



Chartered Trading Standards Institute

**APPLICATION FOR MEMBERSHIP**

*I should like to apply for*

**FULL/ASSOCIATE/STUDENT\*/AFFILIATE\*\*/INTERNATIONAL** Membership of the Chartered Trading Standards Institute. (See attached extract of Regulations for definitions or contact your sponsoring Member)

(\*See explanations on page three)

The following details to be completed in BLOCK CAPITALS please.

Name

.....  
(Title) (First/Given Name) (Surname)

Date of Birth .....

Home Address.....

.....Post Code.....

*(Please specify here the address to be used for communications Home or Employment..... We cannot guarantee mail will not get opened if sent to employer address)*

Home Telephone.....Mobile.....E mail.....

Name of Employer .....

Address of Employer .....

.....Post Code.....

Work Telephone.....Mobile.....E mail.....

Job Title.....

Qualifications OR length of service in qualifying appointment.....

.....

Course of study (if any).....

If registered for CSATS/ DCATS please give registration number.....

If you are in full time education please give details of your place of study and student registration

.....

If you are studying under any other conditions please give details.....

.....

Reasons for joining the Institute.....  
.....  
.....

Have you previously been an Institute Member? YES/NO

If your answer is YES, please state:

Category of membership.....Date of admission.....

Date membership ended .....

Reasons why you left .....

**Declaration by Applicant**

I declare that the information I have provided is true to the best of my knowledge and belief. I further declare that if admitted into membership I will to the best of my ability promote the aims and objectives of the Institute, recognising at all times the strict requirements of the Charter, Byelaws and Regulations. I accept that I am obliged to pay the appropriate subscription currently prescribed and any increase that may be from time to time as set out in the Byelaws or applied through a resolution of a general meeting of the Institute.

NB information about the Charter the Byelaws and Regulations, the Code of Professional Conduct and the Equal Opportunities Policy are available on the Institutes website [www.tradingstandards.uk](http://www.tradingstandards.uk) or from Head Office.

I accept that the Institute may undertake certain checks in connection with this application (applicable to Corporate Affiliate membership only) and I give my explicit consent (in accordance with current applicable data protection legislation) for them to conduct searches against ts interlink (the Institutes internal information service), Credit Reference Agencies, etc for the purpose of identifying any adverse information about me. Written references may also be obtained from the Proposer and Seconder. I agree that my name and e mail address may be passed to any other Member of the Institute for communication, concerned with Institute business only.

Signed.....

Date .....

**Declaration of Proposer and Seconder**

We, the undersigned, being members of the Chartered Trading Standards Institute declare that, from our personal knowledge, that the above named applicant is, in our opinion, duly qualified for the category of membership mentioned and worthy of being admitted into membership.

Proposer.....Membership No.....

Address.....

.....Telephone.....

Signature.....Date.....

Secunder.....Membership No.....

Address.....

.....Telephone.....

Signature.....Date.....

**\* *Student membership is only open to persons not already holding one of the Institute's qualifications.***

**\*\*Applications for Affiliate membership will normally be considered in January and July only but may be considered at other times as the Board may agree. Applications received between these months may be held to the beginning of the next appropriate time.**

**NB: Please see next pages for details of Branch membership subscription rates and extract from Regulations defining categories of membership. In case of any doubt please contact Member Services at Head Office.**

**This form when completed should be returned to Freepost RTJK-CSTU-LCUB Trading Standards Institute, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, SS15 6TH**



**TSI EQUALITIES MONITORING FORM**

This Institute aims to ensure it addresses equality and diversity issues as outlined in its Equalities and Diversity Policy. Please complete this form in order to help us to achieve this. Any information given will be processed in accordance with current applicable data protection legislation and therefore information which can identify individuals will not be published or passed to any third party. If completing electronically, double click in the appropriate check box and select "checked" to place an "X" in the box. Please email to [membership@tsi.org.uk](mailto:membership@tsi.org.uk) or return c/o CTSI Head Office address above.

**TSI membership number:**

**1. Gender**  Male  Female  Transgender  Intersex

**2. Age**

18 – 24  25 – 29  30 – 39  40 - 49  50 – 59  60 – 64  65+

**3. Ethnicity**

White		Mixed		Asian or Asian British		Black or Black British		Chinese or other ethnic group	
British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other (please state below)	<input type="checkbox"/>
Any other Background	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>		
		Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>				

**4. Disability**

Do you have any long-term illness, health problem, or disability which limits your daily activities or the work you can do?

Yes  No

If yes, what is the nature of your impairment?

Physical Impairment  Hearing Impairment  Learning Impairment  Mobility Impairment  
 Visual Impairment  Mental Health  Other (e.g. hidden impairment (diabetes, epilepsy etc.))

**Optional monitoring questions**

How do you identify your sexual orientation?

Heterosexual  Gay/Lesbian  Bisexual  Transgender  
 Other  Do not wish to state

What is your religion or faith?

None  Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Other religion

If you have stated "other" to any of the above or wish to make any further comments please give details on the reverse of this form.

**BRANCH MEMBERSHIP**

I understand that I will automatically join my local Branch of the Institute and the fees for such membership if any, will be invoiced annually at the same time as the national membership fees and then refunded to the Branch.  
The Branch areas (by Local Authority boundaries) and current fees are:-

**London Branch.**

Includes all the London Boroughs and the States of Jersey.  
Annual fee £8.00, excluding students and retired members.

**South Eastern Branch.**

Brighton and Hove, East Sussex, Kent, Medway, Surrey and West Sussex  
Annual fee £11.00 for full members £7.00 for associates, £9.00 for affiliates, and £4.00 students and retired.

**Southern Branch.**

Bracknell Forest, Gloucestershire, Hampshire, Isle of Wight, Oxfordshire, Portsmouth, Reading, Slough, Southampton, Swindon, West Berkshire, Wiltshire, Windsor & Maidenhead and Wokingham.  
Annual fee zero

**South Western Branch.**

Bournemouth, Bath, Bristol, Cornwall, Devon, Dorset, States of Guernsey, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Torbay.  
Annual fee zero

**South East Midlands Branch.**

Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Luton, Milton Keynes, Norfolk, Northamptonshire, Peterborough, Southend-on-Sea, Suffolk, Thurrock.  
Annual fee £5.00 Full Members only, other categories free

**East Midland Branch.**

Derby, Derbyshire, Leicester, Leicestershire, Lincolnshire, Nottingham, and Nottinghamshire, Rutland.  
Annual fee zero

**Midland Branch.**

Birmingham, Coventry, Dudley, Herefordshire, Sandwell, Shropshire, Solihull, Staffordshire, Stoke on Trent, Telford and Wrekin, Walsall, Warwickshire, Wolverhampton and Worcestershire.  
Annual fee £5.00 for all categories.

**North Western Branch.**

Blackburn-with-Darwen, Blackpool, Bolton, Bury, Cheshire East & West, Cumbria, Halton, Isle of Man, Knowsley, Lancashire, Liverpool, Manchester, Oldham, Rochdale, St Helens, Salford, Sefton, Stockport, Tameside, Trafford, Warrington, Wigan and Wirral.  
Annual fee £5 all categories

**Yorkshire and Humberside Branch.**

Barnsley, Doncaster, East Yorkshire, Hull, North East Lincolnshire, North Lincolnshire, North Yorkshire, Rotherham, Sheffield, West Yorkshire and York.  
Annual fee £5.00 for all categories.

**North Eastern Branch.**

Darlington, Durham, Gateshead, Hartlepool, Middlesbrough, Newcastle, North Tyneside, Northumberland, Redcar & Cleveland, South Tyneside, Stockton-on-Tees and Sunderland.  
Annual fee £5.00 for full members, £3.00 for affiliates, £2.00 for associates, others free.

**Scottish Branch.**

Covers the whole of Scotland.  
Annual fee £5.00 for full members, £2.50 for associates, others free.

**Welsh Branch.**

Covers the whole of Wales.  
Annual fee £5.00 for full members, £3.00 for associates others free.

**Northern Ireland Branch**

Covers all Northern Ireland  
Annual fee £5.00 for all categories.

I wish to join the .....Branch

Signed.....

Date.....

## CHARTERED TRADING STANDARDS INSTITUTE

### EXTRACT FROM REGULATIONS REGARDING CATEGORIES OF MEMBERSHIP (Including current membership fees)

9.1 A **'Full Member'** shall be a person admitted as a Member of the Institute on the date of adoption of these Regulations or a person duly admitted as a full Member of the Institute after such date by the Board and holding an appropriate qualification as prescribed in the Regulations and an engagement acceptable to the Board. Any Member temporarily disengaged may, however, at the discretion of the Board, retain their membership of the Institute.

9.2 For the purposes of Regulation 9.1 an 'appropriate qualification' shall mean:

- (a) the appropriate statutory qualification to act in Great Britain as an Inspector of Weights and Measures;
- (b) the Diploma in Consumer Affairs; or
- (c) the Diploma in Consumer Affairs and Trading Standards.

#### **Full members fee £121.00**

10.1 A **'Life Member'** shall be a person who is elected a Member for life by the Council in recognition of exceptional services to the Institute or the trading standards profession in the past, but may be in full time employment.

10.2 A Life Member shall not be required to pay any subscription to the Institute but otherwise shall be entitled to the rights and privileges of a Full Member. The nomination papers of a Life Member shall set out the reasons for the proposal and require a seconder plus the signature of not less than six Members of the Institute and which shall be provided in writing to the Council prior to consideration.

11.1 A **'Retired Member'** shall be a person who has been duly admitted by the Board as a retired Member and who, having been a Full Member or Associate of the Institute, ceased to be eligible for such membership or associateship on retirement from their qualifying appointment. Such retired person may become a Retired Member of the Institute, subject to such conditions as may be prescribed by the Board and shall have all the rights and privileges of a Member of that category of membership such Retired Member had immediately prior to retirement. Subscriptions shall be payable at the rate prescribed for Retired Members.

#### **Retired members fee £40.00**

13.1 An **'Associate Member'** must have been duly admitted by the Board as an associate of the Institute and shall be a person holding an appropriate qualification as prescribed in this Regulation and an engagement acceptable to the Board in the field of trading standards, the public services or with a consumer orientated body either within the British Isles or elsewhere, provided that such person is not eligible for any other class of membership. Persons not holding an appropriate qualification but whose length of service in a qualifying appointment is acceptable to the Board may be admitted as an Associate Member. For the purposes of this Regulation 'an appropriate qualification' shall be as prescribed by the Board.

13.2 An Associate Member shall have all the rights and privileges of a Member except the right to vote and shall not be eligible for election to the Council.

For the purpose of this Regulation an appropriate qualification will be as prescribed by the Board. As of the 01/04/15 these include the DCA part one, FCATS, and CSCATS qualification

#### **Associate members fee £81.00**

14.1 A **'Student Member'** shall be a person who has been duly admitted by the Board as a student Member and shall be a person who is registered as a student for one of the Institute's qualifications or other course of study eventually leading to one of the Institute's qualifications, provided that such person is not eligible for any other class of membership.

14.2 The maximum period of student membership shall be four years, provided that an extended period of student membership may be granted where the Board considers that a Student Member has demonstrated exceptional reasons why the usual four year limit should not apply.

14.3 A Student Member shall have all the rights and privileges of a Member except the right to vote and shall not be eligible for election to the Council.

### **Student Member £40.00**

12.1 An **'Honorary Member'** shall be a person duly admitted by the Council as an honorary Member, who has attained eminence in the administration of the laws relating to trading standards or distinguished attainments associated with or interested in the work of trading standards.

12.2 An Honorary Member shall not be deemed to be a Member and shall not be a member and shall not be entered on the Register of Members.

12.3 An Honorary Member shall not be required to pay to the Institute any subscription and shall not have the right to vote and shall not be eligible for membership of the Council. An Honorary Member shall remain so for as long as the Council shall determine.

### **Honorary member fee zero.**

15.3 A **'Corporate Affiliate Member'** shall be a body corporate admitted by the Board as a corporate affiliate which is desirous of promoting the objectives of the Institute. A Corporate Affiliate Member shall not have the right to vote or be eligible for election to the Council. The conditions relating to corporate affiliate membership and the amount of subscription due to the Institute shall be decided by the Board.

### **N.B. Registered charities and non-profit making organisations will receive a 10% discount on Corporate Affiliate 1 & 2**

**There is a Separate application form for this category. For further information please contact Judith Thurston via e-mail at [juditht@tsi.org.uk](mailto:juditht@tsi.org.uk)**

15.1 An **'Affiliate Member'** shall be a person who has been duly admitted by the Board as an affiliate Member on such conditions as the Board may decide and shall be a person who is not eligible for any other class of membership but who is desirous of promoting the interests and objectives of the Institute. The conditions relating to affiliate membership and the amount of subscription due to the Institute shall be decided by the Board.

15.2 An Affiliate Member shall have all the rights and privileges of a Member except the right to vote and shall not be eligible for election to the Council.

### **Affiliate members £98.00**

16. An **'International Member'** shall be an individual or an organisation resident outside the British Isles which has been duly admitted by the Board as an International Member and which is desirous of promoting the objectives of the Institute. An International Member shall not have a right to vote or be eligible for election to the Council. The conditions relating to international membership and the amount of subscription due to the Institute shall be decided by the Board.

## Membership Entitlements and Obligations

Members of the Institute may append to the following designations and abbreviations (as detailed below) as may be applicable to their class of Membership:-In the case of: Abbreviated designation

A fellow F.C.T.S.I.

A full Member, life Member or retired Member M.C.T.S.I.

Chartered Trading Standards Practitioner or CTSP, if status is held.

An associate or retired associate A.C.T.S.I.

No other form of designatory letters or description relating to the Institute shall be used by any other grade of membership unless prescribed in the Regulations

version 27.10.2017