



THE BARBADOS  
INSTITUTE  
OF ARCHITECTS

# MEMBERSHIP APPLICATION / TRANSFER FORM

'CHRISTIE BUILDING' | THE GARRISON | ST. MICHAEL | BARBADOS | BB14038

☎ 246.430.0956 ✉ admin@bia.bb 🌐 www.bia.bb

PLEASE SELECT THE CATEGORY OF MEMBERSHIP APPLICABLE TO YOU.	ANNUAL MEMBERSHIP FEES (BBD)
<input type="checkbox"/> Full Member	\$350.00
<input type="checkbox"/> International	\$250.00
<input type="checkbox"/> Associate	\$250.00
<input type="checkbox"/> Affiliate	\$200.00
<input type="checkbox"/> Student	\$20.00
<b>TRANSFER OF MEMBERSHIP:</b> From _____ to _____ (Not Applicable to New Members)	

Please affix a recent passport size photograph here.

**Note:** See page 4 for a description of membership categories. In addition, Please note there will be a one time registration fee of **BBD \$50.00** for all classes of membership except student members. Annual Fees are due no later than **February 28<sup>th</sup>**. Once you have completed the application form, please email the form, along with a digital photo & scanned copies of your qualifications (As outlined on page 2) to [admin@bia.bb](mailto:admin@bia.bb). All attached photos and scanned documents must be a minimum of **300PPI**.

PERSONAL INFORMATION			
Surname:		First Name:	
Middle Name:			
D.O.B: (dd/mm/yyyy)		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Place of Birth:		Nationality:	
Street Address:			
State/ Parish:		Postal Code:	
Home Phone #:		Mobile #:	
Personal Email:			

COMPANY INFORMATION			
<b>Please select the type of company with which you are currently employed:</b>			
<input type="checkbox"/> Architectural	<input type="checkbox"/> Urban design		
<input type="checkbox"/> Multidisciplinary design firm	<input type="checkbox"/> Engineering		
<input type="checkbox"/> Corporate business	<input type="checkbox"/> Graphic Design		
<input type="checkbox"/> Government agency	<input type="checkbox"/> Fixture, fittings & Finishes Supplier		
<input type="checkbox"/> Construction	<input type="checkbox"/> Equipment Supplier		
<input type="checkbox"/> Interior design	<input type="checkbox"/> Mechanical, Electrical & Plumbing Services		
<input type="checkbox"/> Landscape	<input type="checkbox"/> University/college		
<input type="checkbox"/> Furniture supplier	<input type="checkbox"/> Library or association		
<input type="checkbox"/> Utilities	<input type="checkbox"/> Other _____		
Company name:			
Job Title:			
Street Address:			
State/ Parish:		Postal Code:	
Office Phone #:		Mobile #:	
Work Email:			
Company website:			

**INFORMATION DISTRIBUTION**Mailing Preference:  Personal  Company Primary Email:**Note:** The BIA may make its mailing list available to companies affiliated with the Construction & design industry for promotional purposes only.**QUALIFICATIONS (Please provide scanned copies of the following)**1 Type of Certificate/ Diploma/ Degree:  
Name of Institution:  
Year/ Month Received:2 Type of Certificate/ Diploma/ Degree:  
Name of Institution:  
Year/ Month Received:3 Type of Certificate/ Diploma/ Degree:  
Name of Institution:  
Year/ Month Received:**Note:** If you have additional qualifications you wish to declare, please attach scanned copies of same.**MEMBERSHIP & REGISTRATION STATUS**Have you been a past BIA member? Yes  No If yes, please state category: Full  International  Associate  Affiliate  Student Are you registered with the Barbados Architects Registration Board (BARB)? Yes  No  If yes, please give your ARB number:If no, are you currently applying? Yes  No Are you a member of an Institute affiliated with the Association of Commonwealth Societies of Architects in the Caribbean (ACSAC)? Yes  No 

If yes, please state your country of residence &amp; membership number:

**Note:** If you are registered with the Barbados Architects Registration Board (BARB) and currently live and work in a Caricom State, you may be eligible to become a member of that country's Institute as well as a BIA member.

Are you a part of any other Professional Memberships or Registrations? If yes, please provide details as follows:

1	Name of body:	Year:
2	Name of body:	Year:
3	Name of body:	Year:

**BIA COMMITTEES**Please select one or more of the following areas of interest you are willing to assist with:

<b>EDUCATION:</b>	<input type="checkbox"/> Architectural Practice	<input type="checkbox"/> Mentorship Programme	<input type="checkbox"/> Continuing Professional Development (CPD) Seminars
<b>FUND RAISING:</b>	<input type="checkbox"/> BIA Week of activities	<input type="checkbox"/> Sporting Tournaments	<input type="checkbox"/> Galas
<b>INTERNATIOINAL RELATIONS:</b>	<input type="checkbox"/> Alliances	<input type="checkbox"/> Architectural Societies/ Institutes	<input type="checkbox"/> Architectural Schools
<b>PUBLIC RELATIONS:</b>	<input type="checkbox"/> Events Committee	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Social Media Team
	<input type="checkbox"/> Newsletters/ Blog	<input type="checkbox"/> Website Development	<input type="checkbox"/> Publications/Posters/ Graphic design
<b>PROFESSIONAL PRACTICE:</b>	<input type="checkbox"/> Admissions and Membership	<input type="checkbox"/> Architects Registration Act	<input type="checkbox"/> Disciplinary
	<input type="checkbox"/> Dispute Resolution		
<b>SPECIAL SUB-COMMITTEES:</b>	<input type="checkbox"/> BIA Diary	<input type="checkbox"/> Town Planning Matters	<input type="checkbox"/> Building Code Matters

**DECLARATION**

I hereby apply for membership in the category of \_\_\_\_\_ (Please state membership class applicable to you as outlined on page no.4 of this document) and if approved, I will abide by the Constitution and Code of Professional Conduct.

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 Signature of Applicant

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 Date
**Please Note:**

BIA Membership does not grant registration or license to practice as an Architect in Barbados. To practice, you must be registered with the Barbados Architects Registration Board (BARB).

**FOR OFFICIAL USE ONLY**

Proof of academic training produced on:

Application approved by Committee on:

Applicant notified on:

Certificate issued on:

Signature of Current  
BIA President/ Vice President:

Date:

## MEMBERSHIP APPLICATION DOCUMENTS

Applications for all classes of membership shall be accompanied by one (1) recent photograph, proof of qualifications and detailed curriculum vitae. Applications shall be considered by the Council during a Council meeting held once per month.

## MEMBERSHIP CLASSIFICATION STRUCTURE

There are Six (6) classes of membership of the Barbados Institute of Architects, which are described as follows:

- a. **Member**  
Members shall be qualified architects registered with the Barbados Architects Registration Board.
- b. **International Members**  
A Person not practicing in Barbados but qualified and/ or registered to practice Architecture in their jurisdiction, subject to Council's approval.
- c. **Associate Members**  
A person who has completed an Undergraduate and / or Masters Degree in Architecture or Architectural Technology acceptable to Council.
- d. **Affiliate Members**  
Persons Persons of Affiliated professions with a personal or professional interest in architecture. This shall include professions such as Technicians / Draftspersons, Planners, Landscape Architects, Interior Designers / Decorators, Quantity Surveyors, Engineers, Land surveyors, Contractors or other persons considered acceptable by the Council of the Institute.
- e. **Student Members**  
Persons actively engaged in the study or Architecture or Design at an educational institution acceptable to Council.
- f. **BIA Fellows** (Note: this is an honorary category)  
Members or past members nominated by the Council as having contributed exceptionally to the development of Architecture in Barbados. Fellows will be allowed to use the letters "FBIA" after their names.

**Note:** All members shall be citizens of Barbados, or persons residing in Barbados, or persons residing in an Island/ Country/ Territory associated with the Barbados Institute of Architects.

Members only shall be allowed to use the letters "**BIA**" after their names, or to use the title "Architect" to distinguish their professional status. International Members only shall be allowed to use the letters "**IBIA**" after their names, or to use the title "Architect" to distinguish their professional status.