



tcpa

**Town and Country
Planning Association**
17 Carlton House Terrace
London, SW1Y 5AS
www.tcpa.org.uk

Application for organisation membership

Return the form, with your payment or direct debit mandate, to The Membership Officer at the above address.

Prices are per year and inclusive of VAT. A 10% discount applies for members choosing to pay by Direct Debit.

Organisation Name _____

Please tick appropriate box

- Parish Council = £100.00 (£90.00 by Direct Debit)
- Library/Education Sector = £112.00 (£100.00 by Direct Debit)

Registered Charities

- turnover below £3 million = £214.00 (£192.00 by Direct Debit)
- turnover above £3 million = £439.00 (£395.00 by Direct Debit)

Registered Charity Number: _____

Corporate

- turnover below £3 million = £485.00 (£436.00 by Direct Debit)
- turnover above £3 million = £958.00 (£862.00 by Direct Debit)

Local Authority/Public Body

- population below 100,000 = £290.00 (£261.00 by Direct Debit)
- population above 100,000 = £609.00 (£548.00 by Direct Debit)
- population above 500,000 = £1,397.00 (£1,257.00 by Direct Debit)

Main Contact - Please nominate a main contact for this membership. They will be the person we will contact when membership is due for renewal. It is important, therefore, that the main contact is empowered to authorise payment of membership fees, or is able to obtain such authorisation.

Title: _____ First Name: _____ Last Name: _____

Job Title: _____

Address: _____

Postcode: _____

Telephone : _____ Email: _____

If your application is in response to a special offer, please enter the offer code below.

Offer Code: _____

Additional Contacts - Organisation members may nominate up to three additional contacts to enjoy membership benefits, including copies of the monthly journal & regular email bulletins. If you would like to nominate additional contacts now, complete the section below. If you prefer to nominate additional contacts later, which you can do at any time during the course of your organisation's membership, please leave this section blank.

Additional Contact 1 - Title: _____ First Name: _____ Last Name: _____

Job Title: _____

Address: _____

Postcode: _____

Telephone : _____ Email: _____

Additional Contact 2 - Title: _____ First Name: _____ Last Name: _____

Job Title: _____

Address: _____

Postcode: _____

Telephone : _____ Email: _____

Additional Contact 3 - Title: _____ First Name: _____ Last Name: _____

Job Title: _____

Address: _____

Postcode: _____

Telephone : _____ Email: _____

Please choose payment method A, B C or D below:

A Direct Debit (please return this form along with your completed mandate)

B Cheque payable to TCPA

C Credit / debit card (enter details)

Cardholder name: _____

Card No: _____ / _____ / _____

Expiry date: ____ / ____ Security code: _____ (printed on rear of card)

D Invoice

Should your organisation require a Purchase Order Number to be shown on the invoice, please enter that number here:

Our invoice will be sent to the main contact for the organisation as nominated above, unless otherwise stated. Should you require it to be otherwise addressed, please give details below.

Invoice to: Title: _____ First Name: _____ Last Name: _____

Job Title: _____

Address: _____

Postcode: _____

Telephone : _____ Email: _____

I wish to apply for **Organisation Membership** of the TCPA and agree with its charitable objectives.

Signed: _____ Date: _____



Please fill in the whole form in BLOCK CAPITALS and return to:
The Membership Officer
Town & Country Planning Association
17 Carlton House Terrace
London SW1Y 5AS



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

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Service User Number

2	6	0	7	1	8
---	---	---	---	---	---

Name(s) of Account Holder(s)

Instruction to your Bank or Building Society

Please pay The Town & Country Planning Association 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 Town & Country Planning Association and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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

Branch Sort Code

--	--	--	--	--

Reference (TCPA official use only)

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

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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

Member Details

Name: Mr/Mrs/Ms/Other (please specify) _____

Address: _____

Postcode: _____

Annual payments will be collected on or after 1st or 15th of the month. Please tick below to indicate your preference.

1st

15th

TCPA official use only

TCPA URN: _____

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The Town & Country Planning Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Town & Country Planning Association 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 Town & Country Planning Association 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 Town & Country Planning Association asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.