



Designer Membership Application Form

For information on the membership criteria, subscription and application fees please see pages 5 and 6

Personal details

Title: _____ Surname: _____

Forename(s): _____ Date of Birth: _____

Company name: _____

Trading address: _____

City: _____ Postcode: _____

Company registration number: _____ VAT No.: _____

Telephone: _____ Facsimile: _____

Mobile: _____ E-mail: _____

Website address: _____

- How did you hear about the British Institute of Interior Design?
- Exhibition
 - Media/Press
 - Colleague/word of mouth
 - Website
 - Other (Please specify)

Business information

I have been a practising Interior Designer for _____ years

(a) In my own business (company name and/or trading as):

From: _____ To: _____

(b) In partnership under the name of:

From: _____ To: _____

(c) As a Director of:

From: _____ To: _____

(d) As an employee of:

Position: _____

Engaged in interior design at the following address:

From: _____ To: _____

British Institute of Interior Design
109-111 The Chambers,
Chelsea Harbour,
London SW10 0XF
Tel: 020 7349 0800
Fax: 020 7349 0500
Eml: info@BIID.org.uk

www.BIID.org.uk

Registered Office:
Leonard House, 5-7 Newman Road,
Bromley, Kent BR1 1RJ
VAT Reg. No. GB 3183948 36
Registered in England & Wales,
Co. Reg. No. 860708



What benefits would you expect from membership of the British Institute of Interior Design?

Please tick all that apply

- To be a part of an established and highly respected professional body
- Re-assurance to your clients that you are a member of a professional organisation
- To gain support and advice on business and professional practice issues
- To assist the marketing of your services to potential clients by inclusion on the website
- To gain networking opportunities with other members and suppliers
- To continue your professional development (CPD) through a wide and varied range of seminars and events
- To receive up-to-date information on interior design issues

- If you are admitted to membership how might you help the BIID?
- | | Yes | No |
|--|--------------------------|--------------------------|
| Are you a lecturer in the field of interior design and willing to give talks in the future | <input type="checkbox"/> | <input type="checkbox"/> |
| Would you be willing to get involved on a committee? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is interior design a second career? | <input type="checkbox"/> | <input type="checkbox"/> |

If so, what is your background and how could this help the BIID?

References

Two references are required from Full Designer Members or Industry Partners of the BIID or members of an associated profession (e.g. RIBA, RICS and Interior Design Educators) to support this application.

First referee

Name: _____ Profession: _____

Address: _____

Telephone: _____ E-mail: _____

Second referee

Name: _____ Profession: _____

Address: _____

Telephone: _____ E-mail: _____



Applicants who are currently employed by another company should also include details of their employer:

Company name:

Company address:

Name of director/partner/proprietor:

Position in Company:

Signature of Employer:

Data protection and Privacy Policy

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 for annual membership, information distribution and supplied to 3rd parties at our discretion.

If you do not wish details of your company to be passed on to 3rd parties, please tick here

Privacy Policy

For full details of our Privacy Policy, please visit our website www.BIID.org.uk

Checklist for membership application

The checklist below includes all the documentation required to arrange an interview. Please ensure you have included all the relevant details/documents to avoid delay to your membership application.

- Curriculum Vitae (with emphasis on interior design experience and career to date)
- List of projects undertaken within the past 24 months
- Copies of insurance schedules (Professional Indemnity, Public/Product and Employers' Liability)
- Copy of diploma/degree certificate (applicable to those applying for Associate membership)
- Two passport sized colour portrait photographs (please write your name on the reverse)
- Direct debit mandate (this is discretionary)
- £50.00 + VAT (£60 incl. VAT) Application Fee
- Signed Declaration Form

Omission of any requested documentation will delay the processing of your application.

Declaration

I, the undersigned, wish to be admitted as a designer member of the British Institute of Interior Design. I declare that the information given is true in every respect. I will uphold the standards of the BIID and will abide by its code of conduct.

Signature:

Date:

The British Institute of Interior Design reserves the right to reject any application without giving a reason for its decision.

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Membership Criteria

Full Designer Members

Minimum requirements for full Membership are as follows:

- A full time interior design degree plus three years work experience
- Or
- A Level 5 interior design diploma plus five years work experience
- Or
- A minimum of six years work experience

An interview for full Membership is mandatory. The Membership Panel may, at the discretion of the Institute, also visit the premises of the applicant. Applicants who wish to apply for **full membership** should make sure they provide, with their application form, a client list and a list of projects undertaken over the previous 24 month period, a detailed curriculum vitae and copies of current professional insurance certificates.

Associates

- Associate Level 1 (up to 3 years work experience)
- Associate Level 2 (up to 5 years work experience)
- Associate Level 3 (up to 6 years work experience)

BIID Associate membership covers up to 6 years of work experience and are divided into 3 levels which reflect the Associates qualifications and experience. Once Associate has completed Level 3, the final year, they will be expected to upgrade to full membership.

Requirements for Associate membership are as follows:

Subject to receipt of all documentation

- A full-time three-year interior design degree will qualify for automatic entry into Associate Level 1
- A Level 5 interior design diploma will qualify for automatic entry to Associate Level 1

Or

Applicants with the following qualifications will be asked to attend a meeting with the interview panel lasting approximately 45mins before membership is granted.

- A short course/distance learning certificate/diploma plus a minimum of one-year work experience
- A minimum of two years work experience in full-time employment

The Interview

Upon receipt of the application, the Institute will contact the chosen referees. Once replies have been received, where appropriate, the applicant will be given a proposed interview date.

The interview will consist of a discussion about current or recent projects and explore the applicant's depth of knowledge about regulations, working practices and the design process.

All applicants are requested to bring as much as possible of the following information to the meeting:

1. A minimum of one complete project including
 - Working drawings, detailed drawings and, if available, visuals and sample or concept boards
 - 'Before and after' photographs of selected spaces
2. Administrative files to show good professional practice, i.e. contracts, estimates, job file, etc
3. Photographs of three other projects to show diversity and style
4. An example of a contract with a client
5. Publicity material on the applicant's practice, including business cards, letterheads etc, if available

The Membership Interview Panel will make the final decision on which category would be the most appropriate for the applicant.



Subscription and Application Fees

Subscription	Amount	VAT	Total
Full Member	£405.00	£81.00	£486.00
Associate Level 1 (Up to 3 years work/study experience)	£145.00	£29.00	£174.00
Associate Level 2 (Up to 5 years work/study experience)	£245.00	£49.00	£294.00
Associate Level 3 (Up to 6 years work/study experience)	£345.00	£69.00	£414.00
Application Fee	£50.00	£10.00	£60.00

The Application fee is a non-refundable one off payment that covers the cost of administration and is to be submitted with your application. This charge will not apply to existing Associate members upgrading their membership

Applicants who cancel their interview giving less than 48 hours notice will be required to pay a further application fee for a re-arranged interview. This additional fee can be waived at the discretion of the Membership Manager if exceptional circumstances apply.

- VAT is zero rated for designers whose businesses are registered outside the UK
- Rates for part of a year are calculated monthly on a pro-rata basis
- Payment of your subscription is not due until you are elected to membership
- Membership fees are invoiced on an annual basis. Our financial year runs from 1st April to 31st March

Insurance Companies

A number of organisations offer interior design specific insurance policies including but not limited to:

AON Ltd

Contact: Peter Sharp
Gibraltar House, Gibraltar Walk
High Street
Wickford, Essex
SS12 9AZ
Tel: 01268 578378

Bluefin Professions

Contact: Jason Adcock
Castlemead
Lower Castle Street
Bristol
BS1 3AG
Tel: 0117 929 6002
Email: Jason.adcock@bluefingroup.co.uk
Website: www.bluefinprofessions.co.uk/biid

Giles Insurance Brokers Ltd

Contact: Martin Lee
Birchin Court, 3rd Floor
20 Birchin Lane
London
EC3V 9DU
Tel: 0141 285 3300
Email: martin.lee@gilesinsurance.co.uk
Website: www.gilesinsurance.co.uk

Crest Insurance Consultants Ltd

Contact: Roger Sharman
67 Horton Road
Yiewsley
Middlesex
UB7 8ET
Tel: 01895 435 710
Email: enquiries@crest-insurance.co.uk
Website: www.crest-insurance.co.uk
Contact: Stephen Ridley

Please complete and return your application to:

Membership Manager
British Institute of Interior Design
109-111 The Chambers
Chelsea Harbour
London
SW10 OXF

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