

INSTITUTION OF CIVIL ENGINEERING SURVEYORS

APPLICATION FOR USE OF INSTITUTION CREST

Corporate Members will be granted a license to use the new ICES crest, free of any charge subject to the following:

- The crest is only available for use by Corporate Members, their employing organisations and other business entities.
- Granting of a license will be at the sole discretion of the Institution and strictly in accordance with the conditions of use laid out in this document.
- The licence will remain in effect for as long as the user fulfils the condition of use or until the crest itself is either changed or withdrawn by the Institution.
- Where this application is made on behalf of a partnership or company it should be made in the name of the most senior employee who is a Corporate Member of the Institution.

Name:	Job Title:
Company, partnership or trading name:	
Address:	
	Tel:
Town:	Fax:
Postcode:	Email:
ICES Membership No:	

I/We have read and hereby agree to be bound on my own behalf and on behalf of my employer to only use the crest in accordance with the Institution's conditions of use, as stated below together with the attached fully detailed proposals (and statement of compliance*):

** delete as applicable*

Signed: Dated:

Note: A copy of this application, if approved by the Institution, will be returned to the applicant for record purposes.

When completed, the original signed copy of this form should be posted to:

Membership Services
The Institution of Civil Engineering Surveyors
Dominion House, Sibson Road
SALE, Cheshire
M33 7PP

Tel: +44 (0)161 972 3100

Fax: +44(0)161 972 3118

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CONDITIONS OF USE

- 1) The Institution crest is available for reproduction on company letterheads, stationery literature and signboards. The sizes and colours used for such reproduction must be strictly in accordance with that stated on the crest specification sheet and the conditions of use.
- 2) The crest is available for use within the following business entities:
 - (i) The member or entity carries suitable and appropriate Professional Indemnity insurance at all times.
 - (ii) Members trading as sole proprietors of a business.
 - (iii) Partnerships and companies where at least 50% of the full directors or partners are fully paid up Corporate Members of the Institution.
 - (iv) Surveying departments or divisions of larger organisations and companies where at least 50% of the employees of the department or division are members of the Institution or where at least 50% of the controlling management of the department or division are Corporate Members of the Institution. The use of the crest by such organisations must clearly be in relation to text mentioning the department or division.

Evidence of compliance with (i) and (ii), (iii) or (iv) above must be submitted with each application to use the crest.

- 3) Having been granted a licence to use the crest in the manner applied for, an applicant is at liberty to seek further extensions to such licence by way of subsequent submissions for approval at no additional charge.
- 4) Any wilful breach of these conditions of use by a member or by members employed by a company or organisation using the crest may render the individual or individuals concerned liable to disciplinary action and possible expulsion from the Institution.
- 5) Any decision by the Institution not to grant approval for the use of the crest shall be final.
- 6) Throughout the term of the licence the crest will remain the outright copyright of the Institution.
- 7) The crest may be withdrawn at any time by the Institution.

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CREST SPECIFICATION SHEET

1. The Institution Crest is for reproduction on letterheads, stationery, literature, websites, and other similar literature and presentation material, in accordance with the Institution's conditions of use. It should be clearly separated from other text or graphics but should not be so prominent as to dwarf it.
2. The original from which the printer's plate or other printing device is manufactured should be the unaltered digital image as supplied by ICES. The image should not be copied or degraded in any way.
3. The crest should be reproduced from the original supplied digital image. Where design considerations require it, the Institution will consider requests to supply a crest image file to a different colour scheme.

The size of reproduction should generally conform to the size employed in similar documents in common use. As a guide, some suggested maximum sizes would be:

<u>Document Type</u>	<u>Size</u>
A4 letterhead:	2.5cm wide
A3 poster:	4cm wide
1m x 1.5m exhibition stand panel:	20cm wide