Applying for membership of multiple sites? Please complete **one form** for **each** village.

This is an email form, please complete on your PC and once complete, email to:

[Memberadmin@retirementvillages.org.nz](mailto:Memberadmin@retirementvillages.org.nz)

**Date: ………………………………**

**Essential Village Details / Information**

Name of Registered Village

Registrar of Retirement Villages (https://www.business.govt.nz/companies) Registration Number

|  |  |
| --- | --- |
| Village Postal Address & Postcode |  |
| Village Street Address |  |
| Village Phone # |  |
| Village Manager’s Name |  |
| Village Website Address |  |
| Village Manager’s mobile # |  |
| Village Managers email |  |
| Principal Member name (typically the village owner who will hold RVA voting rights) |  |
| Principal Member email address |  |
| Village Statutory Supervisor & Organisation |  |
| Village Accreditation - Auditors |  |
| Village Solicitors for Legal Advice and Address |  |

**Village Ownership Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Legal Owner/s or Entity |  | | | | | | | | | | | | |
| Names of Directors/CEO or equivalents |  | | | | | | | | | | | | |
| Legal structure of Village | (Insert X in legal type below and if Trust insert X against type) | | | | | | | | | | | |
| Company |  |
| Partnership |  |
| Other entity (state type) |  |
| Trust | Non Profit | |  | Religious & Welfare | |  | | Other | |  |
| If village operational state year village completed | | | | |  | |
| If village is yet to receive residents, state month and year you plan to be on boarding the first residents | | | | |  | |  | |
| Your RVA Accreditation Audit is projected to be undertaken by (insert month and year) | | | | | | | | | | | |  | |
| NB: The RVA requires that Audits are completed within 6 months of becoming operational – when the first residents arrive. | | | | | | | | | | | | | |

State number of **completed** units/dwellings: (See definitions on page 5)

|  |  |  |
| --- | --- | --- |
| **State number of completed units for each type of dwelling.** | **To date** | **Once village is completed** |
| **Villas, Units, Cottages**  *(have own external entrances, these maybe separate units, duplexes or rows of houses)* |  |  |
| **Apartments**  *(entrance is from a shared covered corridor and has full kitchen and laundry facilities)* |  |  |
| **Studios and or serviced apartments**  *(have limited or no kitchen and laundry facilities; also LTOs in a residential care facility)* |  |  |
| **Other**- *(state description, i.e. bedroom(s), access method, kitchen and laundry facilities)* |  |  |
| **Total number of dwellings** |  |  |

1. If operational, how many residents are in your village? (please complete below)

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| **Total residents** |  |

1. What facilities do you have? (please tick)

|  |  |
| --- | --- |
| Cafeteria/restaurant |  |
| Swimming pool |  |
| Gymnasium |  |
| Library |  |
| Outdoor bowls |  |
| Petanque |  |
| Doctor station |  |
| Nurse station |  |
| Other (Please state) |  | |

1. Does your village have a rest home? If Yes, how many beds in total? ………………………………………………   
   and of these how many are subject to ORA contracts? ………………………………………………

Does your village have a hospital? If Yes, how many beds in total ………………………………………………

1. Type of Occupancy arrangement with residents granted in Occupation Right Agreement (ORA): (please tick)

|  |  |
| --- | --- |
| Licence to occupy |  |
| Unit title |  |
| Lease |  |
| Other, (please state) |  | |
|  |

We get enquiries from time to time about villages with some rental units. (Rental units are not included in the subscription calculation)

If you have rental units, please advise how many? ……………

1. Who do you want to receive the RVA member emails, our Fortnightly Newsletter and event notifications?   
   Please add their names, position titles and email addresses in the spaces below.

6. **Provisional Membership and Accredited Membership:**

To become an Accredited Member of the RVA, your village must be audited against the RV Code of Practice (Retirement Villages Code of Practice 2008, amended October 2013) (or CoP), this audit is to occur either:

* Within six months of joining the association (for an operational village).
* Within six months of your village becoming operational which is deemed to be from the date your first units are occupied. Policies and procedures must form part of your disclosure regime in your sales process. Such operational policies and procedures must be working and in place to meet the CoP and the Retirement Villages Act 2003.

The RVA Website has templates of the documentation you need to hold to meet the requirements of the CoP – Go to <http://www.retirementvillages.org.nz/Site/industry/policies/Policies_and_Legislation> for downloadable docs.

Please ensure you have advised us of your projected month for your initial audit, see Village Ownership Details and complete in need.

We hereby nominate the following person to be our Principal Member;

**NAME**

**ADDRESS**

**TELEPHONE**

**POSITION**

Signed:

**PLEASE PRINT NAME:**

Date of nomination:

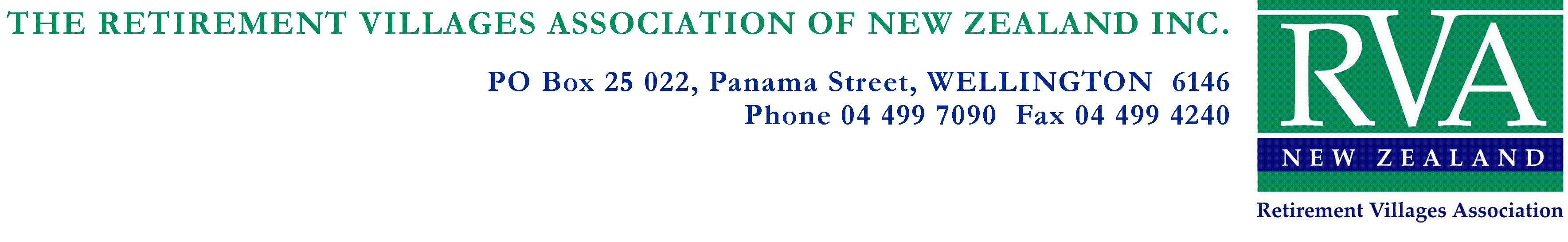
FOR AND ON BEHALF OF THE APPLICANT. (To be signed by the Directors, CEO’s or equivalents)

Names

Signatures

**SUBSCRIPTION PAYMENT:**

*You will be sent an invoice when this form has been received by the RVA. See notes page for subscription rates.*

****

**Covenant**

***Covenant*** by the Village to be bound by the Constitution of the Retirement Villages Association of New Zealand Inc. *(*[*Consolidated August 2002, amended 28 August 2009*](https://www.retirementvillages.org.nz/Site/About_RVA/constitution.aspx)*).*

Name of Registered Retirement Village:

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and

Name of Management Company (if applicable):

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**HEREBY AGREE AND COVENANT** that, in consideration, on acceptance of, or renewing membership and whilst remaining a member of the Retirement Villages Association of New Zealand Inc. we will observe the rules and act in accordance with the rules and standards of the Association, and any legislation or bylaws and Code of Practice in force at the time AND, in particular, we acknowledge we are bound by and accept rules 13.1 - 13.16, including rules relating to any order or direction of the Disciplinary Authority set up by the Association.

|  |
| --- |
| **Notes:**   1. **The Constitution and The Code of Practice and Minimum Operating Standards:** A complete copy of The Retirement Villages Association of New Zealand’s Constitution, and/or the relevant Code of Practice and Minimum Operating Standards will be forwarded on request. 2. **RVANZ Subscriptions:** Payment Policy sanctioned by the Executive. Members of the Association are required to remit payment of subscriptions within 90 days after being invoiced, unless exceptional circumstances occur. Unpaid subscriptions contravene the Association’s subscription policy, as outlined in our Constitution, and may result in termination of membership for that year as well as any additional costs of collection. |

**Notes**

**Full year subscription fees:** We will invoice you once the membership form is completed and received by the RVA. Subscription rates are based on a full year membership 1 April – 31 March. Part-year membership will be adjusted accordingly.

2021 - 2022

Base fee $508.14

**Please note**, multiple villages under common ownership or management pay only one base fee. Dwelling numbers from all villages will be combined to calculate the unit fee.

The first 10 units are free

11 - 100 units $25.48 per unit

101 - 200 units $13.26 per unit

201 units or more $7.96 per unit

The above fees are exclusive of GST.

|  |
| --- |
| DEFINITIONS **Residential Unit, Villa, Flat or Cottage**  Residential dwellings that are either stand alone or grouped together. They will have their own individual entrances. They may be one, two or three bedrooms and they have full bathroom, kitchen and laundry facilities. Apartment Residential dwellings that are grouped together with entrances that open to a shared corridor or enclosed walk way. They may be one, two or three bedrooms and they have full bathroom, kitchen and laundry facilities.  **Dwellings with limited kitchen and/ or laundry facilities**  *These might be called studios, bed-sit or serviced apartments. These dwellings do not have full kitchen and/ or laundry facilities. They also include ORAs in a rest home or residential care facility.*  **Serviced apartments**  Please include all serviced apartments in your total (i.e. residential aged care rooms that are occupied under an ORA and therefore covered by the Retirement Villages Act and Code of Practice). |

**RVA Accreditation Audits**

It is important to the RVA that retirement villages are operated in a professional manner and that high standards of excellence are maintained in the industry. This is the key marketing advantage that sets all RVA branded villages apart from the rest – our audited compliance regime ensures that all our operators meet the standards as required in the Retirement Villages Act 2003 and the Retirement Villages Code of Practice 2008 (and amendments). Such standards are designed to protect the wellbeing and interests of our residents and in turn, yours as our member.

To ensure this, new member villages are “Provisional Members” of the RVA for:

1. Villages under development and yet to have their residential dwellings occupied, provisional membership will be provided and subject to review as development progresses.
2. Operational villages joining the RVA must attend to an accreditation audit within 6 months of joining date.
3. When villages who are already accredited members of the RVA experience a change in Ownership, the village sale is effected under a ‘going concern’ basis and the audit measures, process and control remains in effect until the next audit due date is reached. The village will be required to book an audit prior to this date to ensure the ongoing accreditation standards are achieved, as measured by the audit outcomes.

To become an “Accredited Member”, the village must undergo an RVA Accreditation audit. This usually takes place as detailed above.

The RVA Accreditation audits are measured against the Retirement Villages Code of Practice 2008, amended October 2013.

Designated audit agencies (Dept of Health DAAs) are able to perform the RVA audits providing they have gone through the RVA training (RVA approved). We strongly recommend that villages with a residential care facility arrange their RVA audit in conjunction with their residential care audit, provided the auditor is accredited to provide the RVA audit. This will save costs associated with the RVA audit if they’re both undertaken at the same time.

The RVA approved audit agencies for 2021/22 are:

* DAA Group
* Health and Disability Audit New Zealand (HDANZ)
* TAS Central Region

**Audit Process – once accredited and in the year of expiry of your Accreditation Certificate,**

Up to six months before the village audit is due, the RVA’s Association Manager (AM) or the Audit Agency previously used by the Village notifies the village of a forthcoming audit. The village will be advised of:

* Village’s accreditation audit due date – but you should know this from your Accreditation Certificate
* Information about the audit

**The audit consists of:**

**a desktop audit by the auditor**

* + Checking policies and procedures
  + Occupation Right Agreement & Disclosure Statement for CoP requirements

**a site visit by the auditor** to verify implementation of above – about four hours and includes:

* + interview with manager
  + interview with staff (where appropriate) – CoP knowledge where appropriate, maintenance, hazards/ incidents and accident reporting
  + interviews with residents (max 3) – verify communication process as stated in policy, notices, consultation processes, AGM process, minutes distribution, complaints process, maintenance requests, evacuation procedures, option of having residents’ committee, any appropriate issues
  + sight – where appropriate
    - Building WoF – community facilities and any other buildings as required
    - alarm testing schedule (if have call system)
    - schedule fire alarm checks – appropriate to building type and Fire Regs requirements
    - evacuation procedures – where appropriate
    - maintenance requests register - some are combined with complaints
    - complaints register
    - hazards – incidents and accidents register – checking follow-up
    - staff records – verify job descriptions, contracts in place, ongoing supervision and/or training where required
    - staff wearing identification
    - insurance policy
    - re-sale process – evidence of consultation and reporting

Annually the AM notifies the relevant audit agency of audits due. The audit agency then contacts the village to fix the date and time of audit, which must fall before the expiry date of the current certificate. Typically, the Village must allow 6 weeks for the audit report publication and approval process. This to be completed before the expiry of the current certificate.

After the audit is complete and all criteria are met, the auditor will furnish a report to the village and the AM and RVA Accreditation sub-committee recommending approval for accreditation.

This recommendation then will go to the next RVA Executive Committee meeting for discussion and final approval. An RVA Certificate of Accreditation is issued with an expiry date of three years from the meeting date.

Two and a half years later the process starts again.

For villages in development and yet to have an audit, the Operator must advise the RVA when the first units are available for marketing purposes. An audit date will then be agreed, and the Operator will need to contract the Audit Agency of choice to undertake the audit. Once this is complete the above three-year cycle of audits will commence.

**Date:**

**Signed:**

**Signed:**

*Same signatories as the Membership form – these signatories warrant that they have the authority to sign this Document*.

If you have any questions about the RVA or the membership form, please contact:

Emma Turner– Membership Engagement and Administration or John Collyns - Executive Director

Phone: Emma on 021 782 771 or John on 04 499 0449

Email: [info@retirementvillages.org.nz](mailto:info@retirementvillages.org.nz)

Postal: P.O. Box 25 022, Wellington 6146