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| **IMPORTANT – MUST READ AND COMPLETE**  **WE NEED YOUR PERMISSION TO PROCESS YOUR APPLICATION. IF YOU DO NOT READ AND ACCEPT THE TERMS BELOW, YOUR APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.** |

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| **DATA PROTECTION**  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 Bill. The RTPI and its assessors 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 consent to your application being processed and us using your data in this way, please tick the box to confirm your consent:**  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. 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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| LEGAL ASSOCIATE MEMBERSHIP APPLICATION FORM | | | |
| Last name: |  |  |  |
|  |  |  |  |
| First name: |  |  |  |
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| Membership number (if applicable): |  |  |  |
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| **Note:** This application form must be completed in accordance with the [Legal Associate Membership Guidance (published January 2017)](http://www.rtpi.org.uk/legal-associate/). Failure to follow instructions could delay your application. |

# Eligibility

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| To apply for this class you must provide proof that you are a qualified legal practitioner. Please indicate which of the following applies to you and what proof you are providing: |

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| Solicitor, England and Wales: admission to the Roll of solicitors, as administered by the Solicitors Regulation Authority |
| Solicitor, Scotland: admission to the Roll of solicitors, as administered by the Law Society of Scotland |
| Solicitor, Northern Ireland: admission to the Roll of solicitors, as administered by the Law Society of Northern Ireland |
| Solicitor, Republic of Ireland: admission to the Roll of solicitors, as administered by the Law Society of Ireland |
| Barrister, England and Wales: completion of the Bar Standards Board Authorisation to practise process and copy of a current, full practising certificate |
| Advocate, Scotland: completion of the Faculty of Advocates Authorisation to practise process and copy of a current, full practising certificate |
| Barrister, Northern Ireland: completion of the Bar of Northern Ireland Authorisation to practise process and copy of a current, full practising certificate |
| Barrister, Republic of Ireland: completion of the Bar of Ireland Authorisation to practise process and copy of a current, full practising certificate |
| Chartered Legal Executive, England and Wales: qualification as a Fellow of the Chartered Institute of Legal Executives (FCILEx) |

# EDUCATION

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| Please list your education history starting with the most recent. If you wish to add additional courses please include them at the end of the application form under ‘additional information’. |

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| University/College:       Course: | | | |
| Date commenced: DD/MM/YY | Date completed: DD/MM/YY | Full time  Part time | Undergraduate  Post graduate |
| University/College:       Course: | | | |
| Date commenced: DD/MM/YY | Date completed: DD/MM/YY | Full time  Part time | Undergraduate  Post graduate |
| University/College:       Course: | | | |
| Date commenced: DD/MM/YY | Date completed: DD/MM/YY | Full time  Part time | Undergraduate  Post graduate |
| University/College:       Course: | | | |
| Date commenced: DD/MM/YY | Date completed: DD/MM/YY | Full time  Part time | Undergraduate  Post graduate |

# EMPLOYMENT HISTORY

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| Document your planning law related roles **over the last 5 years** in chronological order, starting with the most recent experience. You must specifically indicate the **number of hours** spent on planning law work. If employed by the same organisation in multiple roles, you should list **each role separately**. Refer to this information as the basis for your Practical Experience Statement (PES).  If you have more than 3 positions, please include this information at the end of the application form under ‘additional information’ |

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

# HOURS SPENT ON PLANNING LAW

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| To demonstrate that you are a planning law specialist, you need to meet the **minimum hours** outlined in Section 1.2 of the Legal Associate Membership Guidance. If you worked for more than one employer in the same year, please add additional rows e.g. you might list ‘Year 1’ three times if you had three employers that year. |

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| --- | --- | --- | --- | --- |
| Year no. | Dates | Hours spent on planning law | Company | Job title |
| Year 1 | From DD/MM/YY to DD/MM/YY |  |  |  |
| Year 2 | From DD/MM/YY to DD/MM/YY |  |  |  |
| Year 3 | From DD/MM/YY to DD/MM/YY |  |  |  |
| Year 4 | From DD/MM/YY to DD/MM/YY |  |  |  |
| Year 5 | From DD/MM/YY to DD/MM/YY |  |  |  |

# Corroboration

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| You must provide corroboration **for each role** you have referenced in the written submission. Corroboration can be in the form of a letter on letterhead or an email from a company address (please ensure the sender’s email address is clearly visible). Alternatively, a form (available on the RTPI website) is available for corroborators to use. Please list all the corroborating statements that you are submitting and add additional rows as required. (See Section 2.4 of the Legal Associate Membership Guidance). |

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| --- | --- | --- | --- |
| Dates covered by  the corroboration | Company | Corroborator’s name  and position | Relation to  the applicant |
| DD/MM/YY |  |  |  |
| DD/MM/YY |  |  |  |
| DD/MM/YY |  |  |  |
| DD/MM/YY |  |  |  |
| DD/MM/YY |  |  |  |

# Submission Word count

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| Please note that the total overall word count requirement for the written submission is 4,250 words (+/- 10%) and will be verified in the RTPI’s administration checks before your application is accepted.  The word count for the Professional Development Plan (PDP) only includes the text you have added to the template – any text that forms part of the PDP template will be excluded from the word count. |

Practical Experience Statement (PES): 0000

Professional Competence Statement (PCS): 0000

Professional Development Plan (PDP): 0000

TOTAL: 0000

# Checklist

I have included the following with my application:

Application form;

Personal details and payment form;

Complete written submission with all three components (PES, PCS and PDP);

Scanned copies of proof of legal qualification;

Sponsor declaration;

Corroboration for each employer;

Proof of payment.

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| Please note that failure to provide any of these items will result in your application being rejected. |

# Declaration

I wish to be elected as a Legal Associate of the Royal Town Planning Institute 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 subscriptions for my class and that I will work to promote the objectives of the Institute.

I certify that I have read the [Legal Associate Membership Guidance (published January 2017)](http://www.rtpi.org.uk/legal-associate/) and have based my submission on this document. I also certify that all the information contained in this document is true and correct and is based on my personal experience.

Signature of candidate:          
(Typed name is acceptable)

Date: DD/MM/YY

# Additional information

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| Please add any additional education or career information here. |

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