

2020 Reduced Subscription Claim Form

If your income before any tax (gross income) for the 12 months ended 31 December 2019 is below the threshold (£26,400) or if you are taking parental leave, or if you are on means tested benefits then you may be entitled to a reduced subscription fee. Income includes your earnings, state benefits, pensions, private insurance, interest or dividends received from investments or any other income. **Please note: you may be asked to provide evidence.** Please consult the table below.

This form is not for retired members. If you are fully retired and no longer receive payment for any planning work, you may wish to transfer to the Retired Members class and pay the minimum fee of £63. Life membership for retired members is available for a one-off fee of £780. Please note: No member is automatically transferred to the Retired Members class; you will need to complete a form to apply to transfer. For full details, please visit www.rtpi.org.uk/membership/membership-classes/retired/

Membership class	Income, before taxes, from all sources during the 12 months ended December 2019				Parental leave ²	In receipt of means tested benefits as at 1 January 2020 ³ (UK only)
	Is less than	£9,900	£19,800	£26,400		
Fellow Chartered Legal Member	UK/ROI ¹	£63	£189	£252	£63	£63
	Non UK/ROI ¹	£63	£123	£159	£63	£63
Associate Legal Associate Licentiate	UK/ROI ¹	£63	£95	£126	£63	£63
	Non UK/ROI ¹	£63	£63	£82	£63	£63
Affiliate Student	UK/ROI ¹	£63	£63	£75	£63	£63
	Non UK/ROI ¹	£63	£63	£63	£63	£63

- UK/ROI** rates apply to members resident within the United Kingdom, Republic of Ireland, the Isle of Man and the Channel Islands.
- Parental leave** applies if you are the parent and are taking leave as primary carer. 2019 or 2020 but cannot be claimed for the same pregnancy or adoption twice.
- UK means tested benefits** include Income Support, Jobseeker's Allowance, Employment Support, Pension Credit, Universal Credit and Housing Benefit.
- Financial hardship.** If you are experiencing financial hardship and would like further advice then please contact the Subscriptions Team.

Instructions

This Reduced Subscription Claim Form needs to be completed if you wish to claim a reduced subscription for 2020 only.

Step 1: Enter the 2020 subscription here, as shown on your personal subscription notice.	£
Step 2: In the table above, circle the reduced subscription rate which applies to your personal circumstances and enter this amount here.	£
Step 3: When making your payment please ensure you add any arrears to your reduced subscription as these are still payable. Write the final amount to be paid here.	£
Step 4: If paying by Direct Debit please tick this box and return the form by 2 December 2019. If you want to start paying by Direct Debit please send the Subscriptions Team a Direct Debit Instruction form.	<input type="checkbox"/>
Step 5: Please pay the amount in Step 3 and send the form to: Subscriptions Team, The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL or subscriptions@rtpi.org.uk If you are intending to pay online by card, please wait for an email from the Subscriptions Team confirming that this form has been processed.	

Declaration: (you must complete this section if you are claiming a reduced subscription)

I declare that I am eligible to claim the reduced subscription indicated in step 2 and that this reflects my current circumstances. I am aware that I could be asked by the RTPI to provide evidence to support this reduced fee. I will inform the RTPI if there is any change in my circumstances.

(This box must be ticked in order for RTPI to process this form)

I consent to my application being processed and my data being used as outlined overleaf.

Signature: _____

Date: _____

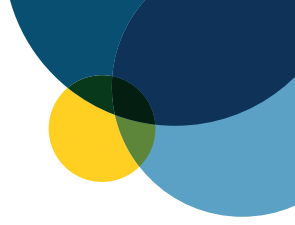
Name: (In capitals) _____

Membership No. _____



RTPI

Royal Town Planning Institute



IMPORTANT – MUST READ AND COMPLETE

WE NEED YOUR PERMISSION TO PROCESS YOUR CLAIM. IF YOU DO NOT READ AND ACCEPT THE TERMS BELOW, YOUR CLAIM WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.

The information you provide in this claim 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 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 reduced subscription claim.

If you consent to your claim being processed and us using your data in this way, please tick the box in the declaration section of this form to confirm your consent.