing		
Category	Item	☑ or N/A
Nomination	Does your application include a nomination from a current Window & Glass Association member?	
Website	Please provide your public website address.	
	Does your website include the following;	
	- a BPIR statement in accordance with MBIE's requirements?	
	- a list of product types and configurations available?	
	- supporting documentation (test reports or other) on each of the product types and configurations offered?	
	- a guide to thermal performance?	
Test Reports	- installation information?	
	Please provide test reports for each of the product types and configurations offered on your website, i.e. toughened, laminate, IGUs.	
	Were the tests performed for or for another business?	
	Which standards have the products been tested to?	
	Were they tested in NZ?	
	If tested to standards other than NZS 4223 have the results, performance ratings, and/or classifications been compared to NZ standards?	
IGUMA	Have your product ranges been assessed in accordance with a recognised local or international certification scheme, i.e. CodeMark? If so, by who? Please provide.	
	Do you confirm acceptance of the IGUMA rules and testing requirements?	
Other	Do you have a best practice guide for your business? If so, where can this be found?	
	Do you have a PS1 or similar, stating how your products comply with the applicable clauses of the NZ Building Code, i.e. B1, B2, E2, F2, H1, or other ?	
	Please add any comments...	

Checklist Three - Other		
Category	Item	☑ or N/A
Nomination	Does your application include a nomination from a current Window & Glass Association member?	
Website	Please provide your public website address.	
	Does your website include the following;	
	- a BPIR statement in accordance with MBIE's requirements?	
	- a list of product types and configurations available?	
	- supporting documentation (test reports or other) on each of the product types and configurations offered?	
	- installation information?	
Test/Certification	Where applicable, please provide test/audit reports for the product types, where its applicable, offered on your website.	
	Were the tests performed for you or for another business?	
	Which standards have the products been tested to?	
	Were/are they tested in NZ?	
	If testing is performed to standards other than TT-ICP-002 NZ or NZ-ICP-003a have the results, performance ratings, and/or classifications been compared to the NZ standards?	
	If testing/procedures are performed to standards other than Endurocolour , have the results, performance ratings, and/or classifications been compared to the NZ standards?	
	Have your product ranges been assessed in accordance with a recognised local or international certification scheme, i.e. CodeMark? If so, by who? Please provide.	
Other	Do you have a best practice guide for your business? If so, where can this be found?	
	Do you have a PS1 or similar, stating how your products comply with the applicable clauses of the NZ Building Code, i.e. B1, B2, E2, F2, H1, or other ?	
	Please add any comments...	