



# ENTRANCE CRITERIA AND APPLICATION GUIDANCE

## HOW TO COMPLETE THE AFFILIATED SUBSCRIBER APPLICATION

Shaping and sharing good practice in design & construction health and safety risk management

The Association for Project Safety, 5 New Mart Place, Edinburgh, EH14 1RW  
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[www.aps.org.uk](http://www.aps.org.uk)

Registered in Scotland No. SC155374



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## 1. INTRODUCTION

The purpose of this document is to fully explain the application process to become an Affiliated Subscription Member of APS, with guidance on the entrance criteria and how to complete your application.

Please note that being on the affiliated subscription list does not give you full membership rights of APS – you are simply an information only subscriber.

The form has been set up so that you can open it with Adobe Reader, complete it electronically and save it to your own device (e.g. pc, laptop, etc.). It also has the option of adding electronic signatures. If you don't have or use this facility, complete the form, print off and sign it by hand.

## 2. APPLICATION PROCESS STAGES

1. Demonstration of entrance criteria by completion of Affiliated application form; and
2. Payment of first year's annual subscription.

The above process should not take longer than 2-4 weeks but this is very much dependent upon the applicant. Applications will be held for up to 6 months from date of receipt, after which they may be destroyed if the process hasn't been completed.

## 3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions, which relate to each section of the application form in sequence.

### **Part 1 Personal Details**

Please complete this section fully with your personal details. You must include at least one contact telephone number and one contact email address.

Preference Boxes – Only one option may be chosen within the Main Profession, APS Regional Group and Heard about APS boxes. For Consideration of APS Membership, you may choose all which are relevant.

### **Part 2 Subscription Fee and Declaration**

#### Method of Payment

If you are paying by cheque tick the box and include it with your application (made payable to APS). If paying by credit card, complete all relevant details and remember to sign the Cardholder Signature authorisation box as your card cannot be processed without this. You will receive a VAT receipt for payment, which is your first year's annual subscription. If you are not the Cardholder, then you must ask the Cardholder to sign.

#### Declaration

Sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that APS reserves the right to verify any information.

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#### 4. **SUBMITTING YOUR APPLICATION**

You must remember to submit the following with your application:

- Your annual subscription payment.

Missing items will result in a delay in processing your application.

You may submit these by post or by email. If posting, please send to the Membership Department, APS, 5 New Mart Place, Edinburgh EH14 1RW. If emailing, please ensure that total file size does not exceed 15mb, otherwise it may not reach us. Anything larger should be split and sent in several emails.

#### 5. **ACCEPTANCE AS AN AFFILIATED SUBSCRIBER**

APS will process your application within 2-4 weeks and will advise you by letter of the outcome. In order to become an Affiliated Subscriber, you must pay an annual subscription.

#### 6. **CONTACT DETAILS**

If you are unsure of any aspect of applying for an Affiliated Subscriber, please call 08456 121290 or email [info@aps.org.uk](mailto:info@aps.org.uk).

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