

# APPLICATION FOR LICENTIATE CIBSE/ASHRAE ROUTE



Please complete all sections of this application form and ensure that copies of your ASHRAE Certificate and Competence Statement are attached and the required payment is included. The CIBSE/ASHRAE Route does not facilitate registration with the Engineering Council.

## APPLICATION FOR LICENTIATE CIBSE/ASHRAE ROUTE

Please indicate whether:

New (not previously a member of CIBSE) OR,

Transfer/Previous member

Membership Number  Grade

## PERSONAL DETAILS

Title  First Name(s)

Surname

Date of Birth  DD /  MM /  YY

Home address

Post code

Country

Telephone No

Email

Mobile No

Company name

Work address

Post code

Country

Telephone No

Email

Preferred mailing address  Home  Work

Preferred email address  Home  Work

## COMPETENCE STATEMENT

Please submit a statement of approximately 1500 words, giving details of your work experience, in chronological order, indicating your role and scope of responsibility within the field of building services engineering. Please refer to the Licentiate Competence Criteria Fact Sheet (L21) for the range of competencies you will be expected to have covered.

## APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at [www.cibse.org/code](http://www.cibse.org/code), and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature

Date

DD /  MM /  YY

NB. In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

## FEES

Please visit [www.cibse.org/fees](http://www.cibse.org/fees) for details of all subscription, application, interview and Engineering Council fees.

All new members must include payment for the following:

- Annual subscription fee for LCIBSE

All subscription fees run on an annual basis from 1st January to 31st December each year. If you have already paid the annual subscription for another grade, the difference between this rate and the new grade rate is payable here. Fees are not dependent on date of joining and therefore not prorated. All application fees are non refundable.

Payment can be made by cheque payable to CIBSE or by completing the debit/credit card details below:

Please tick:

Mastercard  Visa  Visa/Delta  Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from   /   /   Expiry Date   /

Issue Number (For Maestro only)   Security Code

Address details card is registered to

  

Post code

Country

Please debit card to the amount of £

Signature of Cardholder

Date

/   /

## DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

- I do not wish to receive mailings from CIBSE
- I do not wish to receive emails from CIBSE
- I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

CIBSE seeks to provide the best possible support to candidates. From time to time, we use applicants' material to illustrate best practice. All material is anonymised. If you do not wish your application to be used for this purpose, please tick here

## SUBMITTING YOUR APPLICATION:

Please submit ONE copy of your application and supporting documents via email or by post.

**POST ONE COPY OF YOUR APPLICATION TO:**

Membership Department  
Chartered Institution of Building Services Engineers  
222 Balham High Road, London, SW12 9BS, UK

**OR EMAIL ONE COPY OF YOUR APPLICATION TO:**

membership-apps@cibse.org

DO NOT BIND OR STAPLE DOCUMENTS

Registered Charity No. 278104

## CIBSE HQ USE ONLY: