**RESIGNATION FROM MEMBERSHIP FORM**

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|  | | | |
| Title |  |  |  |
|  |  |  |  |
| Last name: |  |  |  |
|  |  |  |  |
| First name: |  |  |  |
|  |  |  |  |
| Membership number: |  |  |  |
|  |  |  |  |

# We’re sorry to see you go

It may be that you are eligible to claim a reduced subscription if:

* you are on a low income;
* you are, or have recently been, on parental leave;
* you have retired entirely from planning practice.

Please see [www.rtpi.org.uk/reduced-subscription](http://www.rtpi.org.uk/reduced-subscription) or [www.rtpi.org.uk/retired](http://www.rtpi.org.uk/retired) for details. Unfortunately, we are not able to refund subscriptions already paid for the year in which you resign.

# Contact Details

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| Please complete your default contact details so that we can verify your membership record and contact you if we have any questions regarding the information set out on this form. We will contact you to confirm that your resignation has been processed but we will not undertake any further direct communications with you after this unless requested. |

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|  | Default |
| Home address:  Postcode: |  |
| Business address:  Postcode: |  |
| Home telephone: |  |
| Business telephone: |  |
| Mobile telephone: |  |
| Home email address: |  |
| Business email address: |  |

# CURRENT MEMBERSHIP

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| Please select your current class of membership. You may return to this class of membership at any time after resignation, for full details please see: [www.rtpi.org.uk/rejoin](http://www.rtpi.org.uk/rejoin). Depending on your membership grade, you may be required to demonstrate continuing professional development (CPD) requirements when reinstating. |

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| Chartered Fellow | Chartered Member | Legal Member |
| Legal Associate | Associate | Retired |
| Licentiate | Student | Affiliate |

# Reason for resignation

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| **Financial reasons**   * Cannot afford to pay subscription fee * Employer unwilling to pay subscription fee on my behalf |
| **Professional reasons**   * Leaving planning to take up a post in another profession * Leaving the profession after redundancy * Retiring from planning practice * Taking a temporary career break for personal reasons * Membership of the Institute not relevant for career at this time |
| **Continuing professional development (CPD)**   * Unable to comply with the Institute's CPD requirements * Unwilling to comply with the Institute's CPD requirements |
| **RTPI policies**   * Dissatisfaction or disagreement with the Institute's policies * Do not consider costs of membership worth the benefits |
| **Other reasons (please specify)** |

# RESIGNATION DATE

If you do not wish to resign with immediate effect, please indicate from what **future date** you would like the resignation applied: DD/MM/YY

# Declaration by Member

I wish to resign from membership of the RTPI. I confirm that I will no longer use membership post-nominals or describe myself as a member of any class of the RTPI.

Signature of candidate:          
(Typed name is acceptable)

Date: DD/MM/YY

**How to submit**

By email: [membership.applications@rtpi.org.uk](mailto:membership.applications@rtpi.org.uk)

By post: 41 Botolph Lane, London EC3R 8DL

Membership queries: [membership@rtpi.org.uk](mailto:membership@rtpi.org.uk) or 0207 929 9462

Resignations can be submitted at any time and can take up to three weeks to process

Data protection declaration

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| The information you provide in this form will be held securely on the RTPI’s database and will be processed in accordance with the General Data Protection Regulation and 2018 Data Protection Bill. The RTPI will neither disclose, nor permit members of its staff to disclose, any confidential and/or personal information you provide unless required to do so by law. Your information will be used to cancel your membership. We keep a permanent record of all members, containing minimal personal details for membership governance purposes.  If you do not consent to us using your data in this way your request to resign your membership will not be processed and will be returned to you. You can withdraw your consent at any time by contacting us at [dataprotection@rtpi.org.uk](mailto:dataprotection@rtpi.org.uk). |

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| **I consent to my application being processed and my data being used as outlined above. *(please tick)*** |
| Signature: |
| Date: |