

Election Letter		Admin Fee		Student No/ Direct	
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Form SM1

All information contained in this application should be typed or printed using a word processor.



The Royal Town Planning Institute

Incorporated by Royal Charter, Registered Charity in England and Wales No. 262865

Name:

APPLICATION FOR ELECTION TO MEMBERSHIP (Special Entry)

To: The Director, Professional Standards, The Royal Town Planning Institute,
41 Botolph Lane, London EC3R 8DL

The application form contains the following sections
(please read Note SM2 before completing this form):

- A. Applicant information
- B. Date of election to Studentship of The Royal Town Planning Institute
- C. Current corporate membership of other professional institutions
- D. Education
- E. Assessment of planning content of academic qualification
- F. Posts held
- G. Statement of experience
- H. Corroboration of candidate's statement
- I. Professional Development Plan
- J. Sponsors
- K. Referees
- L. Other information
- M. Applicant's declaration

For RTPI use only

Acknowledged _____

Membership Panel _____

Date of election _____

A. APPLICANT INFORMATION (Note A)

Name (Mr/Mrs/Miss/Ms)

(Forename(s))

(Surname:indicate any former name in brackets)

Address:

Postcode:

Daytime telephone number:

Age:

Date of Birth:

If you wish your address to be excluded from Internet publication and from any direct mailing, please tick here

B. DATE OF ELECTION TO STUDENTSHIP OF THE ROYAL TOWN PLANNING INSTITUTE (Note B)

C. CURRENT CORPORATE MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS (Note C)

D. EDUCATION (Note D)

Details of professional and/or degree or diploma examinations passed.

Degree/Class/Title

University/Polytechnic

Completion date
(month & year)

Postgraduate/Undergraduate
Full-time/Part-time

E. ASSESSMENT OF PLANNING CONTENT OF ACADEMIC QUALIFICATION (Note E)

1. **Knowledge** about:
 - the nature, purpose and method of planning (debates on the nature, purpose and methods of planning; traditions of thought in philosophy, science and social science; planning methods, and the roles and relationships of the planner);
 - environment and development (the dimensions of the natural environment; the dimensions of the built environment; the development process; and valuing and managing the built and natural environment); and
 - the political, institutional and legal context of planning practice (the planning system in context; law, procedure, organisation and governance of planning practice; and related areas of policy).
2. **Competence** in the following range of skills:
 - (a) **key planning-related skills** in:
 - producing strategies, policies and plans for sustaining and shaping the spatial/physical environment and the activities it supports
 - managing change in the spatial/physical environment and its component activities and facilitating the implementation of development
 - communicating spatial and planning-related information
 - (b) **planning-related transferable skills** in:
 - problem definition
 - data-collection, investigation and research
 - quantitative and qualitative analysis and appraisal
 - aesthetic and design awareness and critique
 - postulating and evaluation of alternative futures
 - collaborative and multidisciplinary working
 - weighing evidence, problem solving and decision making
 - negotiation, mediation and advocacy
 - (c) **generic transferable skills** in:
 - project and resource management
 - people and organisational management and leadership
 - creativity
 - flexibility and adaptability
 - written, oral, graphic and multi-media communication
 - using information technology;
3. **Awareness of the value dimensions** of planning work and the ethical responsibility of the planner:
 - (a) issues of equal opportunity (for example, with respect to race, gender and disability), social justice, economic welfare and efficiency in the use of resources;
 - (b) issues of sustainability and sustainable development in protecting and exploiting natural and human resources
 - (c) the role of government and public participation in a democratic society and in the balancing of individual and collective rights and interests, including Human Rights;
 - (d) the diversity of cultures, views and ideologies, including respect for the diversity of different values and perspectives, and acknowledgement of their importance in decision making
 - (e) the significance of social and cultural heritages
 - (f) the ethics of professional practice and behaviour, including the relationship to clients (including politicians), other professionals and the public; and the use of the Code of Professional Conduct
 - (g) the interconnected social, economic and political dimensions inherent in both understanding land use and environmental problems and arriving at solutions
 - (h) the other disciplines involved in defining and addressing environmental and related issues and problems.

E. ASSESSMENT OF PLANNING CONTENT OF ACADEMIC QUALIFICATION (Cont'd)
(Note E)

E. ASSESSMENT OF PLANNING CONTENT OF ACADEMIC QUALIFICATION (Cont'd)
(Note E)

Please continue on a separate sheet, if necessary

F. POSTS HELD (in chronological order)
(Note F)

Date (month & year)		Post Title	Department and employing authority/firm
From	To		

**G. STATEMENT OF EXPERIENCE
(Note G)**

*Signature of
Corroborators
(Note H)*



G. STATEMENT OF EXPERIENCE (Cont'd)
(Note G)

*Signature of
Corroborators
(Note H)*



G. STATEMENT OF EXPERIENCE (Cont'd)
(Note G)

*Signature of
Corroborators
(Note H)*



H. CORROBORATION OF CANDIDATE'S STATEMENT (Note H)

I am aware of The Royal Town Planning Institute's guidance for the candidate's statement as outlined in Guidance Note SM2 and certify that the description of that part of the work which I have countersigned in the Statement of Experience submitted by Mr/Mrs/Miss/Ms _____ is to my own personal knowledge correct in all particulars.

1. Name and qualifications in BLOCK LETTERS

Official position in relation to the candidate is/was that of

Address and telephone number

Signed

Date

2. Name and qualifications in BLOCK LETTERS

Official position in relation to the candidate is/was that of

Address and telephone number

Signed

Date

3. Name and qualifications in BLOCK LETTERS

Official position in relation to the candidate is/was that of

Address and telephone number

Signed

Date

4. Name and qualifications in BLOCK LETTERS

Official position in relation to the candidate is/was that of

Address and telephone number

Signed

Date

5. Name and qualifications in BLOCK LETTERS

Official position in relation to the candidate is/was that of

Address and telephone number

Signed

Date

**I. PROFESSIONAL DEVELOPMENT PLAN
(Note I)**

J. SPONSORS (Note J)

Having read the Notes of Guidance (Note SM2) and the completed form, we, **being Chartered Town Planners**, support this application by Mr/Mrs/Miss/Ms..... for election to Membership of The Royal Town Planning Institute. We have known the applicant professionally for at least six months and consider that his/her academic qualifications and practical experience have been correctly stated in this form, and that these meet the requirements set out in Note SM2. We also consider that the applicant's personal qualities fit him/her to be a Member, and we know of no reason why the applicant should not be a Member. We are prepared to answer any supplementary enquiries about the applicant and his/her application.

Proposer

Signature of Proposer

Date

Full name and qualifications in BLOCK LETTERS

Official Position

Membership No

Address and telephone number

I have read and approved Mr/Mrs/Miss/Ms.....professional development plan (Section I) which I believe meets the Institute's requirements as described in Note SM2.

Signature

Date

Supporter

Signature of Supporter

Date

Full name and qualifications in BLOCK LETTERS

Official Position

Membership No

Address and telephone number

**K. REFEREES
(Note K)**

Full name in BLOCK LETTERS _____

Daytime telephone number _____

Full name in BLOCK LETTERS _____

Daytime telephone number _____

**L. OTHER INFORMATION
(Note L)**

How would you describe your ethnic origin? You may wish to use one of the following categories (please tick appropriate box):

White European origin
(including UK origin)

Black African Origin

Afro/Caribbean

Other

Asian

Please specify _____

Chinese

Other

Please specify _____

Are you eligible to be registered as a disabled person Yes No

If you are registered, please give your registration number _____

**M. APPLICANT'S DECLARATION
(Note M)**

I (Mr/Mrs/Miss/Ms _____)
(name in full)

wish to be elected as a Member of The Royal Town Planning Institute and promise that if I am elected I will abide by and observe the provisions of the Royal Charter and Byelaws and the Code of Professional Conduct, that I will pay the appropriate subscriptions for my class and that I will work to promote the objectives of the Chartered Institute.

The information I have given in this Form presents a full and accurate description of my academic qualifications and practical experience to date; and in completing this application I have been guided by, and am retaining a copy of Note SM2.

Signature _____ Date _____