



TIMBER FRAME BUILDERS ASSOCIATION

P.O. Box 1326 Gordons Bay 7151 Cape Town
E-mail: info@tfba.co.za

Tel./Fax: 021 845 4435
Website: www.tfba.co.za

APPLICATION FOR MEMBERSHIP AS A BUILDER

Please complete and return forms to The TFBA Office via post or fax - copy to be retained by yourself

Company Name : _____

Trading as : _____ (to appear on membership certificate)

Street Address : _____

_____ Code _____

Postal Address : _____ Code _____

Telephone : _____ Fax _____

Cell phone: _____ Website add: _____

Email address: _____

Registration No & Date : _____

Areas of Operation _____
(within 50km / 100 km / nationally / internationally)

Directors/Members/ 1. _____ 2. _____
Sole Proprietors (Full Names)

Identity Numbers 1. _____ 2. _____

Structural Engineer : _____ Telephone : _____

NHBRC Membership number : _____

Do you wish to be linked to the TFBA's Website? (R450 per annum) YES / NO

Have you or your partners ever been declared insolvent? YES / NO

If yes, please provide details

Failure to declare this information may result in your expulsion from The TFBA

PAYMENT OF FEES:

I/We hereby apply for admission as a member of the above Association and enclose herewith/post under separate cover my/our cheque / proof of payment for the amount of R2 000.00 being annual subscription of R1500,00 (March 2007 – February 2008) and entrance fee R500.00.

Before being considered for membership, I agree to a preliminary check by The TFBA to ensure my comprehensive knowledge of SANS 10082 Code of Practice for Timber Buildings and The Standards** of construction and finishes required of my company by The Timber Frame Builders Association.

I agree to pay an inspection fee of R1 000.00 per inspection. This fee is payable to the TFBA before each inspection can take place. To ensure a smooth and timeous application process, it is recommended that the first inspection fee of R1000.00 be paid at the same time as the R2 000.00

It is a mandatory requirement that 3 separate inspections are done before full membership is granted. A Probationary certificate will be posted out on the successful completion of the first inspection. Please note that by signing these application forms, you understand the payment requirements for the inspections.

I understand that should the geographical location of my sites be remote from the main centres, the inspection fee will be adjusted upwards to allow for the inspector's additional time and travel costs.

I am aware that I am required to have a minimum of three (3) sites inspected by the TFBA's Recruitment Officer or his nominee and that it is my responsibility to advise the TFBA of the site addresses to be inspected. The inspection of the first and second site is to be conducted PRIOR to any internal or external cladding being applied, and the third site inspection is to verify the finishing aspects of the structures built by my company. Further inspections will be conducted at random after full membership has been awarded.

I/We agree to abide by the Constitution (a copy will be emailed or posted on request) and enclose herewith the signed Code of Ethics of The Timber Frame Builders Association.

Probationary Membership of The TFBA is only valid for a period of twelve (12) months, after which my membership will be reviewed. I agree that should my Probationary Membership not have been upgraded within twenty four (24) months, I will have to reapply for membership.

IMPORTANT : I understand that the above fees are non refundable. Should my application be successful, the fees will be deemed to be my first year's annual subscription. I understand furthermore that until my application has been approved and I have obtained a membership number, I may not consider myself or my company as an approved TFBA member.

** Standards as listed on attached inspection form, and to be qualified by the inspector involved.

Signed : 1. _____

2. _____

(Two Partners / Directors / Members to sign)

Date : _____

Please provide the site address of the site you are currently working on, or will be starting within the month:

Please provide us with a brief summary of the background / history of your Company:

Should you have any photo's of structures you have built, please include these with your application form (they will be returned only on request).

TFBA Banking Details	Timber Frame Builders Association Standard Bank Fish Hoek Account No. 072 092 610 Branch Code 036009 PLEASE FAX PROOF OF PAYMENT TO : Fax (021) 845 4435
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FOR TFBA USE ONLY

Full subs and entrance fee (R2 000.00 received. (Elec transfer/Deposit/Cheque dated)

1st Inspection fee (R1000.00) received. (Elec transfer/Deposit/Cheque dated)

2nd Inspection fee (R1 000.00) received (Elec transfer/Deposit/Cheque dated)

3rd Inspection fee (R1 000.00) received (Elec transfer/Deposit/Cheque dated)

1st site inspected by : _____ On _____ Written report received : _____

Follow up inspection / s to take place _____

Approved by Excom on _____

Certificate posted _____ Probationary Mem No _____

Comments : _____

THE TIMBER FRAME BUILDERS ASSOCIATION
The Seal of Controlled Quality

CODE OF ETHICS

COMPANY NAME _____

AGREES TO

1. Abide by the Constitution of the Timber Frame Builders Association.
(Available on request)
2. Promote fair competition among members of the Timber Frame Builders Association.
3. Ensure design and construction is within the relevant National Building Regulations (NBR) ;
SABS Codes of Practice for Timber Buildings (SANS 10082 & SABS 0163); Agrément Certificates
(where applicable) and approved plans and specifications.
4. Uphold a standard acceptable to the Timber Frame Builders Association and report deviations to
the Executive Committee.
5. Accept the Executive Committee's right to appoint a sub-committee of not less than two (2)
members to investigate any deviations or complaints.
6. Abide by any ruling of the sub-committee.

I / We, the undersigned, agree to abide by the above Code of Ethics of the Timber Frame Builders Association, duly noted and signed herewith.

SIGNED 1. _____ IDENTITY NUMBER _____
(Directors/Partners)

2. _____ IDENTITY NUMBER _____

DATED _____ AT _____

The following pages are the inspection form to be completed by our inspectors and are attached hereto purely for your information - PLEASE DO NOT COMPLETE THE FOLLOWING PAGES.



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THE FOLLOWING PAGES ARE FOR YOUR INFORMATION ONLY AND ARE TO BE COMPLETED BY THE TFBA INSPECTORS WHEN THEY VISIT YOUR SITES WITH YOU.

Inspection Date : _____

First or follow up Inspection ? _____

Name of Builder & Company Name :

Address of Inspection :

Telephone : _____ Fax : _____ Cell No _____

Inspected by : _____ Signed : _____

DESCRIPTION	ACCEPTABLE/ UNACCEPTABLE	* DESCRIBE	COMMENTS
A) Post / pylon Foundation : Concrete footings Post/pylon spacing Post/pylon depth Engineered post - Grade ? Engineered post - Treatment ? (CCA H4 minimum) Post/pole bracing (type & bolts *)			
B) Concrete Foundation Footings @ all bearing walls Slab / surface bed Plinth construction Waterproofing / drainage Conforms to Plan			
C) Floor Framing : Beam placement & spans Bearing on walls / posts Joist spacing & spans Fasteners & Tie Downs * Header / trimmer / double joist Bridging Cantilevers / overhangs			

DESCRIPTION	ACCEPTABLE/ UNACCEPTABLE	* DESCRIBE	COMMENTS
<p>D) Wall framing (note balloon or platform type) Plate spacing Stud spacing Firestops (noggings) Sheathing Diagonal Bracing Window & door Headers Trimmer studs Corners & T junctions Fasteners & Tie downs Rake walls Conforms to plan</p> <p>E) Roof framing (note truss or rafter type) Truss / rafter spacing Bracing Purlin Spacing Fasteners and Tie downs Ceiling joist support Conforms to plan</p> <p>F) Materials : state Comply with SANS 10082</p> <p>G) Claddings : Interior Exterior Fasteners Jointing Skimming</p> <p>H) Insulation : Ceiling / roof Walls Floor</p> <p>I) Specials Staircase Decking Handrails Cornices Skirtings Window / door installation Other</p>			

DESCRIPTION	ACCEPTABLE/ UNACCEPTABLE	* DESCRIBE	COMMENTS
<p>J) Finishes Quality of workmanship - ie closed mitres, sanded out saw marks, smoothed skimming & jointing, gaps in flooring, Visual impression Good carpentry practice</p> <p>K) General Quality of finishes is as important as compliance with SANS 10082. Give explicit details of J) & K) above as being acceptable to TFBA's high standards</p> <p>L) Previous Building Experience ? Structures built :</p> <hr/> <hr/> <hr/> <hr/> <p>Engineer's involvement (name & contact details)</p> <hr/> <hr/> <hr/> <hr/> <p>Were sub-contractors used ?</p>			

FURTHER
COMMENTS

OVERALL FEELING AS TO SUITABILITY AS TFBA MEMBER :
