

# RIBA Chartered Membership

## Application form for RIBA Chartered Membership for applicants who reside within the UK

### 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 Chartered 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

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

- RIBA recognised Parts 1, 2 and 3 (or equivalent)
- A qualification in architecture which is covered by the EU Professional Qualifications Directive (2005/36/EC) with access to the profession of architect in the EU country in which the qualification was gained and a minimum of 2 years of professional practical experience

Please note you must be registered with the Architects Registration Board (ARB) in order to practise as, and use the title of 'Architect' in the UK. Please visit **www.arb.org.uk** for more information.

### 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 – UK pro-rata rate

	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Qualified up to 5 years ago	£281.00	£257.58	£234.17	£210.75	£187.33	£163.92	£140.50	£117.08	£93.67	£70.25	£46.83	£23.42
Qualified more than 5 years ago	£473.00	£433.58	£394.17	£354.75	£315.33	£275.92	£266.06	£197.08	£157.67	£118.25	£78.83	£39.42

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.

#### Need help?

Just call our Membership Development team:  
**+44 (0)20 7307 3686**  
**membership.development@riba.org**

**RIBA**   
Architecture.com

## Step two: Home/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  Non-binary

Prefer not to say  Other preferred description

Date of birth

Address

Town/City

Postcode  Country

Tel/mobile

Email

### Practice details

Practice name

Job Title

Address

Town/City

Postcode  Country

Tel/mobile

Email

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

Home  Work

### At your practice, are you a:

Principal  Sole Principal  Director  Architect

### 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 **+44 (0)131 229 7545** or email **membership@rias.org.uk**.

## What helped you to decide to become a Chartered 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"/>	

## Step three: Your architectural education

### RIBA recognised Part 1 (or other EU recognised qualification)

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Date of passing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### ARB examination/assessment: Part 1

Date of passing

### RIBA recognised Part 2 (or other EU recognised qualification)

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Date of passing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### ARB examination/assessment: Part 2

Date of passing

### RIBA recognised Part 3 (or other EU recognised qualification)

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Date of passing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### EU Directive 2005/36/EC

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Date of passing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

# Chartered 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 four: 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 undertake to adhere to the RIBA Code of Professional Conduct, Regulations, and Charter & Bylaws throughout my membership of the RIBA\*. I understand that to practice as an architect in the UK that I must be registered with the Architects Registration Board (ARB).

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

## 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\\*](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)*

## 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](mailto: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;

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: Application checklist

Complete one section only and include relevant documentation if required

Route of entry	Documentation required	Have you included it?
	All documentation is required in English. This includes certified translation of qualifications and curriculum vitae)	
RIBA recognised Parts 1, 2 and 3	Copy of official photo ID (passport, ID card) Certified copy of RIBA recognised qualifications, Parts 1, 2 and 3 (only if obtained outside the UK) Copy of ARB results letter (If RIBA Parts 1 and 2 via the ARB Prescribed Examinations)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Awarded a qualification in architecture which is covered by the Professional Qualifications Directive (2005/36/EC), have access to the profession of architect in the country in which the qualification was gained and have 2 years professional practical experience	Detailed CV Copy of official photo ID (passport, ID card) Certified copies of qualifications in architecture (only if not registered with the ARB) Competent authority statement confirming that your qualification is covered by the Professional Qualifications Directive (2005/36/EC) and that you have access to the profession of architect in that member state (only if not registered with the ARB)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Step six: 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:

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.