



# 2010-2011 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

## 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



The premises I work from are: Office/Showroom/Shop/Private dwelling/other  
(Please delete/complete as appropriate)

	Yes	No
Do you obtain any necessary Planning Permissions?	<input type="checkbox"/>	<input type="checkbox"/>
Are you conversant with Building Regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Are you conversant with Fire Regulations?		
- For Premises	<input type="checkbox"/>	<input type="checkbox"/>
- For Materials	<input type="checkbox"/>	<input type="checkbox"/>

**Areas of Expertise:**

Residential  Commercial  Both

**Style of work:**

Contemporary  Classic  Eclectic  Country  Period  ethnic

**Location of work:**

Local  National  Europe  International

Are you a member of any other Professional Organisations? If so which

**Interior Design Qualification**

College attended:

Title of course:

Duration of course: Qualification gained:

Please attach a copy of the certificate, diploma or degree

**Insurance**

Full Designer Members must carry the appropriate insurance policies throughout their membership. Level 3 Associates who wish to be listed on the website are also required to hold the relevant insurances. Please tick the boxes below to confirm that copies of your insurance details are enclosed with your application form (not applicable to overseas applicants).

**Professional Indemnity**  
In the event that a client suffers loss or injury as a result of alleged neglect, error or omission, Professional Indemnity should meet the cost of defending claims and of damages payable. In these times of high consumer awareness, clients will not hesitate to pursue a claim if they feel that they have received sub-standard service. Claims can only be considered if the policy is still current at the time of the complaint, regardless of when the project took place. Therefore, a policy running from 1<sup>st</sup> January 2010, and not renewed on the 1<sup>st</sup> January 2011, would result in any claim first notified in 2010 not being met. However, if the insurance had been transferred to new insurers at the renewal date, they would handle the claim.

**Public Liability Insurance (including Products Liability)**  
This is required to provide cover for claims made against you or your employees for injury to third parties or damage to their property, arising out of your or your employee's negligence whilst on your business. Products Liability provides cover for claims made against you for injury to third parties or damage to their property, arising out of the supply of any product in connection with the business.

**Employers' Liability Insurance**  
This is required unless you are a business or organisation without employees; note that you may be an employee of your own company. If another company employs you, please send a copy of your employer's insurance certificate. Employers' Liability provides cover for claims made by employees against a company for injury or illness contracted during the course of their employment.

On Page 6 are listed a number of insurance companies who will be able to answer any queries. This is not a definitive list.



**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

Would you be willing to get involved on a committee?

Is interior design a second career?

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: \_\_\_\_\_

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

Company name:

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Company address:

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Name of director/partner/proprietor:

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Position in Company:

Signature of Employer:

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### 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 3<sup>rd</sup> parties, please tick here

### Privacy Policy

For full details of our Privacy Policy, please visit our website [www.BIID.org.uk](http://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 certificates (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
- 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:

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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

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### 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

BIID Associates cover up to 6 years of working experience and are divided into 3 levels which reflect their qualifications and experience. Once Associates have 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 Year 3 Level 1
- A Level 5 interior design diploma will qualify for automatic entry to Year 1 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:

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
- Administrative files to show good professional practice, i.e. contracts, estimates, job file, etc

2. Photographs of three other projects to show diversity and style

3. An example of a contract with a client

4. Publicity material on the applicant's practice, including business cards, letterheads etc, if available

Two copies of a passport-sized portrait photograph and a completed direct debit mandate should also be included.

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



## 2010-2011 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
<b>Application Fee</b>	<b>£50.00</b>	<b>£10.00</b>	<b>£60.00</b>

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 1<sup>st</sup> April to 31<sup>st</sup> 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 Insurance Services Limited

Contact: Steve Toole  
Fountain House  
130 Fenchurch Street  
London  
EC3M 5DJ  
Tel: 020 7335 0711  
Email: [steve.toole@bluefingroup.co.uk](mailto:steve.toole@bluefingroup.co.uk) or  
Website: [www.bluefingroup.co.uk](http://www.bluefingroup.co.uk)

### TL Risk Solutions

Contact: Stephen Ridley  
120 Wharfedale Road  
Winnersh, Wokingham  
RG41 5RB  
Tel: 0118 912 5938  
Email: [Stephen.ridley@tlrisksolutions.com](mailto:Stephen.ridley@tlrisksolutions.com)  
Website: [www.tlrisksolutions.co.uk](http://www.tlrisksolutions.co.uk)

### Giles Insurance Brokers Ltd

Contact: Martin Lee  
Birchin Court, 3<sup>rd</sup> Floor  
20 Birchin Lane  
London  
EC3V 9DU  
Tel: 0141 285 3300  
Email: [martin.lee@gilesinsurance.co.uk](mailto:martin.lee@gilesinsurance.co.uk)  
Website: [www.gilesinsurance.co.uk](http://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](mailto:enquiries@crest-insurance.co.uk)  
Website: [www.crest-insurance.co.uk](http://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 0XF

British Institute of Interior Design  
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