



## 2. SUITABILITY FOR ASSESSMENT

In order to confirm that you are able to sit your final assessment interview, please tick to confirm which of the following statements apply to you.

- Graduate route 1 first time candidates**  
Since I received formal enrolment approval from RICS I have recorded 22 months experience, and will be able to submit the minimum requirement of 23 months and 400 working days experience at the submission stage.
- Graduate route 1 referred candidates**  
I have previously been referred, and will submit the experience I have recorded since my last final assessment interview.
- Graduate route 2 first time candidates**  
Since I received formal enrolment approval from RICS I have recorded 10 months experience, and will be able to submit the minimum requirement of 11 months and 200 working days experience at the submission stage.
- Graduate route 2 referred candidates**  
I have previously been referred, and will submit the experience I have recorded since my last final assessment interview.

**Date of gaining accredited qualification**

D	D	M	M	Y	Y	Y	Y
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If you are sitting final assessment for the first time, a copy of your degree certificate must accompany this application form. If your certificate is unavailable, a letter from the college/university must accompany to say that you have been successful. This must be on letter headed paper. **Please do not bind the proof of your accredited qualification to your submission.** You can apply for your final assessment pending the results of your qualification. This must be received at RICS at least 7 working days prior to your actual interview date. Failure to do so will result in your assessment being deferred until the next session.

## 3. FINAL ASSESSMENT SUBMISSIONS

### VERY IMPORTANT

Please ensure that when you submit your final assessment documentation to RICS, your submission is complete and correct. **No allowances will be made for incomplete submissions.** There will be no opportunity once you have submitted your documentation to RICS, for any amendments, updates or extras to be added. If there are any items missing from your documentation, it will be sent back to you and your application for this assessment will be void.

### 3.1 ASSESSMENT CENTRE DETAILS

Assessments for the APC pathways listed below may not be held at the centre of your choice due to the small number of candidates coming through these pathways: (\* These four pathways are only held in London, for England and Wales candidates, or in Scotland.)

Arts and Antiques  
Environment  
Geomatics  
Housing\*  
Machinery and Business Assets

Management Consultancy  
Minerals and Waste Management  
Taxation Allowances \*  
Planning and Development\*  
Project Management\*

**3.2 ASSESSMENT CENTRE LOCATION PREFERENCE**

Please indicate below your top three assessment location preferences by placing 1, 2 or 3 (1 being the highest) in the box to the right of the preferred locations:-

Bolton	<input type="text"/>
Cardiff	<input type="text"/>
Cheltenham	<input type="text"/>
Coventry	<input type="text"/>
Leeds	<input type="text"/>
London (Heathrow)	<input type="text"/>
Scotland (Stirling)	<input type="text"/>
Belfast*	<input type="text"/>

**Please note the following;**

It may not be your first choice of assessment location that you are allocated to, therefore you must keep all your chosen assessment dates free until you receive confirmation from RICS.

Candidates working in Scotland can only be interviewed in Scotland due to national legislation.

Candidates living and working in Wales have priority over the Cardiff assessment centre.

\* For candidates living and working in Northern Ireland only.

**3.3 ADDITIONAL INFORMATION**

Please indicate and provide details below if you have any of the following disabilities:

Learning, such as dyslexia  
Access  
Visual

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Hearing  
Speech  
Other, please provide details

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

All of these must be supported in writing and certified accordingly. The supporting evidence must suggest what reasonable adjustments RICS should take into consideration. This information must be submitted at each attempt for final assessment, regardless of sending it in for a previous assessment. **Please ensure that you also attach 4 copies of the written supporting evidence with your submissions.**

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**4. SPECIALIST AREA**

**The following pathways DO NOT have a specialist area.**

- |                                    |                                  |
|------------------------------------|----------------------------------|
| Arts and Antiques                  | Management Consultancy           |
| Building Surveying                 | Project Management               |
| Building Control                   | Property Finance and Investment  |
| Environment                        | Residential Survey and Valuation |
| Facilities Management              | Research                         |
| Housing Management and Development | Rural                            |
| Machinery and Business Assets      | Taxation Allowances              |

**If your pathway is different from those listed above, please indicate your area of specialism below;  
(Bracketed numbers are for RICS use)**

**Commercial Pathway** - please confirm **one** main area of specialism:

Agency	(10)	<input type="checkbox"/>	Property investment	(04)	<input type="checkbox"/>
Property management	(13)	<input type="checkbox"/>	Corporate real estate	(14)	<input type="checkbox"/>
Landlord and tenant	(09)	<input type="checkbox"/>	Property development & planning	(15)	<input type="checkbox"/>
Valuation	(01)	<input type="checkbox"/>	Telecommunications	(08)	<input type="checkbox"/>
Rating	(12)	<input type="checkbox"/>			

**Valuation Pathway** - please confirm your area(s) of specialism(s)

Residential property	(15)	<input type="checkbox"/>	Rural property	(13)	<input type="checkbox"/>
Commercial property	(14)	<input type="checkbox"/>	Rating	(12)	<input type="checkbox"/>
Taxation & statutory valuations	(03)	<input type="checkbox"/>	Valuation	(01)	<input type="checkbox"/>

**Residential\* pathway** - please confirm **one** main area of specialism:

\*Please note that Residential is a different pathway to Residential Survey and Valuation (RSV). If you are doing RSV you will be doing building pathology to level 3 as a core competency, and therefore will not need to allocate a specialist area.

Residential valuations (not RSV)	(12)	<input type="checkbox"/>	Property management	(14)	<input type="checkbox"/>
Residential surveying (not RSV)	(13)	<input type="checkbox"/>	Property investment	(04)	<input type="checkbox"/>
Agency (sales and lettings)	(10)	<input type="checkbox"/>	Property development & planning	(15)	<input type="checkbox"/>
Landlord and tenant	(09)	<input type="checkbox"/>			

**Construction/Quantity surveying pathway** - Please confirm the industry sector you primarily work in:

Building	<input type="checkbox"/>	Engineering	<input type="checkbox"/>
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**And** indicate your area of practice:

Contractor	<input type="checkbox"/>	Private	<input type="checkbox"/>
Public	<input type="checkbox"/>		

If applicable, please confirm your area(s) of specialism(s):

\*Please note that the assessments for candidates adopting these specialisms may be held in London or Scotland

Civil engineering	<input type="checkbox"/>	Electrical engineering	<input type="checkbox"/>
Mechanical engineering	<input type="checkbox"/>	Power generation*	<input type="checkbox"/>
Chemical*	<input type="checkbox"/>	Steel production*	<input type="checkbox"/>
Pharmaceutical*	<input type="checkbox"/>	Gas, oil or petroleum*	<input type="checkbox"/>
Food & Drink*	<input type="checkbox"/>	Exploration and production*	<input type="checkbox"/>
Nuclear*	<input type="checkbox"/>	Railways	<input type="checkbox"/>
Process engineering* (Please indicate the area of manufacturing activity or process operation below)	<input type="checkbox"/>		<input type="checkbox"/>

**Geomatics pathway** - please confirm your **three** main areas of specialism:

Geodesy/GNSS/GPS	<input type="checkbox"/>	Mapping	<input type="checkbox"/>
Imagery (ground, aerial and space)	<input type="checkbox"/>	Neighbour disputes	<input type="checkbox"/>
Marine	<input type="checkbox"/>	Cadastre/land registration	<input type="checkbox"/>
Engineering survey	<input type="checkbox"/>	GIS	<input type="checkbox"/>

**Minerals and waste management pathway** - please confirm your **three** main areas of specialism:

Environmental management	<input type="checkbox"/>	Minerals management	<input type="checkbox"/>
Valuation	<input type="checkbox"/>	Waste management	<input type="checkbox"/>
Minerals and waste planning	<input type="checkbox"/>	Energy	<input type="checkbox"/>
Mining law	<input type="checkbox"/>		

**Planning and development pathway** - please confirm **one** main area of specialism:

Planning	<input type="checkbox"/>	Development appraisals	<input type="checkbox"/>
Valuation	<input type="checkbox"/>		



## APPLICATION FOR ELECTION AS A PROFESSIONAL MEMBER

CANDIDATE NAME

MEMBERSHIP NUMBER

We the undersigned, propose and recommend the candidate from personal knowledge, or from careful enquiry, as in every respect worthy of election and propose him/her to the Governing Council as a proper person to be admitted to the RICS.

For the signatures of the proposer and seconders, (who must be Fellows (FRICS) or Members (MRICS) of RICS), at least one should be a fellow and no more than two should be from the candidates employing firm or organisation.

You must provide 3 signatures on the application form at the time you submit to RICS. No allowances will be made for missing signatures to be sent later. If there are signatures missing, the form will be sent back to you and your assessment date will be deferred for 6 months.

### Proposer

Name (Block Capitals)

Membership Number

Grade (Please tick)

FRICS

MRICS

Firm Name

Signature

### Seconders

Name (Block Capitals)

Membership Number

Grade (Please tick)

FRICS

MRICS

Firm Name

Signature

Name (Block Capitals)

Membership Number

Grade (Please tick)

FRICS

MRICS

Firm Name

Signature



## DECLARATION FOR FINAL ASSESSMENT APPLICATION

CANDIDATE NAME

MEMBERSHIP NUMBER

**I have read the following and hereby undertake:**

- To comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of RICS as they now exist, or as they may in the future be amended, and also comply with such other requirements as Governing Council shall determine
- To promote the Objects of RICS as far as in my power
- Not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at any time be associated, any designation or expression denoting or suggesting membership or any connection with RICS
- To pay promptly any monies due to RICS, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imbursment in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
- To declare any criminal conviction within 30 days
- That should I wish to terminate my membership, to notify the Chief Executive in writing

**I confirm that I have disclosed to RICS full details of the following where applicable:**

- any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in my jurisdiction
- any pending disciplinary proceedings or adverse findings made against me by another regulatory body within the last 3 years
- I am not an undischarged bankrupt.
- I have not in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of my debts (such as an Insolvency Voluntary Arrangement)

If at any time RICS discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscription or other fees).

I understand and accept that I am accountable for the truth of this declaration.

**Confirmation of any disclosures** (If you wish to send this information confidentially then please write to RICS Regulation, Surveyor Court, Westwood Way, Coventry, CV4 8JE):

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**Signature (and name in capitals)**

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**Date** |   | **D** |   | **D** |   | **M** |   | **M** |   | **Y** |   | **Y** |   | **Y** |   | **Y** |

RICS, its subsidiaries and affiliated businesses\* are committed to protecting your privacy. We may use the information supplied by you, to provide details of RICS offers and products and services. We may share your information with carefully selected third parties who may send offers about their products and services which they believe may be of interest to you. However we will only use the information we collect about you in a lawful manner and strictly in accordance with the Data protection Act 1998. The data you give us will allow us to send you details of special offer promotions and up-to-date information about the range of products and services we provide. If you do not wish to receive communications from RICS in relation to your membership then tick here  (Please note – this will exclude all mailings except compulsory mailings such as renewal notices and EGM information). If you do not wish to receive offers from RICS about our products and services then tick here  If you do not wish to receive offers from our affiliates\* who we have negotiated special deals with for our members then tick here  (\*For a full list of RICS subsidiaries and affiliated businesses telephone RICS on +44 (0)870 333 1600 or visit [www.rics.org](http://www.rics.org)) If you do not wish to receive third party offers then tick here  If you are happy to receive communications by e-mail then tick here

Once you have applied for final assessment and then subsequently wish to defer, please ensure that this is in writing/e-mail to the Membership Assessment Team. Please note if you wish to defer you need to do so before the start of the submission period. Anyone wishing to defer after that point, will incur a deferral charge. The responsibility lies with the candidate to notify RICS of the wish to defer, not from a third party.



## FINAL ASSESSMENT DECLARED COMPETENCIES

Please identify below your core and optional competencies you have chosen for your APC pathway. These must be the competencies declared and signed off by your supervisor and counsellor for the assessment. It is imperative these competencies match those contained in your submission documentation, which will go to the interview panel. This information will be stored at RICS on your records for future use.

For information please refer to the *APC Requirements and Competencies Guide*:- (See [www.rics.org/apcsupport](http://www.rics.org/apcsupport))

### Technical - core competencies

Competency reference	Competency title	Level achieved as per the APC requirements and competencies guide

### Technical - optional competencies

Competency reference	Competency title	Level achieved as per the APC requirements and competencies guide





