**APPLICATION FOR AFFILIATE MEMBERSHIP**

# Contact Details

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| --- | --- | --- | --- | --- |
| **Title:** |  | **Membership number:**  **(previous members only)** | |  |
| **Surname:** |  | | | |
| **Forename:** |  | | | |
| **Previous surname:** |  | | | |
| **Home**  **Address:** |  | | | |
| **Postcode:** |  | | | |
| **Employment Address:** | Organisation name: | | | |
| **Postcode:** |  | | | |
| **Please send mail to:** | Home address | | Employment address | |
| **Email address:** | *The email address you provide below will be registered as your main email address with the RTPI and will replace any previous main email address held. Please use this email address to sign into your RTPI online account. The RTPI will send emails in the future to this email address.* | | | |
| **Mobile phone** |  | | | |
| **Alternative phone number** |  | | | |

# Current circumstances

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| The Affiliate class is an introductory category, if you are eligible for any other membership class you should apply accordingly. We are asking some questions relating to your experience of planning and expectations of membership to help us better understand your circumstances. |

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| 1. I work in planning |  |
| 1. I work in a planning related profession |  |
| 1. I am an elected member (e.g. Councillor, MP) |  |
| 1. I don’t work in planning or a planning related profession |  |

**Future Membership:**

I am interested in applying to another RTPI membership class in the future: Yes  No

# EDUCATION

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| Please list your education history, relevant to your planning career, starting with the most recent.  If you have been awarded a combined (both spatial and specialist elements) RTPI accredited qualification you must apply for Licentiate membership. |

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| Place of study: |
| Title of course: |
| Date of commencement: |
| Date of successful completion: |
| Course Pathway: Undergraduate ☐ Postgraduate ☐ |
| Is this degree/course RTPI accredited: Yes ☐ No ☐ Level 3 Technical Support ☐  If yes, is it: Spatial ☐ Specialist ☐  RTPI Accredited courses: Please ensure you attach a copy of your certificate or official transcript |
| Mode of Study: Full-time ☐ Part-time ☐ Distance Learning ☐ |

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| Mode of Study: Full-time ☐ Part-time ☐ Distance Learning ☐ |

# EMPLOYMENT HISTORY

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| Document all your planning related roles in chronological order starting with the most recent experience. |

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| Company:       From DD/MM/YY to DD/MM/YY  Job title:       Full time  Part time |
| Company:       From DD/MM/YY to DD/MM/YY  Job title:       Full time  Part time |
| Company:       From DD/MM/YY to DD/MM/YY  Job title:       Full time  Part time |
| Company:       From DD/MM/YY to DD/MM/YY  Job title:       Full time  Part time |

# MEMBERSHIP FEES

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| **Administration Fees:**  The administration fee is a one-of payment when applying to join, rejoin or transfer your membership. In accordance with the Membership terms and conditions ([https://www.rtpi.org.uk/membership-terms](https://www.rtpi.org.uk/site-pages/terms-and-conditions/rtpi-membership-terms-and-conditions)) the administration fee covers the processing of your application and is therefore non-refundable.  Full details of the current administration fees and how to pay can be found on our website here: <https://www.rtpi.org.uk/administration-fees/>  **Please attach a copy of your payment receipt with your application.**  **Membership Subscription Fees:**  The membership subscription fees are payable to maintain and renew your membership. Your Membership subscription fee notice will be sent to you via email after your application is successful. New members, re-joiners and those that transfer to another class are charged a pro-rata of the membership subscription fee based on the month elected to 31 December of that year.  Full details of the current membership subscription fees can be found on our website here:  <https://www.rtpi.org.uk/subscription-rates/> |

# declaration by applicant

I wish to be elected as an Affiliate of the RTPI and confirm that, if I am elected, I will abide by and observe the provisions of the Royal Charter, Bye-laws, Regulations and the Code of Professional Conduct, that I will pay the appropriate membership subscriptions for my class and that I will work to promote the objectives of the Institute. I confirm that I do not meet the requirements for any other membership class. I confirm that I have never been a Fellow, Chartered Member, Legal Associate or Associate of the RTPI.

**I have attached the following documents with my application:**

Proof of administration fee payment (see above)

Proof of RTPI accredited qualification/s (if applicable)

Signature of candidate:          
(Typed name is acceptable)

Date: DD/MM/YY

# DATA PROTECTION DECLARATION

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| The information you provide in this application form will be held securely on the RTPI’s database and will be processed in accordance with the General Data Protection Regulation and 2018 Data Protection Act. The RTPI will neither disclose, nor permit members of its staff to disclose, any confidential and/or personal information you provide unless required to do so by law. Your information will be used to assess your application and notify you of the outcome.  If your application is successful the information you have provided will form the basis of your membership record. If we already hold a record of your details, the information provided in this form will be used to update your record. As part of your membership benefits the RTPI contacts members by email and post to keep you informed of the RTPI’s activities and services, including the services provided by its partners. If your membership lapses for any reason, we will continue to contact you for up to one year, unless you actively contact us to cancel your membership.  **If you do not consent to us using your data in this way then your membership application will not be processed and it will be returned to you.** If you are a current RTPI Student Member, this may affect your current membership status. You can withdraw your consent at any time by contacting us at [dataprotection@rtpi.org.uk](mailto:dataprotection@rtpi.org.uk). This may mean that we are no longer able to provide you with the membership service you have signed up for. |

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| **I consent to my application being processed and my data being used as outlined above.**  ***(please tick)*** |
| Signature: |
| Date: |

# How to submit your application

By email: [**membership.applications@rtpi.org.uk**](mailto:membership.applications@rtpi.org.uk)

Membership queries: [**membership@rtpi.org.uk**](mailto:membership@rtpi.org.uk) or +44(0)370 774 9494

# EQUALITY AND DIVERSITY

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| The Institute regularly analyses the profile of its membership in order to monitor the effectiveness of its policy for equality, diversity and inclusion. Although it is not compulsory to provide the following information, it will be an invaluable aid for the Institute to put in place mechanisms to ensure that its membership is representative of the UK population.  This information will be held on the Institute’s database in accordance with the General Data Protection Regulation and 2018 Data Protection Act. It will be treated confidentially and will not be divulged to other parties. |

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| Date of Birth | | | DD/MM/YY |
| Gender | | | Male  Female |
| Under the Equality Act 2010 a disability is a physical or mental impairment; that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.  Do you consider yourself to have a disability in accordance with the Equality Act? | | | Yes  No |
| What is your nationality? | | |  |
| I would describe my ethnic origin as: | | | |
| **Asian / Asian British**  Bangladeshi  Chinese  Indian  Pakistani  Any other Asian background, please describe:  **Black / African / Caribbean / Black British**  African  Caribbean  Any other Black / African / Caribbean background, please describe: | **Mixed / Multiple ethnic groups**  Asian & White  Black African & White  Black Caribbean & White  Any other mixed / multiple ethnic background, please describe:  **Other Ethnic Group**  Arab  Any other ethnic group, please describe: | **Undisclosed**  I do not wish to disclose my ethnic origin  **White**  Welsh / English / Scottish / Northern Irish / British  Irish  Gypsy or Irish Traveller  Any other White background, please describe: | |