

# Organisation application form for BACP membership

For BACP use only:

Category:

**Application form valid from:**  
April 2024 to 31 March 2025

## Application guidance

The following information is designed to make the application process as straightforward as possible. Please read the guidance notes before completing the form, referring to the relevant sections for assistance.

### Important information

Organisational membership of BACP runs for 12 months from the date of confirmation that your application for membership has been formally accepted. A renewal notice will be issued annually in advance of your subscription expiry.

Please allow up to 28 working days for the processing of your application. The length of time to process your application could be longer where a declaration is made under section 7. Errors, omissions, insufficient information or under/non-payment will delay your application until rectified. An administration charge of £20 will be deducted from any refund if the application is withdrawn or rejected and no error occurred on the part of BACP.

All membership applications are subject to BACP's vetting/checking procedures. This is to ensure that standards for membership of BACP, and the profession, are maintained.

Please complete using (FREE) Adobe Acrobat Reader [get.adobe.com/uk/reader](https://get.adobe.com/uk/reader) or Adobe Acrobat DC

## Section

# 1

## Organisation details

Please complete with the full details of your organisation putting N/A if any part does not apply. Subsidiaries or umbrella organisations who are legal entities in their own rights must apply for their own organisational membership of BACP. Membership is only granted for the organisation listed on the application form.

### Organisation details

Organisation name

Organisation postcode

Organisation address

Organisation telephone number

Organisation general email

Organisation website

(We may check a website for regulatory purposes and to ensure adherence to our policies and protocols.)

Year organisation established

#### Total number of staff:

Under 10      10–20      20–50      50–100      100+

#### Number of qualified practitioners employed:

0–5      6–9      10–14      15–19      20+      30+

#### Number of qualified practitioner volunteers:

0–5      6–9      10–14      15–19      20+      30+

## Details of person/persons responsible for your organisation

**Please provide the details** of the person/persons who are responsible for your organisation. This means the person/persons who are liable to give account of the actions of the organisation and/or anybody providing services for and/or on behalf of the organisation

**In the case of a college counselling service**, the person responsible would be the Principal/Head Teacher. If your organisation is a partnership you must provide the details of ALL the partners. For a limited company you must provide details of all the registered directors and for a sole trader, details of the sole trader. A separate sheet may be used if further space is required.

**Note:** For the purpose of this application please read the guidance notes before completing this section for our definition of who is responsible for your organisation. We may contact the people responsible for the organisation if required.

Surname

Forename(s)

Title (e.g. Mr, Mx, Mrs, Miss)

Contact telephone

Email

Position/title (e.g. Chief Executive, Principal, Chair of Board of Governors, Partner)

Surname

Forename(s)

Title (e.g. Mr, Mx, Mrs, Miss)

Contact telephone

Email

Position/title (e.g. Chief Executive, Principal, Chair of Board of Governors, Partner)

Surname

Forename(s)

Title (e.g. Mr, Mx, Mrs, Miss)

Contact telephone

Email

Position/title (e.g. Chief Executive, Principal, Chair of Board of Governors, Partner)

## Registered charities, community interest companies, limited companies and umbrella organisations

**Please provide the details** of your limited company or registered charity as held by Companies House, Registrar of Companies or the Charities Commission. If you are a subsidiary or a department within a company/organisation you must provide the details of the main company/organisation. If you are listed as a limited company AND a registered charity please provide both numbers.

### Registered charities, community interest companies, limited companies and umbrella organisations

Limited company/CIC/registered charity/umbrella organisation **name**

Limited company/CIC/registered charity/umbrella organisation **address**

Limited company/CIC/registered charity/umbrella organisation **telephone number**

Limited company/CIC/registered charity/umbrella organisation **email address**

Limited company/CIC/registered charity/umbrella organisation **website**

Limited/CIC company number

Registered charity number

ICO data controller registration number

**Please put N/A if any parts do not relate to your organisation.**

## Organisation primary contact person

**The primary contact person will be responsible** for ensuring that the BACP *Ethical Framework for the Counselling Professions*, Articles of the Association, regulations and Terms and Conditions are brought to the attention of, available to, and adhered to by all people providing services for and/or on behalf of the organisation. The current Ethical Framework can be downloaded at [www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework)

Each organisation applying must nominate a suitable contact person willing to act as a membership coordinator and a point of contact within the organisation for BACP. It's the responsibility of the organisation to update us should the primary contact person change.

For partnership organisations the primary contact person must be one of the partners and similarly the sole trader must be the contact person. All other types of organisations must provide a contact person as detailed above.

All correspondence and BACP journals will be addressed to this person. Any change of contact person must be notified in writing, on headed paper, or by email, from either a person responsible for the organisation (as given in section 2) or, from the current primary contact confirming the name of the new contact person. BACP will not discuss the organisation's membership details with anyone other than the nominated contact person.

### Organisation primary contact person

**Note:** Please read the guidance notes carefully before completing this section for our definition of the contact person and the responsibilities this involves.

Surname

Forename(s)

Title (e.g. Mr, Mx, Mrs, Miss)

Business address

Contact telephone

Email

**We'll use this email address to contact you about your membership**

Job title/position

**If you are a current member of BACP please quote your membership number:**

If you have had any previous membership of, or correspondence with BACP, please provide previous membership/reference number if known:

Please note that if the nominated contact person above is not one of the persons detailed in section 2 we will require a letter, on headed paper, to confirm that they have permission from one of the people responsible for the organisation to act on their behalf.

# Online access

To access the "my account" area of the main BACP website as an organisational member, please provide us with a unique email address to be used solely as a log-in ID. This email address will not be used for any other purpose, other than a log-in ID and when setting up your password.

The email address cannot be previously known to BACP or the same as provided by the Primary Contact person.

## Unique email address for online access

### Disclaimer

It is the sole responsibility of the Primary Contact to share log-in details with those who they deem appropriate within the organisation.

BACP recommends that the log-in password is changed as soon as someone with access leaves the organisation or when the Primary Contact believes the account has been accessed by someone without authority to do so.

BACP does not accept liability should the log-in details be passed to an inappropriate person by someone within the organisation.

## Organisation internal policies and procedures

**It is in the best interests of all BACP organisational members, and the profession as a whole, that certain policies and procedures are in place to ensure certain minimum standards are observed**

Therefore, the policies and procedures below are mandatory to all applying organisations and a copy of each must be sent with your completed application form. These are for our records and will not be assessed.

If, subject to the size and nature of the organisation, it is considered that any of these policies and procedures are not applicable, you must provide an additional statement detailing which ones are not applicable, giving reasons as to why this is the case.

The list of policies and procedures detailed is not exhaustive.

**You may wish to visit the following websites for further guidance on these issues:**

**National Council for Voluntary Organisations**

[www.ncvo.org.uk](http://www.ncvo.org.uk)

**Advisory, Conciliation and Arbitration Service**

[www.acas.org.uk](http://www.acas.org.uk)

**Equal Opportunities Commission**

[www.eoc.org.uk](http://www.eoc.org.uk)

**Disclosure and Barring Service**

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

**Information Commissioner's Office**

[www.ico.org.uk](http://www.ico.org.uk)

### Organisation internal policies and procedures

Please indicate which of these policies and procedures are in place and fully implemented within your organisation.

**Copies for BACP's records (not assessment) must be included with your application to membership.**

1. Internal and/or client complaints procedure
2. Grievance and disciplinary procedure
3. Equal opportunities policy
4. Policy and procedure for client assessment
5. Policy and procedure for supervision
6. Health and safety policy
7. Data protection/confidentiality/record keeping policy
8. Employee vetting procedures, including DBS checks (where work is undertaken with CYP or vulnerable adults)

### Policies and procedures declaration

I confirm that the policies and procedures indicated above are in place and fully implemented. Further, that these are available and accessible, as appropriate, to all relevant persons using the premises, or providing services on behalf of the organisation. If, subject to the size and nature of my organisation, it is considered that any of the above policies are not applicable, I have included an additional statement giving reasons why this is the case.

Primary contact signature

Date

Primary contact name  
(please print)

## Disclosure

**Please answer ALL of the questions in this section.** This section relates to *both* the organisation *and* anybody providing services within and/or on behalf of the organisation. BACP must be advised immediately of any changes, in the future, to the information disclosed now. It is the responsibility of the Primary contact person to advise BACP of any changes.

Expulsions from another professional body, having been the subject of a disciplinary review by another body, or having been prosecuted for an offence are not necessarily a bar to membership of BACP. However, failure to disclose any such information, or the submission of false declarations, may result in the termination of membership of this Association.

Applications containing such declarations and/or disclosures concerning relevant matters may be submitted to a panel for consideration under the normal procedures outlined in the *Articles of the Association* and regulations.

To assist with your application please ensure that you provide sufficient information in relation to your declaration together with any relevant documentary evidence where applicable. All declarations made will be considered by the Professional Conduct Department therefore allow sufficient time for your application and declaration to be processed.

### Disclosure

**It is important that you complete this section in full. Please note that disclosure of any information does not automatically exclude your organisation from BACP membership. However, failure to disclose such information may result in a refusal or termination of membership.**

Yes No

Has the organisation, or anybody providing services within and/or on behalf of the organisation, ever been convicted of an offence, which is not spent under the Rehabilitation of Offenders Act 1974?

*If yes, please provide details on a separate sheet to include the position of the person, circumstances of the offence and the procedures within the organisation which deal with such disclosures.*

Has the organisation, or anyone providing services within and/ or on behalf of the organisation, ever been struck off/ erased/ removed or suspended from membership of any professional body/ register on the grounds of professional misconduct or similar, or is likely to be subject of such proceedings?

*If yes, please provide a detailed statement and provide a copy of the findings/record or of any sanction imposed.*

Has the organisation, or anyone on behalf of the organisation, ever been refused membership/ registration by a professional body or register on the grounds of professional misconduct or similar?

*If yes, please provide full details on a separate sheet.*

Has the organisation, or anybody providing services within and/or on behalf of the organisation, ever been the subject of any professionally related disciplinary action and/or any criminal, civil, investigatory proceedings and/or enquiries, or is likely to be the subject of such?

*If yes, please provide full details on a separate sheet.*

Is the current wellbeing of anyone providing these services within and/ or on behalf of the organisation, affected as a result of any physical, psychological or any other reason? Or are there any factors which could call into question the suitability for membership of anyone within or behalf of the organisation?

*If yes, please provide full details on a separate sheet.*

## Primary contact declaration and signature on behalf of the organisation

**Please read through the contact declaration carefully.** By signing, dating and returning this application form on behalf of the organisation, you will be deemed to have accepted the terms and conditions of membership of BACP. The declaration emphasises that it is the responsibility of the primary contact person to notify BACP immediately of any changes in the future, to the information they have provided or declared on this application. This is with regard to the organisation itself or the person/persons who provide services for and/or on behalf of the organisation.

The primary contact person, on behalf of the organisation, must ensure familiarisation with BACP's Ethical Framework for the Counselling Professions, together with the Professional Conduct Procedure, and that they are brought to the attention of, available to, and adhered to by all persons providing services for and/or on behalf of the organisation, including users of the service. The current Ethical Framework can be downloaded at [www.bacp.co.uk/ethical\\_framework](http://www.bacp.co.uk/ethical_framework)

If your organisation's work involves research into counselling and psychotherapy, you are responsible for familiarising yourself with the *Ethical Guidelines for Research in the Counselling Professions* on behalf of the organisation and ensuring that it is appropriately disseminated amongst all staff, volunteers and any other persons. These are available to download from the BACP website at [www.bacp.co.uk](http://www.bacp.co.uk). If you cannot access the document from the website, a copy is available on request from Customer Services on 01455 883300.

### Primary Contact declaration and signature on behalf of the organisation

1. On behalf of the organisation, I have read, understood and confirm that the organisation will uphold and abide by the Association's *Ethical Framework for the Counselling Professions* as amended from time to time. I also confirm that the organisation will uphold and abide by the *Ethical Guidelines for Research in the Counselling Professions* as amended from time to time, if any work involves conducting research in the field of counselling and psychotherapy. I understand that the organisation will be subject to the Professional Conduct Procedures and the associated protocols of BACP should any complaint arise against the organisation during its period of membership. I confirm that the organisation will observe BACP's Articles of Association, regulations and policies and procedures (available at [www.bacp.co.uk](http://www.bacp.co.uk)) for the time being in force.
2. On behalf of the organisation, I confirm that the aforementioned *Ethical Framework(s)* (as applicable to this organisation's service), has been fully and properly filtrated throughout the organisation and that all services will be delivered in accordance with it. I also confirm that the *Ethical Framework(s)* is/are available within the organisation for all users of the services delivered by the organisation. Furthermore, the organisation accepts that it may be jointly and severally liable to BACP for any complaints that may arise against any staff/volunteers and/or others who deliver any services on behalf of the organisation.
3. I confirm that the organisation, and/or anybody providing services for and/or on behalf of the organisation, does not have any judgement made against it/them that might prejudice the public's trust in it/them, and/or the profession and/or BACP if accurately informed about all the circumstances of the case, OR, I attach details of any prosecutions and/or any other information to be taken into account in considering this application for membership.
4. I confirm that the organisation, and/or anybody providing services for and/or on behalf of the organisation, has not been refused membership of a professional body and/or register on the grounds of professional misconduct or similar in a related field, OR, I attach details of matters or sanctions relating to professional misconduct or similar to be taken into account in considering this application for membership.

*continued overleaf*



## Section 8 continued

5. All relevant pending criminal, civil, financial difficulties or disciplinary actions, investigations, proceedings or enquiries are declared on an attached statement.
6. I confirm that the information contained in and attached to this form is true, accurate and complete to the best of my knowledge and belief. I hereby authorise officers of BACP to make such enquiries as they consider necessary to verify the information given. I understand that any false or misleading statement, falsification of accompanying evidence or collusion may lead to disciplinary action being taken against the organisation which may result in the termination of the organisation's membership of BACP. I understand that failure to disclose on application or during the period of membership could lead to disciplinary action being taken against the organisation which may result in the termination of the organisation's membership of BACP.
7. I understand that payment of subscriptions does not constitute acceptance of this application to join BACP.
8. I understand that there may be occasions when it is necessary and/or appropriate to share information about the organisation with other regulatory/professional bodies for the purpose of regulation and in the interest of the public protection.
9. I understand that failure to comply with any conditions imposed on membership may result in a breach of contract which may result in termination of membership.
10. I understand that resignation from or failure to renew organisational membership during the continuation of a professional conduct matter will not terminate or invalidate the continued processing or hearing of the matter by BACP.
11. I further understand that the data provided in this application may be used for statistical and/or research purposes to better enable BACP to further its charitable aims.
12. On behalf of the organisation, the designated contact person agrees to notify BACP immediately or at the earliest opportunity of any changes relating to any of the above.
13. On behalf of the organisation, I confirm BACP's Privacy notice has been read and understood and have no objections to the way our data will be processed.

Primary contact signature

Date

Primary contact name  
(please print)

## Membership subscription/payment and Divisions

There is only one category of organisational membership however; the membership subscription is dependent on the type of organisations detailed below.

### Local voluntary or charitable

If your organisation is a voluntary and/or registered charity working in one location such as a neighbourhood, town or county, or is a county-based, local authority run, educational establishment, or non-commercial university, then this category of membership is applicable.

### National voluntary or charitable

If your organisation is a voluntary and/or charitable organisation which covers more than one county, then this category of membership is applicable.

### Commercial

If your organisation is a local or national commercial organisation and/or educational establishment (i.e. profit making) then this category of membership is applicable. Sole traders, partnerships, limited companies and any other organisations that are not voluntary or charitable must apply as commercial organisations.

If you are unsure about which subscription type to apply for please contact Customer Services on 01455 883300.

### Please choose only ONE method of payment.

Payment can be made by credit/debit card or Direct Debit (annual single or 10 monthly).

From 1 June 2021, we've taken the decision to no longer accept cheque, postal order or cash as payment for membership fees.

**Complete the appropriate section for your method of payment.** Regardless of method of payment, membership is granted on an annual basis.

**Please note** that we do not have an invoicing facility for membership subscriptions, therefore payment must be attached/included with your application form. Receipts can be downloaded from the members' area of our website once membership is confirmed.

## Membership subscription and payment

**BACP membership subscription type applied for** (please tick one):

Local voluntary or charitable	£260
National voluntary or charitable	£344
Commercial	£638

## Divisions

Divisional membership is of value to anyone working with these specific fields of counselling. You can see a profile of each of these interest groups on our website at [www.bacp.co.uk](http://www.bacp.co.uk) and in the application pack. You can pay a small charge to join a division which covers a printed journal and discounts on divisional events, or you can opt for a free divisional online subscription, which includes access to online divisional journals.

Let us know if you wish to join any of the divisions below.

		Online only content
BACP Children, Young People and Families	£35	£0
BACP Coaching	£50	£0
BACP Healthcare	£50	£0
BACP Private Practice	£40	£0
BACP Spirituality	£25	£0
BACP Universities and Colleges	£120	£0
BACP Workplace	£75	£0

## Membership fees

### Total fees payable

Main membership	£
Divisions	£
Donation to the work BACP does	£
	<b>Total £</b>

## Method of payment

Payments can be made by credit/debit card or Direct Debit (annual single or 10 monthly).

If you prefer to pay via credit/debit card, please do not give us your card details when submitting this form. Should you select credit/debit card as a payment method below, a member of staff will contact you for payment once your application is ready to be finalised.

Please complete the appropriate section for your method of payment.

**Please select ONE payment method:** *(please tick)*

- **Direct debit (annual single)**  
*(please complete and enclose the direct debit mandate)*
- or**
- **Direct debit (10 monthly instalments)**  
*(please complete and enclose the direct debit mandate)*
- or**
- **Credit/debit card**  
*(Should you wish to pay via credit/card, a member of staff will contact you for payment details once your application is ready to be finalised).*

# Data Protection & Final checklist

## BACP Fair Processing Notice

We're committed to complying with the GDPR and DPA 2018. The legal basis for processing the data you provide us via this form is a combination of contract and legitimate interest. Examples of why we collect this data are:

- To process your application to membership
- To carry out regulatory checks and meet our obligations to the Professional Standards Authority
- Provide services to our members
- To meet our members' needs

To allow us to achieve the above, we may need to share your details to suppliers who work on our behalf. To find out more about how we use your personal data, any third parties we may share it with and your rights in relation to it, see our Privacy Notice.

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## Final checklist

**Please use this checklist to ensure that you have completed all sections of the form correctly.**

Please note that any omissions may delay your application, as we will need to write to you for further clarification. If you have any further queries regarding this form please contact **Customer Services on 01455 883300.**

### I have:

- Fully completed section 1
- Completed section 2 with all details
- Completed section 3 if applicable
- Completed all details in section 4 and enclose a supporting letter (if applicable)
- Read, completed, signed and dated section 6 and enclosed copies of all policies and procedures
- Read and completed section 7 in full plus enclosed supporting statements where necessary
- Read, signed and dated section 8
- Indicated the applicable membership subscription type
- Indicated any divisions we wish to join
- Enclosed the correct payment

**If you have any further queries regarding this form please contact Customer Services on 01455883300.**

**Please email your completed application to: [membership@bacp.co.uk](mailto:membership@bacp.co.uk)**

### Or print and post to:

Membership Services  
BACP  
BACP House, 15 St John's Business Park, Lutterworth,  
Leicestershire, LE17 4HB

© BACP, April 2024

**This Direct Debit mandate supersedes any previously received from BACP**

## Direct Debit

**Instruction to your bank or building society to pay direct debits.**

**Please complete this form and send it to: British Association for Counselling and Psychotherapy, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire LE17 4HB**

Name(s) of account holder(s)

**(UK bank accounts only)**

Bank or Building Society account number

Branch sort code

Name and full postal address of your bank/building society

Postcode

Service User Number

**8 3 6 3 1 0**

This is not part of the instruction to your bank or building society. Payment will be taken on or around the 25th of the due month.

**Annual DD      Ten month DD**  
*Please tick your choice*

**Instruction to your bank or building society**

Please pay the British Association for Counselling & Psychotherapy direct debits from the account details in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BACP and, if so, details will be passed electronically to my bank/building society.

Signature

Date

Membership no.

*Banks and building societies may not accept direct debit instructions for some types of account.*

This guarantee should be detached and retained by the Payer.

**The Direct Debit Guarantee**



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, the British Association for Counselling and Psychotherapy (BACP) will notify you a minimum of 14 working days in advance of your account being debited or as otherwise agreed. If you request BACP to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by BACP or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when BACP asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.