

Application Form: Full Member

Updated October 2016

A. ELIGIBILITY

Note: eligibility conditions are reviewed from time to time and are subject to changes.

A.1 Applicants for election as Full Member of the Singapore Institute of Planners must fulfil academic AND professional urban planning work experience requirements, and other additional requirements for special cases, according to one of the following combinations:

SN	Academic Requirements	Urban Planning Work Experience	Other Requirements
1	An urban planning degree from a Singapore university	2 years Singapore planning work experience	-
2	An urban planning degree accredited by the Royal Town Planning Institute, the Planning Accreditation Board (US), the Canadian Professional Standards Board/Institute of Planners, the Planning Institute of Australia and the New Zealand Planning Institute	2 years Singapore planning work experience	-
3	Any other planning degree	4 years including 2 years planning work experience	Attend an Urban Planner Foundation Program
		Alternative pathway: 2 years Singapore planning work experience	Attend an Urban Planner Foundation Program and Pass a Full Member Admission Examination
4	A degree in urban design, urban studies, architecture, civil engineering, real estate, geography, environment science, landscape architecture, economics, sociology, surveying, law, transportation etc	5 years including 2 years Singapore planning work experience	Attend an Urban Planner Foundation Program and Pass a Full Member Admission Examination
5	Other degree	8 years including 2 years Singapore planning work experience	Attend an Urban Planner Foundation Program and Pass a Full Member Admission Examination

A.2 In addition, candidates must fulfil some Continuing Professional Development requirements. These are updated on the SIP website at www.planning.org.sg/Join-Us and www.planning.org.sg/courses.

Application Form: Full Member

A.3 The lists of accredited degrees are available from the websites of the Royal Town Planning Institute or the Planning Accreditation Board or the Planning Institute of Australia or the New Zealand Planning Institute or the Canadian Institute of Planners. Applicants who have graduated from programs that have been accredited previously, but that are no longer shown in the websites mentioned above, must produce evidence from the university or the relevant Institute/Board that their qualifications were accredited at the time of graduation.

A.4 Applicants must have accumulated sufficient years of verifiable and substantive urban planning work experience. Teaching and research work in urban planning are also considered urban planning work experience. Work experience in architectural design, landscape design, engineering design or financial/economic analysis or a management capacity that does not involve evaluation of urban planning issues, are NOT considered relevant urban planning work experience. Work experience such as evaluating multiple school locations taking into account population pyramids, and the spatial distribution of population, site availability and conditions, safety and comfort considerations for the routes to the schools, etc or planning of an MRT line taking into consideration population and employment distribution, etc ARE considered planning work experience. Urban design work IS considered planning work experience – however, the work involved must not be narrowly focused on architectural design and must involve very substantial evaluation of public interest or a wide range of urban planning issues.

A.5 SIP has planned two runs of the Urban Planner Foundation Program and the Full Member Admission Examination from 2016 to 2018 – exact dates and details will be published on the SIP website – www.planning.org.sg/courses. Subsequent runs may be held five years after 2018. The main pathway for admission after 2018 will be through a Singapore urban planning degree or an accredited foreign planning degree listed above.

A.6 A few very senior practising planners (more than ten years of planning work experience and currently in senior management or specialist positions) may be invited to opt for an interview examination in lieu of the written examination.

B. PROCEDURE

B.1 All applicants must carefully read the eligibility criteria and ensure that they are eligible.

B.2 Fill in all required particulars in the Personal Declaration Section.

B.3 Fill in the Statement of Work Experience. Write good clear descriptions of your urban planning work experience. Attach work extracts (eg a few pages from a planning report written by you, a few slides from a Powerpoint presentation of an urban design for a public plaza etc) OR get your supervisors to sign on the form to corroborate your written description of your urban planning work experience.

B.4 Find Sponsors, get to know them, tell them about your planning work experience (they will be able to verify the admissibility of your planning work experience) and request them to sign the Sponsor Declaration. (This is a very important step in the membership application process as one of the key goal and benefits of the membership in the Institute is mentorship, mutual support and motivation. Email us at members@planning.org.sg if you need help to find Sponsors)

Application Form: Full Member

- B.5 Mail your completed Application Form, together with a copy of your NRIC or Passport First Page, and certified copies of degree certificates, printouts of planning degree accreditation from accreditation organization website, extracts of work etc to the SIP Secretariat. The current address is available from the SIP website at www.planning.org.sg. Alternatively, you can arrange to bring your original documents down to the SIP Secretariat office for in-person verification.
- B.6 The SIP Membership Committee will review your application and may require further information or request an interview. Membership election by the SIP Council is typically scheduled every three months, although from time to time, there are special expedited membership evaluation sessions.
- B.7 Upon your election as a Full Member of the Institute, the SIP Secretariat will inform you and send you an invoice for the Entrance Fees and the first year's membership subscription.
- Entrance Fee For Full Member: \$75
 - Annual Subscription for Full Member: \$150

Application Form: Full Member

1. APPLICANT DECLARATION

I, the applicant, desire to be elected as a Full Member of the Singapore Institute of Planners.

I declare that if my membership application is approved I will abide by and observe the Constitution and Bye-Laws and Code of Ethics and Professional Conduct of the Singapore Institute of Planners, and that all the particulars given in this application are true, correct and accurate to the best of my knowledge and belief.

Fill in LARGE LETTERS. All fields marked * must be filled.

*Full Name as in NRIC or Passport, underline Surname/Family Name:	*NRIC or Passport Number:																
*A copy of your NRIC or the first page of your passport must be submitted together with the Application Form																	
*Circle and cross out: Mr Mrs Ms Miss Dr	*Date of Birth:																
*Circle and cross out: Singapore Citizen Singapore Permanent Resident	*If foreigner, Nationality:																
*Personal email address that I check regularly to read important SIP emails:	*Second Contact Email in case the first one bounced when you change workplace:																
*Mobile:	*Second Contact Phone Number:																
*Home Address (fill in Singapore home address if you are currently living in Singapore):	Foreign Contact Address (in case we need to reach you and you are uncontactable via your Singapore contact data):																
*Work Address and Organization Name:																	
*Educational Qualifications: (Certified true copies of degree certificates must be submitted with the Application)																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">University</th> <th style="width: 35%;">Degree/ Diploma</th> <th style="width: 15%;">Start Year</th> <th style="width: 15%;">Completion</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		University	Degree/ Diploma	Start Year	Completion												
University	Degree/ Diploma	Start Year	Completion														
* Attach evidence of planning degree accreditation eg a printout from the RTPI Accredited Qualifications webpage.																	
Name of any other Professional body you are a member of eg RTPI, APA, AICP, PIA, SIA etc?																	
*Your signature:	*Date:																

Application Form: Full Member

2. STATEMENT OF WORK EXPERIENCE

Clearly indicate only urban planning work experience and duration. Write sufficient and accurate details to enable your sponsors and the membership evaluation committee to see that you have accumulated sufficient work experience in urban planning. Short vague write-ups such as “urban design work” without further specific description of urban planning content will be rejected.

Organization	From – To	Describe Planning Work Accomplished	Corroborated By OR Attach Work Extracts
Eg Urban Redevelopment Authority	May 2013 – Aug 2015	Planning Consultations: my work experience involves assessing the planning implications of development proposals or issues from other government agencies, such as new proposals for flood alleviation canals, conservation of historic buildings etc	<signature> Name: Ebenezer How Position: Head, Strategic Planning Unit Date: 1 Dec 2016
Eg EIA Consultants	Sep 2015 – Dec 2016	Environmental Impact Assessment for Terminal 5: my work experience involves assessing community impacts (noise, traffic, land usage, etc) of several design options for the proposed terminal building	Extract of chapter that I wrote in the EIA report
Eg Voluntary Work at XXX Town Council	Jan – Feb 2017	Worked with residents to create alternative designs for a proposed civic square in a Geylang West neighbourhood	Photos of design sessions, extracts of designs
Eg Aging Population Research Institute	Apr-Jul 2017	Research on placement and design of nursing homes above neighbourhood shopping streets	Extract of research report

Application Form: Full Member

Application Form: Full Member

Application Form: Full Member

3. SPONSOR DECLARATION

For election as a Full Member of the Singapore Institute of Planners, the applicant must obtain the signed sponsorship of:

- Two Full Members and one Fellow of the Institute OR
- President of the Institute and a voting Member of the Council OR
- One Full Member and two Fellows OR
- Three Fellows

(*Full name of applicant as in NRIC or Passport)

We, the undersigned, having carefully considered the circumstances of the applicant, are of the opinion that he/she is a suitable for election as a Full Member of the Singapore Institute of Planners, subject to satisfaction of the membership conditions laid down in the Constitution and Bye-Laws of the Institute.

*Fill in all fields

Full Name of Sponsors as in NRIC or Passport	To indicate if sponsor is a "Fellow" or "Full Member" or "Voting Member Of Council" or "President SIP"	Signature & Date