



## **Application for Licentiate Membership for those who have completed an LI accredited or otherwise recognised course**

Licentiate membership is the grade for those who have completed their initial professional education and wish to work towards full qualification as a Chartered Member of the Landscape Institute (CMLI).

Licentiate membership is available on application to those who have successfully completed in full an LI accredited course, or another programme of study recognized under reciprocal agreements (the LI recognises, for the purposes of Licentiate membership, courses accredited by [EFLA](#), the European Region of IFLA, the [American Society of Landscape Architects \(ASLA\)](#), the [Canadian Society of Landscape Architects \(CSLA\)](#), the [Australian Institute of Landscape Architects \(AILA\)](#) and the [New Zealand Institute of Landscape Architects \(NZILA\)](#).)

We also welcome applications from those with other with relevant degree level qualifications and/or experience in landscape and the environment, but these applications are assessed on an individual basis by our Membership Panel. **If you do not have an accredited or recognized qualification you will need to complete a different application form.** Please contact the Membership Team for further information.

The notes which accompany this form give important information about the application process and the documentation required. Please read these carefully before making your application. You are asked to type or print your application. The details you supply will be used as the basis for your entry in the list of members.

Please remember to enclose a copy of your degree and/or diploma certificate confirming that you have completed a recognised or accredited course with this form. If you have any questions please contact Jac Harris our Membership Executive on 020 7299 4504.

**Please complete all fields**

## Your details

Last name \_\_\_\_\_

First name(s) \_\_\_\_\_

Title (Mr, Mrs, Dr etc) \_\_\_\_\_

Date of birth (dd/mm/yyyy) \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Home postcode \_\_\_\_\_

Home telephone number \_\_\_\_\_

Work telephone number \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

## Initial Specialism

Based on your qualifications and experience at the time you are applying for membership, which of the Landscape Institute's initial specialisms do you feel best describes your main areas of expertise. (please select one only)

- Landscape Design       Landscape Management       Landscape Science

## Your qualifications

Please enclose a copy of your degree and/or diploma certificates, confirming that you have successfully completed an LI accredited course (or another course recognised under reciprocal agreements) **in full**. Please provide certified translations of any documents not in English.

If you are a graduate from an LI accredited programme in the UK, your name must appear on your school's final year pass list: this will be sent to the LI by your university/college.

University/college \_\_\_\_\_

Full name of course \_\_\_\_\_

Full name of the qualification  
you obtained (e.g. BSc, DipLA) \_\_\_\_\_

Year you started the  
course (yyyy) \_\_\_\_\_

Year you completed  
the course (yyyy) \_\_\_\_\_

- I enclose a copy of my certificates confirming that I have successfully completed in full an LI accredited course or another qualification recognised under reciprocal agreements.

## Data protection

The details you give of your name, contact details and the qualifications and designations on which you rely as the basis of your application will be used as the basis of your entry in the List of Members and will be recorded on the Institute's database. The information you supply on this form will be used for automatic processing of your annual membership and for supplying you with information about the Landscape Institute and the profession. Additionally, your name and grade will be published on the Members Section (password protected) of the Institute's website unless you indicate below that you do not wish your details to be published.

- I am content for my details to be published by the LI on the password protected Members Section of the LI website.
- I do not want my details published

## Payment method

**Please do not enclose any money with your application.** The LI's membership year runs from 1 June to 31 May. When your election as a member is confirmed, we will either invoice you for that part of the membership year which is still remaining, or you can choose to spread your payments by signing up to Direct Debit right away (we will write to you confirming your payments and when they will be taken). Direct Debit saves on costs to the LI and means that more of your money goes to support the LI. Please see the LI website [www.landscapeinstitute.org](http://www.landscapeinstitute.org) for current subscription rates

- Please invoice me
- I wish to pay my subscription by direct debit and have completed the instruction at the end of this form

# Gift Aid Your Subscription

Under current Inland Revenue rules you can Gift Aid your membership subscriptions to the Landscape Institute. Gift Aid allows the LI to reclaim the tax on the amount you pay, which increases the value of your subscription to the LI at no extra cost to you; Gift Aid means your fees are worth an extra 28% to the LI <sup>1</sup>

To be eligible to Gift Aid your subscription you need to be a UK taxpayer, paying your own fees, paying as least as much tax as the amount we will be reclaiming on your subscription and not be reclaiming tax relief on your subscriptions against your earnings/profits.

- Yes**, I would like my subscriptions to the Landscape Institute for 2008/9 and all future subscriptions from the date of this declaration to be Gift Aid, until I notify you otherwise. I confirm that a) I pay my own subscription, b) I am a UK tax payer, c) I pay income tax/capital gains tax at least equal to the amount reclaimed on my donations **and** d) I do not claim tax relief on my subscription against my earnings/profits.
  
- No**, I do not wish my subscription to be Gift Aided or am ineligible to Gift Aid my subscription at the present time.

## Your declaration

I declare that the statements made by me on this application are a true account of education, training and experience. I further declare that if elected I shall be bound by the Charter, By Laws and the Code of Professional Conduct of the Institute.

I understand that the Landscape Institute reserves the right to terminate my membership if I fail to pay my membership subscription at the due date.

I further understand that I may terminate my membership at any time by giving written notice to the Institute; if I choose to resign I will be invoiced for any outstanding membership fees relating to that part of the subscription year during which I remained a member.

Full name \_\_\_\_\_ (Block capitals)

Signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> 25p for every pound tax relief plus an extra 3p from the Government.

# Landscape Institute



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

I would like to pay by Direct Debit

Name(s) of Account Holder(s)


Originators identification number **857358**

Bank/Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To The Manager

Name
Address
Postcode

### FOR THE LANDSCAPE INSTITUTE

**This is not part of the instruction to your Bank or Building Society**

Please tick as appropriate

- I wish to pay in 1 Direct Debit Instalment
- I wish to pay in 4 Direct Debit instalments
- I wish to pay in 12 Direct Debit Instalments

Applicant name

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Reference number (to be completed by the LI)

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**Instruction to your bank or Building Society.** Please pay The Landscape Institute 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 Landscape Institute and, if so, details will be passed electronically to my Bank/Building Society.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This guarantee should be detached and retained by the Payer**

### The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change The Landscape Institute will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Landscape Institute or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

# Monitoring form

The LI is committed to ensuring that the profession is accessible to all sections of the community. We monitor the profile of our membership to ensure that the Institute is compliant with equality and diversity legislation and that we carry out our work in accordance with best practice.

Please help us in this work by completing the section below. Your details will be stored on the LI's secure database and will remain confidential.

Please note that the Institute may, from time to time, publish reports on the overall profile of the membership. These will present data in aggregated form, and will not be made available in any format which would enable you to be individually identified.

## How would you describe your ethnic origin?

**White:**       British  
                   Irish  
                   Other \_\_\_\_\_

**Mixed:**       White and Black Caribbean  
                   White and Black African  
                   White and Asian  
                   Other \_\_\_\_\_

**Black:**       Black British  
                   Black Caribbean  
                   Black African  
                   Other \_\_\_\_\_

**Asian:**       Asian British  
                   Asian: Indian  
                   Asian: Indian  
                   Asian: Bangladeshi  
                   Asian: Other \_\_\_\_\_  
                   Chinese  
                   Other Asian ethnic group

**Other**      \_\_\_\_\_

**Prefer not to say**

## Would you describe yourself as having a disability?

Yes

No