**AFFILIATE MEMBERSHIP FORM**

|  |
| --- |
|  |
| Title |  | Ms/Miss/Mrs/Mr/Dr |  |
|  |  |  |  |
| Last name: |  |       |  |
|  |  |  |  |
| First name: |  |       |  |
|  |  |  |  |
| Membership number (if applicable): |  |       |  |
|  |  |  |  |
|  |  |  |  |

# Contact Details

|  |
| --- |
| Please fill in your contact details, indicating which postal address, email and telephone number you wish to be used as the default for all Royal Town Planning Institute (RTPI) communications. |

|  |  |
| --- | --- |
|  | Default |
| Home address: Postcode:  | [ ]  |
| Business address:Postcode: | [ ]  |
| Home telephone: | [ ]  |
| Business telephone: | [ ]  |
| Mobile telephone: | [ ]  |
| Home email address: | [ ]  |
| Business email address: | [ ]  |

# Current circumstances

|  |
| --- |
| 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.  |

|  |  |
| --- | --- |
| 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
 | [ ]  |

If you have ticked that you don’t work in planning or a planning related occupation, do you want to do so in the future?   Y [ ]  / N [ ]

# Future Membership

|  |  |
| --- | --- |
| I am interested in applying to another RTPI membership class in the future | [ ]  |
| I am not interested in applying to another RTPI membership class in the future  | [ ]  |

# EDUCATION

|  |
| --- |
| 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’. |

|  |
| --- |
| 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

|  |
| --- |
| Document all your planning related roles in chronological order starting with the most recent experience. If you wish to add more than 5 positions, please include them at the end of the application form under ‘additional information’. |

|  |
| --- |
| Company:       From DD/MM/YY to DD/MM/YYJob title:       Full time [ ]  Part time [ ]  |
| Company:       From DD/MM/YY to DD/MM/YYJob title:       Full time [ ]  Part time [ ]  |
| Company:       From DD/MM/YY to DD/MM/YYJob title:       Full time [ ]  Part time [ ]  |
| Company:       From DD/MM/YY to DD/MM/YYJob title:       Full time [ ]  Part time [ ]  |
| Company:       From DD/MM/YY to DD/MM/YYJob title:       Full time [ ]  Part time [ ]  |

# Payment

|  |
| --- |
| The administration fee is **£20** which is payable when applying. You should provide proof of payment with your application. If you are paying online you will receive a receipt which should be included with your application. If paying by cheque, please make it payable to ‘RTPI’ and send to the following address: Royal Town Planning Institute, Membership Team, 41 Botolph Lane, London, EC3R 8DL. |

|  |  |
| --- | --- |
| **Payment method – Please select** |  |
| Credit/Debit Card (please pay online at [www.rtpi.org.uk/pay-admin-fees](http://www.rtpi.org.uk/pay-admin-fees)) | [ ]  |
| Cheque to be forwarded by employer | [ ]  |
| Cheque (Payable to RTPI) | [ ]  |

# Additional information

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

|  |
| --- |
|       |

# Declaration

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 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.

Signature of candidate:
(Typed name is acceptable)

Date: DD/MM/YY

**How to submit your application**

By email: membership.applications@rtpi.org.uk

By post: 41 Botolph Lane, London EC3R 8DL

Membership queries: membership@rtpi.org.uk or 0207 929 9462

## DATA PROTECTION DECLARATION

|  |
| --- |
| 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 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. This may mean that we are no longer able to provide you with the membership service you have signed up for. |

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

**5. How to submit your application**

By email: **membership.applications@rtpi.org.uk**

By post: Membership Team, Royal Town Planning Institute,

41 Botolph Lane, London EC3R 8DL

Membership queries: **membership@rtpi.org.uk** or +44(0)20 7929 9462

Equality and diversity

|  |
| --- |
| 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 Bill. It will be treated confidentially and will not be divulged to other parties. |

|  |  |
| --- | --- |
| 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: |