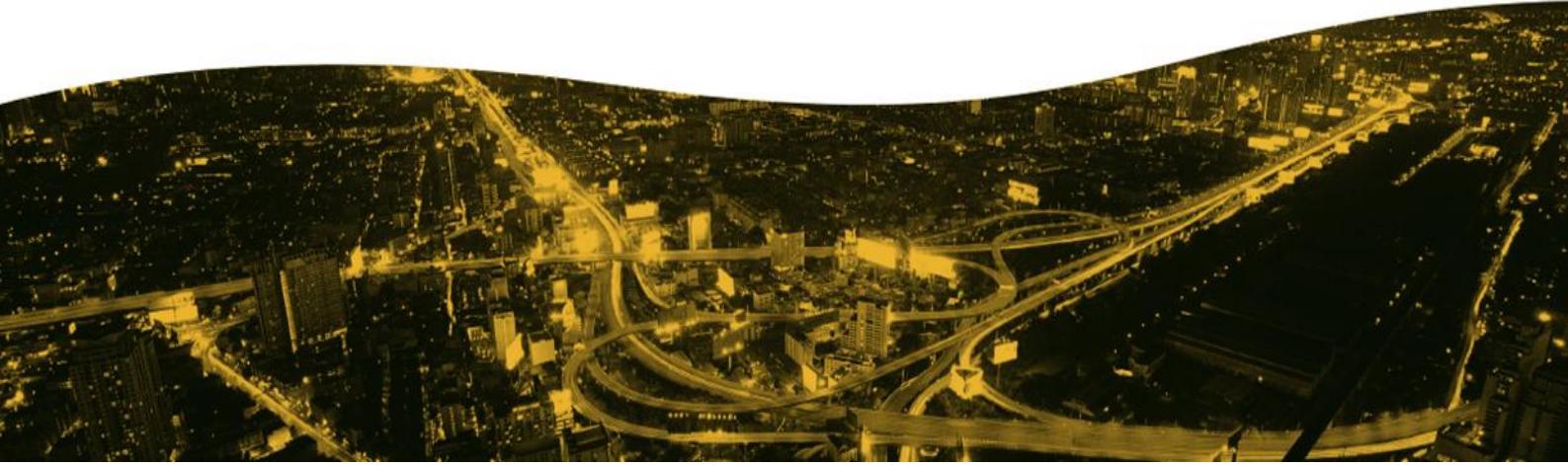




# Membership Application Form



**IPC Membership Application Form****1) Applicant Details**

Full Company Name	
Trading Name (if applicable)	
Registered Address	
Correspondence Address (if different from above)	
Company Registration No:	
VAT No:	
Web Site:	
Description of Business Activity	
Contact Person	
Position in Company	
Tel No:	
Email:	
Contact for Invoicing:	
Tel No:	
Email:	

**2) Membership Type - Which Membership type would you like to apply for?**

Accredited Operator Scheme (AOS)	
Accredited Service Provider (ASP)	

**3) What Membership Band are you based in upon your business activities and your anticipated annual Parking related Turnover (PRT) for the period applied for?**

Single Car Park – Owner/Occupier PRT Below £25,000	
Commercial Operator Band 1 PRT Below £50,000	
Commercial Operator Band 2 PRT £50,001 to £75,000	
Commercial Operator Band 3 PRT £75,001 to £100,000	
Commercial Operator Band 4 PRT £100,001 to £250,00	
Commercial Operator Band 5 PRT £250,001 - £500,000	
Commercial Operator Band 6 PRT £500,001 - £1,000,000	
Commercial Operator Band 7 PRT Below £1,000,001 - £5,000,000	
Commercial Operator Band 8 PRT Above £5,000,000	

**4) How long would you like your membership term to last?**

Please refer to the Pricing Structure for payment options and discounts

12 Month Membership Paid in Full	
12 Month Membership Paid in Instalments	
24 Month Membership Paid in Full	
24 Month Membership Paid in Instalments	

(Single Car Park – Owner/Occupier must pay in full)

**5) Are you currently a member of an Accredited Trade Association?**

No

Yes

If yes, please provide additional details below: -

Current Membership Scheme:

Membership expiry Date:

**6) Do you have any current sanction points, or have you ever been suspended from applying for Keeper Data from the DVLA?**

No

Yes

If yes, please detail below

**7) Have you, or any director of the company, any shareholder or any person with significant control over the company ever been a director or, an employee of or associated with any other company that has had their ATA membership suspended, terminated or otherwise been prevented from receiving DVLA data?**

No

Yes

If yes, please detail below

**8) Have you, any director of the company, any shareholder or any person with significant control over the company ever been convicted of any criminal offence other than a road traffic offence?**

No

Yes

If yes, please detail below

**9) Declarations**

I, the undersigned, hereby declare that the information that I have provided above is true to the best of my knowledge and belief. I confirm that I am duly authorised or otherwise empowered to sign this agreement on behalf of the Applicant. I confirm that I have read and understood the Terms and Conditions of Membership and the Pricing Structure, which form this agreement, and I agree for the Applicant to be bound by the same upon acceptance of this application by the International Parking Community.

Signed	
Print Name	
Position in Company	
For and on behalf of (company name)	
Date	

Purchase Order Number (if applicable)

## **Terms and Conditions of Membership**

This document is to be read in conjunction with the Application Form annexed to it and the Pricing Structure, which together form the terms of the Agreement between: The International Parking Community and you, the applicant.

### **Our Services to You**

The IPC agrees to provide services to you as a member of the scheme that you have chosen within this application. The IPC will provide and maintain the rules applicable to your membership type. Revised rules will be published via our website. We will audit members in accordance with our audit procedures.

### **Membership Term**

Your membership term is for the duration indicated in the Application Form that forms part of this agreement and is annexed hereto. Your membership term will begin immediately upon acceptance of it by us although your 'live' membership will only commence once you have passed the certification process. If you have been a member of a similar membership scheme with another Accredited Trade Association immediately before joining the IPC, we may abridge this requirement for a period of up to 6 months to allow you to continue your smooth operations during any transitional period and whilst you complete the certification process.

New members are required to undertake a period of Probationary Membership of at least 6 months. During any probationary period, members are required to complete our certification process in order to satisfy us that their practices are compliant with the rules relevant to the membership type and otherwise befitting of membership.

### **Renewal and Termination**

At the expiry of your membership term your membership will automatically renew for the same period as you have applied for within this application. Where you have applied to pay in instalments, this will apply to the renewed period of membership. The fees for membership shall be at the prevailing rate at the time of renewal. You also agree to abide by the IPC's Standards of Professional Conduct as it appears to be from time to time. You may cancel your automatic renewal by providing 30 day's written notice to the IPC prior to the renewal date.

Any monies payable by you to the IPC under this agreement will remain so payable if the agreement is terminated by you. Refunds are not payable if you cancel your membership with the IPC or if your membership is cancelled as a result of a finding that you have failed to comply with the rules associated with the membership type.

The IPC shall at all times retain the right to terminate membership at its own unfettered discretion. In the event of your membership being terminated by us other than for a failure to comply with the rules, you will be entitled to a pro-rata refund of your annual membership fees after deduction of the annual audit fee and any other monies due to us or to others for monies that we collect on their behalf. Upon anniversary of your membership you are to provide the IPC with a copy of your most recent audited accounts showing your parking related turnover

### **Compliance with Membership Rules and Legislations**

In signing this Agreement, you agree:

To comply with any reasonable request that we may make of you in connection with your membership.

AOS and ASP members agree to comply with the terms of the applicable IPC AOS Code of Practice including any amendments or revisions as they are published and as they apply to you at any particular time. All members agree to comply by the IPC Standards of Professional Conduct. All members agree to abide by the rules relevant to the membership type which are available on our website and may be amended from time to time

That if you do not adhere to the rules relevant to the membership type you may be subject to appropriate sanctions.

To keep and maintain appropriate records in order to demonstrate full and effective compliance with the rules relevant to your membership type and to allow us to examine such records upon request. We will keep a record of all complaints received about you and that we will investigate all allegations of non-compliance and you agree to make appropriate changes as required by us.

To abide by the decisions of the Independent Appeals Service where they are applicable to you or any of your functions.

To appraise yourself, and those acting on your behalf, with any applicable laws; in particular, The Protection of Freedoms Act 2012 the laws relating to Contract and Tort, Consumer Protection and Disability Discrimination. Equality Act 2010.

To ensure that you and all of your operatives, servants or agents maintain a professional standard of behaviour at all times and observe the rule of law.

## **Fees and Membership**

Your membership fees are as detailed within the Pricing Structure, annexed to this agreement. You are also liable to us for any fees associated with your use of the Independent Appeals Service or of any other services provided to you by us.

Unless otherwise stated, any fees or other monies due to the IPC under this agreement, or performed in connection with it, are payable within 14 days. You agree to pay any monies due to us promptly and you agree to indemnify us against all costs which may be incurred by us in recovering the same.

AOS, ASP membership fees are calculated in accordance with your 'parking related turnover' as you have declared it to be within the application form. Your 'parking related turnover' includes all income from charges or any other monies of whatever nature that are derived directly or indirectly from any acts relating to the parking of vehicles on land.

AOS, ASP members, at the end of each membership term, or upon request, agree to provide the IPC with evidence, certified by a Chartered Accountant, confirming your actual parking related turnover for any given membership period or part thereof.

Where parking related turnover for any given period is more than you have declared it to be for the purposes of calculating your membership fees, and where you would have otherwise have been in a higher membership band; you agree to pay the difference in fees that would have been due to us had you been in that higher band.

When parking related turnover for any given period is less than you have declared it to be for the purpose of calculating your membership fees you will not be entitled to a refund.

## **Confidentiality**

In order that we can continue to raise professional standards and as part of our reporting obligations; you agree that we may share information regarding your performance as a member with the DVLA where we consider it appropriate to release such information to them.

You agree to keep all communications between us, and information that you receive from us, confidential and agree not to disclose it to others without our express agreement or unless required by law.

Under the General Data Protection Regulations GDPR and/or equivalent legislation that may be brought in from time to time, it is agreed that there will be the need to share Personal Data. The purpose of sharing Personal Data is to facilitate your membership, to ensure compliance with the Code and to allow motorists the ability to receive independent redress through alternative dispute resolution (ADR) and allow either party to pursue any legal claim disputes. Personal Data will only be shared in accordance with the purposes set out above and in compliance with the relevant GDPR. The Personal Data will not be retained for longer than required for the purpose for which it was shared.

### **Please return completed forms to:**

The IPC  
PO Box 662  
Macclesfield  
SK10 9NR

Or

### **Email to**

[contact@theipc.info](mailto:contact@theipc.info)