

# RIBA Affiliate Membership

## Application to become an Affiliate Member

### How to apply

Please complete the application form in block capitals and ink and return it to the RIBA by post or email.

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

membership.development@riba.org

**Payment for membership must be made on application, please go to step one to work out your pro-rata subscription.**

#### What happens next

1. Your name will be put forward for election to the nearest Membership Admission Committee, which takes place on the 1st of every month.
2. A welcome email will be sent within 7 working days of that confirming if your application has been successful.

#### Previous RIBA member?

You need to complete our re-admission form - this can be found on the RIBA website.

#### Need help?

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

### Who can join

**Affiliate Members must meet one of the following criteria:**

- Passed an RIBA recognised Part 1 examination in architecture.
- Be a full member of an institute on the CIC members list (Construction Industry Council).
- Be a lecturer, or similar position, at an architectural school.
- Have a professional interest in architecture and/or construction and have a RIBA Chartered Member as a referee. Examples of eligible occupations are shown on the subsequent application form.

### Step one: Calculate your subscription fee

Membership runs from January to December. If joining mid-year you will only pay a pro-rated fee. Please see the below table to work out your pro-rata fee based on the month you join.

#### Subscription Charge – pro-rata full rates UK

	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Affiliate	£154.00	£141.17	£128.33	£115.50	£102.67	£89.83	£77.00	£64.17	£51.33	£38.50	£25.67	£12.83

#### Subscription Charge – pro-rata full rates International

	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Affiliate	£123.00	£112.75	£102.50	£92.25	£82.00	£71.75	£61.50	£51.25	£41.00	£30.75	£20.50	£10.25

Members who are experiencing financial difficulty or a change in personal circumstances and earning less than £25,000 per annum after tax may be entitled to a reduced rate and should contact the membership team for further information.

# Affiliate Membership

## Step two: Home/personal details

Surname

Title: Mr / Ms / Etc.

Forename/s

Male  Female  Non-binary

Prefer not to say  Other preferred description

Date of birth

Occupation

Address

Town/City

Postcode  Country

Tel/mobile

Email

## Work/office details

Company name

Job Title

Address

Town/City

Postcode  Country

Tel/mobile

Email

### Important – would you like to be contacted at:

Home  Work

If your occupation is Architect, please tick here to confirm you are not eligible for RIBA Chartered Membership

### Have you been an RIBA Member in the past?

Yes  No

If yes, please give your membership number

## What helped you to decide to become an Affiliate Member of RIBA?

Either (please choose one)

<input type="checkbox"/> Post from RIBA	<input type="checkbox"/> RIBA Event (please specify) <input type="text"/>
<input type="checkbox"/> Email from RIBA	<input type="checkbox"/> Employer encouraged me to join
<input type="checkbox"/> Call from RIBA	<input type="checkbox"/> University
<input type="checkbox"/> RIBA visited me/my practice	<input type="checkbox"/> RIBA website
<input type="checkbox"/> Friend or colleague recommended membership	<input type="checkbox"/> Social media (please specify): <input type="text"/>
<input type="checkbox"/> Other (please specify) <input type="text"/>	

# Affiliate Membership

**Why do we ask for this?** We try our best to monitor the diversity of our membership, as part of our dedication to making architecture a more inclusive profession.

## Race and Ethnicity

- Arab
- White: English/Welsh/Scottish/Northern Irish/British
- White: Gypsy or Irish Traveller
- White: Irish
- White: Other White
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Chinese
- Asian/Asian British: Indian
- Asian/Asian British: Other Asian
- Asian/Asian British: Pakistani
- Black/African/Caribbean/Black British: African
- Black/African/Caribbean/Black British: Caribbean
- Black/African/Caribbean/Black British: Other Black
- Mixed/multiple ethnic groups: Other Mixed
- Mixed/multiple ethnic groups: White & Asian
- Mixed/multiple ethnic groups: White & Black African
- Mixed/multiple ethnic groups: White & Black Caribbean
- Multiple ethnic groups (e.g. Black Caribbean and White, Chinese and White, etc.)

## Step three: Your eligibility

Please confirm that you are eligible for Affiliate Membership by completing **one** of the four options A, B, C or D

**A.** I have passed an RIBA recognised Part 1 examination in architecture

School Name	
Course	
Date of passing Part 1	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

**B.** I am a full member of an institute on the CIC list (Construction Industry Council). List available from [www.cic.org.uk](http://www.cic.org.uk)

Institute	
Membership no.	

**C.** I am a lecturer, or similar position, at an architectural school

School name	
Your position	
Head of school	
Signed by head of school	

**D.** I have a professional interest in architecture and/or construction

Examples of eligible occupations include: architectural artist, architectural historian, client, construction industry co-professional, CPD provider, interior designer, journalist, lobbyist, manufacturer, politician, researcher, students of a related discipline, etc.

**References** If your eligibility for Affiliate Membership is through your occupation, you must be referred by an RIBA Chartered Member. Please give their details below.

### Details of the RIBA Chartered Member who is your referee

Member's name	
RIBA Membership no.	
Members signature	

## Step four: Sign the declaration

I, the undersigned, desire to be admitted as an Affiliate Member of the Royal Institute of British Architects and declare that the information supplied herewith is true in every respect. I undertake to adhere to the RIBA Code of Professional Conduct, Regulations, and Charter & Bylaws throughout my membership of the RIBA\*. I understand that being an RIBA Affiliate Member does not entitle me to use the letters RIBA after my name and that I may not use or refer to this membership in a promotional or professional capacity to win clients and/or business.

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).

### As part of our compliance obligations, the RIBA would like to share the following information with you:

The registered office of the RIBA is 66 Portland Place, London W1B 1AD;  
You may contact us at support@riba.org or +44(0)20 7580 5355;

We wish to process your data for the purpose of administering your membership and disseminating architectural information we believe you might be interested in, based on prior contact with you;

## Email and communication preferences

I want emails from the RIBA with useful advice, guidance, information, updates, CPD and events.

I want emails about RIBA products and services (including books and publications, jobs, careers and recruitment, professional events, business services, venue hire).

I want emails from NBS, the commercial knowledge management business of the RIBA including RIBA CPD Providers Network, RIBA Product Selector and NBS products and services.

I confirm that I have read the Fit & Proper Person test <https://www.architecture.com/join-riba/fit-and-proper-person-rules>\* and that I meet its requirements and that I will notify RIBA immediately of any change to my status in that regard.

\*paper copy available on request from [info@riba.org](mailto:info@riba.org)

We will keep your data secure; We will only keep your data for as long as required for this purpose and you can "unsubscribe" from further contact at any time; Our full privacy policy can be found at [www.architecture.com/about/privacy-policy](http://www.architecture.com/about/privacy-policy). If you have any concerns about how we process your data please email [dpo@riba.org](mailto:dpo@riba.org) in the first instance.

## Step five: Payment details

### Option A – Make a payment by BACS

Make a transfer to:

**Royal Institute of British Architects**

Account Number: 63709493

Sort code: 20-00-00

IBAN: GB37 BARC 20000063709493

Swift code: BARCGB22

- 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

### 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:

D	D	M	M	Y	Y
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Payment amount:

£

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.

### Option B – Credit/Debit Card

I would like to pay by credit/debit card.

We accept Maestro, Mastercard and Visa & by ticking this box, a member of the Membership team will be in touch upon receiving your application to arrange payment.

**Option C – Please fill in the whole form using a ball point pen and return an ORIGINAL signed copy to the address below**

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

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.

Name(s) of account holder(s)

  

Bank/building society account number

Branch sort code

Reference (RIBA Membership no.)

**I am interested in:**

- 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.

### 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.

Name and full postal address of your bank or building society

Signature(s)

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

DDI1

Date

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.