



# Society of Light and Lighting

## The Lighting Directory

The Lighting Directory provides appropriate information for those seeking lighting consultants and the type(s) of work they provide. The Lighting Directory is separate from the CIBSE Directory of Member Practices. Please note there is an annual subscription fee of £60.00 (incl. VAT).

To be listed on the Directory, you must be an active Member (MSLL) or Fellow (FSLL) of the Society of Light and Lighting, as well as providing the required project portfolio or critical review, outlined below. These will be submitted to the SLL Membership Panel for appraisal. Once the panel have approved an application, a new listing will be created on the SLL website here: <https://www.cibse.org/society-of-light-and-lighting-sll/lighting-directory>.

The Lighting Directory is reviewed annually. Those listed are asked to notify the SLL if they would like to update the details included in their listing, by contacting [sll@cibse.org](mailto:sll@cibse.org) or on +44 (0) 208 772 3685.

### Candidates must complete all sections of this form

#### Personal details

First Name:	Surname:	Title:
Membership Number:		

#### Company details to be included in the Directory

Company Name:
Address:
Telephone:
Email:

**Indicate the type(s) of lighting consultancy services offered (please tick relevant boxes from the list below):**

Assessments/Measurements of Lighting Installations	
Church/Historic Building Lighting	
Code and Standards Verification	
Computer Aided Design Drawings	
Computer Simulation	
Consultancy and design services	
Daylight and Sunlight Studies	
Daylight/Window Design	
Display and Decorative Lighting	
Energy Assessment (and engineering of lighting systems)	
Expert Witness	
Exterior Lighting	
Feasibility Studies	
Floodlighting	
Industrial Lighting	
Interior Lighting	
Lectures and Articles	
Legal and Planning Applications	
Light Pollution Reports	
Lighting Calculations	
Lighting Control Systems	
Lighting design modelling and visualisation	
Listed Buildings	
Luminaire Design	
Museum and Art Gallery Lighting	
Photometry	
Lighting Strategies	
Lighting Strategy Reports	
Road Lighting Design	
Site Surveys	
Sports lighting	
Stage/Studio/Event Lighting	
Training/Education in Lighting Matters	

### Area of operation

Please state those areas of the UK and/or any other countries in which you provide lighting consultancy services:

### Other professional services

Please give details of other professional services provided by the firm, e.g. building services engineering, architectural/interior design, electrical installation design etc.

### SUBMISSION OF PROJECT PORTFOLIO / EXAMPLE WORK (MSLL awarded via the Academic Route)

#### PROJECT PORTFOLIO

##### *Submission of a Project Portfolio*

The purpose of the project portfolio is to enable the Diploma Panel to assess your lighting design and application experience. This portfolio should include the following:

- (a) A list of recent lighting projects, ideally illustrated with images, on which you have served as a senior designer/engineer. Each entry should include the name and location of the project, the client's name, the project partners and a brief description (in no more than 100 words) of the project and your specific role.
- (b) A detailed description of at least one recent project which demonstrates the breadth of your experience as a lighting practitioner; this should include the following:
  - i. The name and location of the project, the client's name and the project partners;
  - ii. Size and scope of the project and approximate cost of the lighting installation, if appropriate;
  - iii. In no more than 500 words, describe the client's brief, the project conditions and challenges including details of your role on the project, your approach to the lighting and how you met the brief.
  - iv. To support your submission, please provide concept sketches and presentation material (which can include narrative text), design drawings, equipment specifications, lighting calculations and completed project photographs or other output as appropriate.

##### *Format*

The project portfolio, including all submitted documentation, must be in English. TWO copies must be submitted and the applicant is advised to retain a further copy, as the Society will not be responsible for non-receipt.

A written declaration that the portfolio is the applicant's own work must accompany it.

## **SUBMISSION OF CRITICAL REPORT (MSLL awarded via the Experience route)**

### **CRITICAL REPORT**

#### *Completion of a critical report*

The critical report may cover any lighting project or topic. Historical reviews should not normally be undertaken, except as necessary background to the submission. Most applicants will find it more profitable to concentrate, in depth, on a lighting project in which they themselves have played a professional and responsible part, rather than attempt a theoretical study.

The report must demonstrate the applicant's professional ability. It should include specific examples of how they have applied their technical knowledge and understanding of lighting in a professional and practical sense.

#### *Report format*

The report, plus explanatory figures and illustrations must be in English. It should normally be about 5000 words long. TWO copies must be submitted, and the applicant is advised to retain a further copy, as the Society will not be responsible for non-receipt.

A written declaration that the report is the applicant's own work must accompany the report.

#### *Interview*

The applicant will normally be required to attend an interview to discuss the details of the report as part of the assessment for the award of the Diploma.

I agree to abide by the CIBSE Code of Professional Conduct (details below):

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please send an electronic copy of your completed application form to [sl@cibse.org](mailto:sl@cibse.org). Once your application has been approved, you will be able to pay the subscription fee (£60.00 including VAT) online via your MyCIBSE account.

## Code of Professional Conduct

*Society of Light and Lighting members are required to conform to the Code of Professional Conduct of the Chartered Institution of Building Services Engineers, of which the Society is a part. Those who do not belong to the Society or CIBSE may claim compliance with other Codes of Professional Conduct relevant to professional bodies to which they may belong. The CIBSE Code of Professional Conduct states that:*

Members shall:

- (1) at all times so order their conduct as to uphold the dignity and reputation of their profession and to safeguard the public interest in matters relevant to the art, science and practice of Building Services Engineering.
- (2) exercise professional skill and judgement to the best of their ability and discharge their duties and responsibilities with fidelity.
- (3) Actively maintain, and where possible encourage others to maintain, their professional competence through systematic improvement and broadening of their knowledge and skill in accordance with Institution guidelines on Continuing Professional Development, as published from time and time.
- (4) disclose to their employer or client any significant interest in another company, firm or person carrying on any business which is connected with their employment.
- (5) declare their position if faced with a conflict of interest when acting on behalf of the Institution.
- (6) have due regard to the safety, health and welfare of themselves, colleagues and the general public.
- (7) have due regard to environmental issues in carrying out their professional duties.
- (8) seek to promote equal opportunities.

Members shall not:

- (1) improperly offer or accept either directly or indirectly payment or other inducement to secure work or employment.
- (2) undertake work for which they knowingly lack sufficient professional or technical competence or adequate resources to meet their obligations.
- (3) knowingly misrepresent the view of the Institution.
- (4) serve their own interests nor those of their employer or client when acting as an official representative of the Institution.

### *Disclaimer:*

Users of The Lighting Directory are advised to satisfy themselves that firms they engage are appropriate to the tasks envisaged.