

# APPLICATION FORM

## Design Practice Membership



### PERSONAL DETAILS:

|                                  |                     |                              |   |
|----------------------------------|---------------------|------------------------------|---|
| <b>Name</b>                      |                     |                              |   |
| <b>Company</b>                   |                     |                              |   |
| <b>Position</b><br>(Please Tick) | Owner/Director      | Employee                     |   |
| <b>Company Size</b>              | Number of Designers | 1-3 <input type="checkbox"/> | 4-6 <input type="checkbox"/> 7-9 <input type="checkbox"/> |
| <b>Address</b>                   |                     |                              |   |
| <b>Telephone</b>                 |                     | <b>Fax</b>                   |   |
| <b>Mobile</b>                    |                     |                              |   |
| <b>e-mail</b>                    |                     | <b>www</b>                   |   |

### EDUCATIONAL DETAILS:

|  |  |
|--|--|
| <b>Principal Designer Qualification/s:</b>               |  |
| <b>Duration of Course</b>                                |  |
| <b>Accrediting Body</b><br>(City & Gills, Rodhec, Fetac) |  |
| <b>Address Of Educational Body</b>                       |  |
| <b>Qualification/s:</b>                                  |  |
| <b>Duration of Course</b>                                |  |
| <b>Address Of Educational Body</b>                       |  |
| <b>Accrediting Body</b><br>(City & Gills, Rodhec, Fetac) |  |
| <b>Address Of Educational Body</b>                       |  |

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|  |   |  |                   |
|--|---|--|-------------------|
| <b>Type of Membership</b><br>(See below for descriptions and minimum criteria)               | Full membership   |  |                   |
|  | <i>When applying for Full Membership please tick which of the following best describes your business:</i> |  |                   |
|  | Interior Architect  |  | Interior Designer |
|  | Other (Please Specify)  |  |                   |
| <b>Area Of Expertise</b>   | Residential   |  | Commercial        |
| <b>No of years in Professional Practice</b>  |   |  |                   |
| <b>PI Insurance Provider</b><br>(If Any)   |   |  |                   |
| <b>Contact Details for Business Referees</b><br>(Client, Supplier, Lecturer, Employer, etc.) | <b>Name:</b><br><b>Tel No:</b><br><b>Email:</b><br><b>Nature of Relationship:</b>                         |  |                   |
|  | <b>Name:</b><br><b>Tel No:</b><br><b>Email:</b><br><b>Nature of Relationship:</b>                         |  |                   |

|   |  |
|---|--|
| <b>How did you hear of us?</b>                        |  |
| <b>What do you hope to achieve by joining the IA?</b> |  |

I confirm that all of the information that I have provided above is truthful and accurate.

|                  |  |             |
|------------------|--|-------------|
| <b>Signature</b> |  | <b>Date</b> |
|------------------|--|-------------|

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### IA CODE OF ETHICS

A member shall not consciously assume or accept a position in which his personal interests conflict with his professional duty.

A member shall not work simultaneously on assignments which are in direct competition without informing the clients or employers concerned, except in specific cases where it is customary for the designer to work at the same time for various competitors.

A member shall treat all knowledge of his client's intentions, production methods and/or business organisation as confidential and shall not, at any time, divulge such information without the consent of his client. It is the designer's responsibility to ensure that all members of his staff are similarly bound to confidentiality.

If requested to proceed with work on which the member has reason to believe another interior architect / designer is engaged the member should make efforts to inform such other interior architect / designer.

A member must be fair in criticism and shall not denigrate the work or reputation of a fellow designer.

A member shall not accept instruction from his client which knowingly involves plagiarism, nor shall he consciously act in a manner which might bring about plagiarism.

A member who collaborates with others on the design of a project shall do their utmost to ensure that any publicity relating to it accurately and fairly reflects the contribution of his colleagues.

A member who is asked to advise on the selection of designer shall accept no payment in any form from the designer recommended.

A member shall not evade his/her responsibilities to his/her client, suppliers or sub-contractors. Any advertising or publicity material must contain only truthful factual statements. It must be fair to clients and other designers and in accordance with the dignity of the profession.

A member shall not imply skills not attested to by his qualifications nor use his qualifications in a misleading way.

A member, before accepting a commission, shall satisfy him/herself that s/he can provide the technical, financial and administrative resources required to complete it to a reasonable professional standard.

When undertaking a commission shall, a member should confirm, in writing, to the client the scope of the services agreed and the terms & conditions of the agreement.

A member shall be honest and truthful in their dealings with clients, contractors and suppliers.

A member shall comply with all the statutory procedures and regulations.

A member accepts professional responsibility to act in the best interest of the ecology and of the natural environment.

Members are advised to carry Professional Indemnity Insurance and any other insurance required.

Please sign our code of ethics to indicate your acceptance of them.

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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|                          |  |
|--------------------------|--|
| <b>Interior Designer</b> | <p>The IA defines an <b>Interior Designer</b> as an individual qualified, either by education or experience to offer the following services; Spatial Planning of Internal Architectural Elements, Spatial Planning of Furniture, Construction Detailing of Interiors Elements, Furniture, Fittings, Finishes and Equipment Specification, Project Management</p> <p>The <b>Principal Interior Designer</b> should have a combination of education and experience in any one of the following combinations:</p> <ul style="list-style-type: none"><li>• Four year diploma / degree in interior design plus one year of practical professional experience, or</li><li>• Three year certificate / diploma in interior design plus two years of practical professional experience, or</li><li>• Two years certificate / diploma in interior design plus three years of practical professional experience, or</li><li>• One year certificate / diploma in interior design plus four years of practical professional experience, or</li><li>• Six years of professional experience.</li></ul> <p>Individuals applying for full membership as an interior designer should submit the following:</p> <ul style="list-style-type: none"><li>• a completed application form (pages 1-3)</li><li>• a copy of their company / business name registration certificate or a letter from their employer confirming their job title</li><li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li></ul> <p>The IA also accepts existing members of the following organizations: BIID, SBID and IDI.</p> |
|--------------------------|--|

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|                           |   |
|---------------------------|---|
| <b>Interior Architect</b> | <p>The IA defines an <b>Interior Architect</b> as an individual qualified, either by education or experience to offer the following services;</p> <p>Guidance On Construction Projects, Spatial Planning Of Internal Architectural Elements, Construction Detailing Of Internal Architectural Elements, Furniture, Fittings, Finishes And Equipment Specification, Project Management, Planning Applications, Opinions On Compliance Optional Services - Fire Certificate Applications, Preliminary Health &amp; Safety Plans.</p> <p>The <b>Principal Interior Designer</b> should have a combination of education and experience in any one of the following combinations:</p> <ul style="list-style-type: none"><li>• Five years of professional education plus one year of professional practice in an Interior Architects or Architects office, or as a self-employed Interior Architect, proven by employers recommendation letter or portfolio, or</li><li>• Four years of professional education plus two years of professional practice in an Interior Architects or Architects office, or as a self-employed Interior Architect, proven by employers recommendation letter or portfolio, or</li><li>• In the case of insufficient education, 1.5 years of professional practice is required as a substitute for every year of missed education, proven by employers recommendation or portfolio</li></ul> <p>Individuals applying for full membership as an interior architect should submit the following :-</p> <ul style="list-style-type: none"><li>• a completed application form (pages 1-3)</li><li>• a copy of their company / business name registration certificate or a letter from their employer confirming their job title</li><li>• a cheque for the annual membership fee, which will not be cashed until your application has been approved.</li></ul> |
|---------------------------|---|

### Design Practice Annual Membership Fees

- 1 to 3 Interior Designers €350 per annum
- 4 to 6 Interior Designers €550 per annum
- 7 to 9 Interior Designers €750 per annum

The Interiors Association, 4 Marine Terrace, Dun Laoghaire, Co Dublin, A96 RC03  
[www.theinteriorsassociation.ie](http://www.theinteriorsassociation.ie) e-mail: [info@theinteriorsassociation.ie](mailto:info@theinteriorsassociation.ie)