



International Parking Community

Membership Application Form



Application Form

Applicant Details

Full Company Name:	
Trading Name(s): (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:	
Correspondence Address:	

Are you currently a member of an Accredited Trade Association?

No	<input type="checkbox"/>
Yes (please provide details below)	<input type="checkbox"/>
Current Membership Scheme:	
Membership expiry date:	

Do you have any current sanction points or have you ever been suspended from applying for Keeper Data from the DVLA? If yes, please detail below



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

No

Yes

(please provide details below)

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

(please provide details below)

What Membership Band are you in based 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 £250,000

Commercial Operator Band 5 – PRT £250,001 to £500,000

Commercial Operator Band 6 – PRT £500,001 to £1,000,000

Commercial Operator Band 7 – PRT £1,000,001 to £5,000,000

Commercial Operator Band 8 – PRT Over £5,000,000

* Members in the Single Car Park band cannot apply for DVLA keeper data for anyone other than themselves.

How long would you like your membership term to last?

Please refer to the Pricing Structure for payment options and discounts.

12 Months

24 Months

Preferred membership term “Go live” start date:

How would you like to pay your membership fees?

In full at the beginning of each 12-month period

In instalments

DECLARATION

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 [insert Company name]: (the Applicant)

Date:

For Office Use Only:

The International Parking Community hereby accepts this application for membership of the scheme detailed herein

By:

Date:



PRICING STRUCTURE

We have tried to make this pricing structure as simple and competitive as possible.

How is the cost of your membership fee calculated?

Your membership fee is calculated on your total 'parking related turnover'. Prior to enrolment as a member you are required to complete our Membership Application Form. This requires you to indicate your parking related turnover. It is important that you provide accurate information in this process as it will help us calculate the amount you will be required to pay. Your parking related turnover will put you into a particular Band. Membership fees vary depending on the length of membership term you require and whether you pay the membership fee in full at the start of the membership term or whether you would like to spread the cost of payment.

Is the audit fee included?

For ease of calculation, all our quoted membership fees include your Initial Audit (or Annual Audit for existing members). Where there are issues of non-compliance there may be additional audits that you will be required to pay for. However, it is our intention to work with members to ensure compliance and avoid the need for additional audits.

The IPC will audit your procedures as indicated in our Code(s). Under the Accredited Operator Scheme there is also a requirement for us to audit all sign-types that form the basis of parking charges and all sites that are operated by you. Upon joining, all new members will receive a free audit of up to 25 sites and 25 sign types. Where there are additional sites and/or sign types to be audited there is an additional charge, currently £2.00 per site and £2.50 per sign-type. You will need to have any additional sign-types and sites audited before you begin to use them. The IPC also audit your standard documents. Each new member will be provided with one free audit of each document type, thereafter each iteration or new document audit will be charged, currently £10 per audit.

The auditing of the signage and sites is of fundamental importance to ensure that all of your procedures are lawful which is why we place so much emphasis on the initial audits.

Membership Fees

The Audit Fee is payable immediately upon a membership application being made or renewed and is non-refundable once your application is accepted or your membership is renewed, this comprises £500 plus VAT of the quoted membership fees.

Membership agreements are available for 12 or 24-month terms.

We offer a reduction in annual fees for those who choose a 24-month membership term. Membership fees are payable at the beginning of each 12-month term and can either be paid up front or spread over the first 6 months of each 12-month term.

If you pay upfront, you will benefit from a further reduction.

The table below shows the membership fees depending on the length of the term of membership and the parking-related turnover of the company.

Annual Fees for:	Parking Related Turnover	Single Car Park Owner/Occupier < 25K	Commercial							
			< £50k	£50K - £75K	£75K - £100K	£100K - £250K	£250K - £500K	£500K - £1M	£1M - £5M	£5M + >
12 Months Membership	Paid Upfront	£750	£1,745	£2,239	£3,105	£4,170	£5,950	£7,730	£10,430	£13,600
	(Paid in Instalments)	N/A	(£1,850)	(£2,375)	(£3,300)	(£4,425)	(£6,310)	(£8,200)	(£11,050)	(£14,425)
10% Discount for Membership over 24 months										
24 Months Membership (per 12 month term)	Paid Upfront	£675	£1,575	£2,015	£2,795	£3,753	£5,355	£6,957	£9,387	£12,240
	(Paid in Instalments)	N/A	(£1,675)	(£2,135)	(£2,970)	(£3,980)	(£5,675)	(£7,375)	(£9,950)	(£12,975)
No of User Accounts:			3 Users	3 Users	3 Users	4 Users	5 Users	6 Users	7 Users	8 Users

Instalment Plans

12 Month Membership Terms

Annual Fee	Initial Payment (inc £500 Audit Fee)	5 monthly instalments
£1,850.00	£850.00	£200.00
£2,375.00	£975.00	£280.00
£3,300.00	£1,160.00	£428.00
£4,425.00	£1,385.00	£608.00
£6,310.00	£1,762.00	£909.60
£8,200.00	£2,140.00	£1,212.00
£11,050.00	£2,710.00	£1,668.00
£14,425.00	£3,385.00	£2,208.00

24 Month Membership Terms

Annual Fee	Initial Payment (inc £500 Audit Fee)	5 monthly instalments
£1,675.00	£835.00	£168.00
£2,135.00	£930.00	£241.00
£2,970.00	£1095.00	£375.00
£3,980.00	£1295.00	£537.00
£5,675.00	£1635.00	£808.00
£7,375.00	£1975.00	£1,080.00
£9,950.00	£2490.00	£1,492.00
£12,975.00	£3095.00	£1,976.00

If you wish spread the cost of membership using a payment plan that allows you to pay over the first 6 months of any 12-month term, choose your membership term from the table above, apply your annual fee and find the applicable payment plan in the table below.

How much do appeals to the Independent Appeals Service cost?

Appeals are charged at two rates. £25 if the operator loses the appeal and £15 if the motorist loses the appeal.

If the appeal has been withdrawn before adjudication, there is no cost.

VAT

All figures are subject to VAT at the prevailing rate.

Return Address

The IPC
PO Box 431
Knutsford
WA16 1EP

Or Scan and Email to:

enquiries@theipc.info



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 a Code of Practice applicable to your membership type. Revised Codes 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 Initial Audit. 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 Initial Audit.

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 Initial Audit in order to satisfy us that their practices are compliant with the Code 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 Code of Conduct as it appears to be from time to time. You may cancel 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 IPC's Code of Practice. 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 Code of Practice, 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.

COMPLIANCE WITH THE CODE AND LEGISLATION

In signing this Agreement you agree:

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

To comply with the terms of the applicable Code of Practice including any amendments or revisions as they are published and as they apply to you at any particular time.

That if you do not adhere to the Code or the terms of this agreement you may be subject to the appropriate sanctions scheme as provided for within the Code.

To keep and maintain appropriate records in order to demonstrate full and effective compliance with the Code 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.

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 forthwith.

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.

Your 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.

At the end of each membership term, or upon request, you 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 your 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.

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.