Full Membership Application Questions

The following questions will be asked when completing the full member application form – the questions with an asterisk are mandatory, those shown in red will be displayed on our web site.

Group Information

Name of Group or Organisation *	If using the insurance facility, the name on your constitution and the name which will be added to the insurance policy. Also should reflect the name on your group's bank account if you have one
Year Organisation formed *	The year the group was formed in its present name
Picture or logo	Upload a picture of your greenspace or group logo for your organisation here. This is used to supplement your listing. Please ensure all relevant permissions have been obtained to use this image (optional)
Group Status *	Drop Down Menu - options are Constituted Organisation Charitable Incorporated Organisation Limited Company *(there are more choices for associate members)*
Registered Charity No	**Registered charity no (if applicable)**
Group Category *	Drop Down Menu – select most appropriate - options are Friends of, (a Green Space) Community (e.g. Town or Village Preservation / Improvement Group Community Garden (e.g. Community Garden, Growing Group or Allotment) Activity (e.g. Walking or Riding Organisers) Wildlife (e.g. Protection or Enthusiast Group) Litter Picking (Litter Picking Group)

Location of Green Space	(optional) – to provide an indication of where to find the green space your group is active in - you can enter the what three words reference, a post code a village or an address
Group Website	(all optional) best to copy and past the URL's from your browser to create an effective link
Group Facebook Page	
Group X Page	
Group Instagram Page	
Volunteer Hours per year? *	(Gu)estimate how many hours per year your group of volunteers contribute to the betterment of nature and the environment – helps justify our grants.
No of regular volunteers *	The core number of volunteers in your group
Volunteer Helpers per annum*	Gu)estimate how many different volunteers help your group in the course of a year?
Accessible to disabled people? *	Is the green space accessible to e.g. wheelchair users - Drop Down Menu - Options are: Yes No Partial Not Applicable
Green Space Land Owner *	Who owns the land on which your group operated Drop down menu - Options are: Kirklees Council Your Own Group Third Party Combination of owners *(tick one or more or the most relevant)*
Districts of Kirklees? *	This will identify the Kirklees Council Parks & Green Spaces Volunteer Coordinator. Select most appropriate - options are: All Kirklees Dewsbury & Mirfield Kirklees Rural

Batley & Spen
Huddersfield
(tick one or more or the most relevant)

Parliamentary Constituency

When we meet MP's we provide a list of groups active in their constituency.

Select most appropriate - options are:

All Kirklees Areas
Dewsbury & Batley
Ossett & Denby Dale
Colne Valley
Huddersfield
Spen Valley
(tick one or more or the most relevant)

Areas of Interest *

This helps potential volunteers find your group through our web search facility.

Select one or more - options are:

Community Benefit
Community Gardening
Health & Wellbeing
Outdoor Activity
Park & Green Spaces
Water and Waterways
Wildlife & Biodiversity
Woodlands

Groups environmental aims to justify your membership application? *

Summarise why your group exists emphasising the benefits to the environment – we use this to assess your application matches our objectives. 700 characters maximum. Please type as a single paragraph if possible

Summarise the activities you undertake to meet these objectives/aims? *

This will enable the insurance brokers, together with your insurance declaration (see later) to assess your application so that it can be added to our public liability insurance facility. 700 characters maximum. Please type as a single paragraph if possible

Click on next to proceed to contact details but correct any missing entries before proceeding

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Contact Details

Group Email Address *

If you have a group email address please supply it here. This can be a group or personal email address and will be displayed on the web site so that the public can contact your group - if you do not want this displayed enter NONE and no email address will be shown on our website

Personal Contact Details

Contact Details for Chair, Secretary and Treasurer plus opportunity to enter details of an additional volunteer (including their position)

The form will request the following information for each contact

First and Last, Name *, Correspondance Address * & Postcode *, Telephone Contact *, Email Address* and whether each wishes to receive our newsletter or not *

Note None of this information is displayed on the website

If you are taking advantage of our public liability facility please ensure you provide at least 2 different email addresses from different domains – we have lost contact with groups before so this is vital as the cover for your group may lapse.

Prime Contact * Select the role of the person we will contact this may be different from the person we contact for insurance purposes

Permission to share the email address with other member groups *

If you are happy to allow Natural Kirklees to share the prime contact's email address with other member groups for then please answer yes

Click on next to proceed to public liability facility section but correct any missing entries before proceeding

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Do you Require Insurance

Do you require Public Liability Insurance?* Yes or No

If you answer "No" then you will skip to the representative declaration page

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If you do – Insurance questions

Prime Contact for insurance *

Select the role of the person we will contact for insurance purposes

Drop Down Menu –options are

Chair
Secretary
Treasurer
Other (the 4th person named in the contacts)
Group Email
(you are welcome to nominate the group email as the contact but please only use if regularly monitored)

Does your group hold any other public liability insurance that covers all your existing and planned activities.* Yes / No

If your group already holds public liability insurance that covers your activities then having a second policy will not convey any advantage and costs Natural Kirklees unnecessarily, we are therefore unlikely to add your group to our policy unless the activities you undertake are not covered by your existing policy

Click on next to proceed to insurance declaration questions

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Insurance Declaration Questions

Please answer these questions fully and accurately. You can view what we can cover and what we do not on our insurance pages but this list is not exclusive so if you have any questions please contact admin@naturalkirklees.org to seek clarification. Entering a false or incorrect response may lead to any claim being rejected by the insurers

Answers are either Yes/ No or None – all questions are mandatory

Are there any activities that you undertake not listed as acceptable on our insurance cover page?. (enter none if your activities are all included on our list of what is covered)

Does your group consist solely of volunteers with no paid staff or directors?

Will your group carry out risk assessments for all planned activities?.

Will your group carry out a safety briefing for all participants for each activity/

Do any of your activities involve -

The use of chainsaws?

Felling of trees over 15cm in diameter?

Towers or heights over 5 m.

The application of heat?

Running adventure play facilities, BMX tracks, skate parks or any other similar activity?

Bridges, viaducts, dams, running water, ponds and lakes over 1m depth (If undertaking general gardening, installing hanging baskets or clearance work on bridges or banks and not in water deeper than one metre answer No

Excavation work involving mechanical diggers undertaken by the volunteers

Work near rail tracks (If working with the permission of National Rail on stations at least 1m from the edge of the platform answer No)

Work other than routine maintenance that could be considered hazardous?

Has your group had any insurance claim in the last 3 years?

Click on next to proceed to the representative declaration questions, correcting any errors or omissions from the above questions

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Representative Declaration

The person completing the form will be asked to enter their name and email address to confirm the responses.

You will also be asked to confirm the non- political nature of the group and you agree with Natural Kirklees storing and using the contact information in line accordance with our privacy policy

Enter your name and email address and then Click on next to review your application

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Review

When you press next you will be shown a review of the form completed which will then be forwarded to Natural Kirklees and if relevant, to our brokers. When you have reviewed the detail - REMEMBER to press the submit button at the bottom of the form.

Your application will also be emailed back to the representative completing the form for their own reference purposes.

Notes:-

If any page scrolls to the top instead of progressing to the next section, there is likely to be a field that you missed or is in the incorrect format – please edit and scroll back down to the bottom of that page and click next again.

If your you are a new group or your constitution has changed please email a copy of your constitution to admin@naturalkirklees.org

The process:

On receipt of the application, the form will be submitted to all Natural Kirklees trustees and if there are questions we will revert back to you. On acceptance or otherwise the chair of the trustees will write to the group welcoming them or advising why they have not been accepted.

On acceptance, our administrator will

- Forward the application form to our brokers (if insurance required) to process the application and to add your group to the policy and liaise with any questions back to the group (takes about 2 -3 weeks)
- Publish the application to our website
- Print and store the application form and logo on our confidential cloud storage facility.
- Copy the data submitted to our membership database with additions such as date insured from, constitution received etc in line with our privacy policy
- Update the insurance policy with the group name added to the confidential cloud storage and also update the policy document onto our web site.