**MEMBERSHIP REINSTATEMENT APPLICATION FORM**

**IMPORTANT**

All lapsed members wishing to reinstate their membership must complete this application form in accordance with the guidance on our website: [www.rtpi.org.uk/rejoin](http://www.rtpi.org.uk/rejoin). Failure to follow instructions could delay your application.

Chartered, Legal Associate or Associate Members who lapsed **MORE THAN** 12 months ago **MUST** also provide evidence of continuing professional development (CPD) and prepare a Professional Development Plan (PDP). Please see the guidance for further details.

Chartered, Legal Associate or Associate Members who lapsed **WITHIN** 12 months **DO NOT** need to provide evidence of continuing professional development (CPD) and prepare a Professional Development Plan (PDP).

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| Title |  |  |  |
|  |  |  |  |
| Last name: |  |  |  |
|  |  |  |  |
| First name: |  |  |  |
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| Previous membership number (leave blank if unknown): |  |  |  |
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# Contact Details

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| 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. |

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|  | Default |
| Home address:  Postcode: |  |
| Business address:  Postcode: |  |
| Home telephone: |  |
| Business telephone: |  |
| Mobile telephone: |  |
| Home email address: |  |
| Business email address: |  |

# PREVIOUS MEMBERSHIP

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| Please select your previous class of membership. |

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| Chartered Fellow | Chartered Member | Legal Member |
| Legal Associate | Associate | Retired |
| Licentiate | Student | Affiliate |
| Current Retired Member reinstating to previous membership  Please specify the class you are reinstating to: | | |

# 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 |
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# EMPLOYMENT HISTORY

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| 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’. |

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

# 5. Reinstating to Free student membership

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| All students on RTPI accredited courses are eligible for free Student membership |

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| Are you eligible for free student membership? Yes  No  If yes, are you in the final year of a:   * **combined** RTPI accredited qualification; * **spatial** RTPI accredited qualification, having previously completed a **specialist** RTPI accredited qualification; * **specialist** RTPI accredited qualification, having previously completed a **spatial** RTPI accredited qualification.   Yes  No |

# 6. reinstating to affiliate membership

# 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 |  |

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

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| --- | --- |
| 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 |  |

# 7. REINSTATING TO CHARTERED, ASSOCIATE OR LEGAL ASSOCIATE membership

Those reinstating to Chartered, Legal Associate or Associate classes who lapsed **MORE THAN** 12 months ago must also provide evidence of continuing professional development (CPD) and prepare a Professional Development Plan (PDP). Please see the guidance on our website for further details: [www.rtpi.org.uk/rejoin](http://www.rtpi.org.uk/rejoin).

# 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>) 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/>  Certain classes of membership do not currently need to pay an administration fee to re-join. If an administration fee is applicable. Please attach a copy of your payment receipt with your application.  **Membership subscription arrears:** If you previously left membership with unpaid subscriptions, you may be required to pay the outstanding arrears. You will not be charged subscription fees for any time you were not a member. Please contact the Membership Team at [membership@rtpi.org.uk](mailto:membership@rtpi.org.uk) for further details.  **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/> |

# CHECKLIST

I have included the following with my application:

**Application form** (all membership classes);

Proof of **payment** (not applicable to Students and Licentiates)

**Evidence of 25 hours of CPD** in previous **18 months**\*

Current **PDP**\*

\*For Chartered, Legal Associate and Associates lapsed more than 12 months

# DECLARATION by applicant

I wish to be elected to my former class of membership 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.

Signature of candidate:          
(Typed name is acceptable)

Date: DD/MM/YY

**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

# ADDITIONAL INFORMATION

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

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# CRIMINAL CONVICTION DECLARATION

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| **THIS IS ONLY COMPULSORY FOR REINSTATEMENT TO CHARTERED STATUS**  RTPI members are expected to abide by the highest standards of professional and ethical behaviour in accordance with the RTPI Code of Professional Conduct: [www.rtpi.org.uk/professionalstandards](http://www.rtpi.org.uk/professionalstandards). To safeguard the profession, as well as clients, employers and the wider public who use RTPI members’ services, the Institute requires members applying to certain classes to declare if they hold a criminal record.  The RTPI undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed. The RTPI will only ask an individual member or prospective member to provide details of convictions and cautions that the RTPI are legally entitled to know about. The RTPI can only ask an individual about convictions and cautions that are unspent.  The RTPI is committed to the fair treatment of its members and potential members, regardless of age, [disability](https://www.xperthr.co.uk/glossary/disability/150055/), sex, [gender reassignment](https://www.xperthr.co.uk/glossary/gender-reassignment/150056/), pregnancy and maternity, race, [sexual orientation](https://www.xperthr.co.uk/glossary/sexual-orientation/150057/), [religion or belief](https://www.xperthr.co.uk/glossary/religion-or-belief/150058/), marriage and civil partnership or offending background.  A person’s criminal record will not necessarily debar that person from membership. Eligible individuals will not be refused membership if offences do not affect their ability to carry out their duties in compliance with the RTPI Code of Professional Conduct, and do not place them at or make them a risk, during the course of their professional activity as a member.  Read the RTPI’s full policy statement for members with criminal records: [www.rtpi.org.uk/member-convictions](http://www.rtpi.org.uk/member-convictions). |

Have you been convicted of a criminal offence for which a custodial sentence could have been imposed (whether it was or not), unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction?

Yes  No  

If you answered ‘Yes’ to this question, you are required to provide further details, see: [www.rtpi.org.uk/member-convictions](http://www.rtpi.org.uk/member-convictions)

# 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: |

# 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 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: | |