

RIBA Membership

Application form for readmission

Readmission

How to apply

Please only complete this form if you are re-applying for the same membership category.

Please complete this form in black ink and return to us by email membership.development@riba.org or by post to Membership Development, Royal Institute of British Architects, 66 Portland Place, London, W1B 1AD.

If your membership has lapsed through non-payment, you may have to pay all arrears owing before you are readmitted.

Please call **Membership Development** on **+44(0)20 7307 3686** to check or email membership.development@riba.org.

Step one: Calculate your subscription fee

Membership runs from January to December, therefore if you re-join part of the way through the year, you will only pay for the remaining months of the current year. For example, if you are applying for UK Associate Membership and are within two years of completing your Part 2 and join in May, your membership subscription for 2018 will be £57.28.

Please see the below table to work out your pro-rata fee based on the month you join.

Subscription charge – UK

Chartered (living in UK)	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Qualified less than 6 years ago	£259.00	£237.42	£215.83	£194.25	£172.67	£151.08	£129.50	£107.92	£86.33	£64.75	£43.17	£21.58
Qualified more than 6 years ago	£425.00	£389.58	£354.17	£318.75	£283.33	£247.92	£212.50	£177.08	£141.67	£106.25	£70.83	£35.42
Associate (living in UK)	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Within 1 year of completing RIBA Part 2 (or equivalent)	£65.00	£59.58	£54.17	£48.75	£43.33	£37.92	£32.50	£27.08	£21.67	£16.25	£10.83	£5.42
Within 2 years of completing RIBA Part 2 (or equivalent)	£86.00	£78.83	£71.67	£64.50	£57.33	£50.17	£43.00	£35.83	£28.67	£21.50	£14.33	£7.17
Within 3 years of completing RIBA Part 2 (or equivalent)	£108.00	£99.00	£90.00	£81.00	£72.00	£63.00	£54.00	£45.00	£36.00	£27.00	£18.00	£9.00
Within 4 years of completing RIBA Part 2 (or equivalent)	£150.00	£137.50	£125.00	£112.50	£100.00	£87.50	£75.00	£62.50	£50.00	£37.50	£25.00	£12.50
Within 5 years of completing RIBA Part 2 (or equivalent)	£255.00	£233.75	£212.50	£191.25	£170.00	£148.75	£127.50	£106.25	£85.00	£63.75	£42.50	£21.25
Affiliate (living in UK)	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
UK Affiliate Full	£127.00	£116.42	£105.83	£95.25	£84.67	£74.08	£63.50	£52.92	£42.33	£31.75	£21.17	£10.58
UK Affiliate (CIAT Plus Conc)	£85.00	£77.92	£70.83	£63.75	£56.67	£49.58	£42.50	£35.42	£28.33	£21.25	£14.17	£7.08

Subscription charge – outside UK

Chartered (outside UK)	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Qualified less than 6 years ago	£206.00	£188.83	£171.67	£154.50	£137.33	£120.17	£103.00	£85.83	£68.67	£51.50	£34.33	£17.17
Qualified more than 6 years ago	£339.00	£310.75	£282.50	£254.25	£226.00	£197.75	£169.50	£141.25	£113.00	£84.75	£56.50	£28.25
Associate (outside UK)	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Within 1 year of completing RIBA Part 2 (or equivalent)	£51.00	£46.75	£42.50	£38.25	£34.00	£29.75	£25.50	£21.25	£17.00	£12.75	£8.50	£4.25
Within 2 years of completing RIBA Part 2 (or equivalent)	£68.00	£62.33	£56.67	£51.00	£45.33	£39.67	£34.00	£28.33	£22.67	£17.00	£11.33	£5.67
Within 3 years of completing RIBA Part 2 (or equivalent)	£86.00	£78.83	£71.67	£64.50	£57.33	£50.17	£43.00	£35.83	£28.67	£21.50	£14.33	£7.17
Within 4 years of completing RIBA Part 2 (or equivalent)	£120.00	£110.00	£100.00	£90.00	£80.00	£70.00	£60.00	£50.00	£40.00	£30.00	£20.00	£10.00
Within 5 years of completing RIBA Part 2 (or equivalent)	£205.00	£187.92	£170.83	£153.75	£136.67	£119.58	£102.50	£85.42	£68.33	£51.25	£34.17	£17.08
Affiliate (outside UK)	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
International Affiliate Full	£101.00	£92.58	£84.17	£75.75	£67.33	£58.92	£50.50	£42.08	£33.67	£25.25	£16.83	£8.42
International Affiliate (CIAT Plus Conc)	£78.00	£71.50	£65.00	£58.50	£52.00	£45.50	£39.00	£32.50	£26.00	£19.50	£13.00	£6.50

Readmission

Step two: Your personal details

Surname

Title: Mr / Ms / Etc.

Forename/s

Please confirm your post-nominal qualification affixes (e.g. BA (Hons)/Dip.Arch/MArch etc.) in the order that you would like them to appear after your name on your RIBA Diploma Certificate.

Male Female Date of birth

Ethnic origin (please tick one box)

White British White Other Black Asian Other

Home/private details

Address

Zip/Postcode Country

Tel/mobile

Email

Practice details (if different from above)

Practice name

Job Title

Address

Zip/Postcode Country

Tel/mobile

Email

Step three: Sign the declaration

I, the undersigned, desire to be admitted as a Member of the Royal Institute of British Architects and declare that the information supplied herewith is true in every respect. I agree to undertake to and adhere to the RIBA Code of Professional Conduct, Regulations, and Charter & Bylaws throughout my membership of the RIBA*.

Signature

*The RIBA Code of Professional Conduct, Regulations and Charter & Bylaws are subject to change and are available for members to view online or a hard copy is available on request.

Date

Note: RIBA Membership does not grant registration or licence to practice as an architect in the UK. To practice, use the title or RIBA affix, you must be registered with the Architects Registration Board (ARB).

Important – would you like to be contacted at:

Home Practice

At your practice, are you a: Principal
Sole principal Director Member of staff

Have you been an RIBA Member in the past?

Yes No

If yes, were you:

Chartered Student Associate Affiliate

Please give your membership number

Are you registered with the ARB? Yes No

If yes, please give your ARB number

If no, are you currently applying? Yes No

Living or working in Scotland?

If you are registered with the ARB and currently live and work, or were born or studied in Scotland, you may be able to be an RIAS Member as well as an RIBA Member

Are you a member of the RIAS? Yes No

If yes, please state your RIAS Membership number

For further information or to apply for membership of the RIAS please contact the **RIAS Membership Department** on **0131 229 7545** or email **membership@rias.org.uk**.

What helped you to decide to re-join the RIBA?

Either (please choose one)

Post from the RIBA Email from the RIBA

Call from the RIBA RIBA visited me/my practice

University RIBA Website

Friend or colleague recommended membership

Employer encouraged me to re-join

RIBA Event (please specify)

Social media (please specify):

Other (please specify)

Data Protection Act In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. The data will be used for automatic processing with regards to annual membership and architectural information dissemination.

Please note that your online entry will automatically display the details you've chosen as your preferred contact

I am happy for my details to appear in the online directory

I am happy to receive news and information from the RIBA

I am happy to receive information from relevant partners

Readmission

Step four: Make arrangements for payment-please choose A, B or C

A) Instruction to your Bank / Building Society to pay by Direct Debit

If you bank with **Lloyds, Barclays, Dankse Bank, HSBC** or **Metrobank** please post the original Direct Debit instruction to the address below.

Membership Services
Royal Institute of British Architects
66 Portland Place London
W1B 1AD

Name(s) of account holder(s)

Bank/building society
account number

Branch sort code

Service user number

9 8 3 5 5 5

To the RIBA membership dept

This is not part of the instruction to your bank or building society.

- I would like to pay in 1 instalment
 I would like to pay in 6 instalments
 I would like to pay in 12 instalments
 Other (not exceeding 12)

Collections are taken on or around the 21st of each month

Reference (RIBA Membership no.)



Instruction to your Bank or Building Society to pay by Direct Debit

Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

Postcode

Instruction to your bank or building society

Please pay the Royal Institute of British Architects (RIBA) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the RIBA and, if so, details will be passed electronically to my bank/building Society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

DDI1



If you choose to pay by Direct Debit, please retain this Direct Debit Guarantee for your information.

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Royal Institute of British Architects will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the Royal Institute of British Architects to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Royal Institute of British Architects or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when the Royal Institute of British Architects asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



Readmission

B) Make a payment by BACS

Make a transfer to:

RIBA Membership Account

Account Number: **00912672**

Sort code: **30-94-87**

IBAN: IBAN GB49 LOYD 3094 8700 9126 72

Swift code: LOYDGB21322

- If you have previously been a Member (of any type), please use your **RIBA Membership Number** as your **payment reference**
- If you have never been a Member before and **do not have a number** yet, please use your **full name** (e.g. SarahMarieJackson) as your **payment reference**
- If paying by BACS, you **must use a reference**. If you don't give your bank a payment reference, **we won't be able to allocate your payment** and your election may be delayed

C) Credit/Debit Card

Card holders name and address

Name	
Address	
Zip/Postcode	Country
Amount (see page 3)	Member no:
	For office use only

Please debit my Credit/Debit Card for the amount indicated above

D) Cheque

I enclose a cheque, bankers draft or money order payable to Royal Institute of British Architects, for the amount indicated above.

Cheques must be drawn in Sterling on a United Kingdom Bank or Building Society account. Do not send cash.

If paying by BACS, you **MUST ALSO** confirm your payment by filling in the below section:

Details

Name
Payment reference you have used:
Payment date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Payment amount : £ <input type="text"/>
Account name payment was made from:

Please also attach **proof of payment** to your application (screenshot or print out) – this will enable us to find your funds

Maestro <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>
Card number		
<input type="text"/>		
Expiry date	Valid from	CSV number
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<small>(Last 3 digits on reverse of card)</small>		
Signature (s) of card holders		
<input type="text"/>		

