

# CIC Approved Inspectors Register (CICAIR) Committee Member Application Form



CICAIR Limited, 26 Store Street, London, WC1E 7BT  
T: 020 7399 7403 E: [cicair@cic.org.uk](mailto:cicair@cic.org.uk)

Please use this form to apply for membership of one or more of the committees that CICAIR Ltd operates. Should you need any assistance with this form, please do not hesitate to contact Karen Holmes – [kholmes@cic.org.uk](mailto:kholmes@cic.org.uk)

## Your Details

Title	<input type="text"/>
Forename (s)	<input type="text"/>
Surname	<input type="text"/>
Organisation Name (if applicable)	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Contact number(s)	<input type="text"/>
Email address(es)	<input type="text"/>

Please provide details of any professional qualification(s) and membership of any recognised body or bodies.

## Committees

Please indicate which committee(s) you would like to join by ticking the appropriate box(es).

Please note that you will be required to attend an interview (remotely) and you may not be appointed to all of the committees that you apply for. Under each of the committee(s) you select, please provide a brief summary (a minimum of 100 words outlining your skills and experience that demonstrate your ability to undertake the applicable role.

- Approvals Committee**  
Being a member of the Approvals Committee will involve assessing applications to join the Register.  
**Information on how CICAIR undertakes this activity can be found [here](#)**

# CIC Approved Inspectors Register (CICAIR) Committee Member Application Form



CICAIR Limited, 26 Store Street, London, WC1E 7BT  
T: 020 7399 7403 E: [cicair@cic.org.uk](mailto:cicair@cic.org.uk)

**Monitoring and Re-Approvals Committee**

Being a member of the Monitoring and Re-Approvals Committee will involve undertaking audits of Approved Inspectors in order to facilitate their re-approval to remain on the Register.

Information on how CICAIR undertakes this activity can be found [here](#)

**Complaints Committee**

Being a member of the Complaints Committee will involve undertaking detailed investigation of complaints made against Approved Inspectors.

Information on how CICAIR undertakes this activity can be found [here](#)

**Disciplinary Committee**

Being a member of the Disciplinary Committee will involve hearing cases deemed to be sufficiently serious following being investigated by a Complaints Panel.

Information on how CICAIR undertakes this activity can be found [here](#)

**Appeals Committee**

Being a member of the Appeals Committee will involve hearing cases that are appealing against a disciplinary finding, an approval decision, or a re-approval decision.

Information on how CICAIR undertakes this activity can be found [here](#)

If appointed how many days per year do you estimate being able to commit to committee duties?  
(involvement consists of reading, meetings and writing reports)

Are you willing and able to travel within the UK in accordance with the duties of a committee member  
(including some overnight stays)?

Yes  No

# CIC Approved Inspectors Register (CICAIR) Committee Member Application Form



CICAIR Limited, 26 Store Street, London, WC1E 7BT  
T: 020 7399 7403 E: cicair@cic.org.uk

## Competence, Skills and Experience Questionnaire

The following information will help CICAIR establish your suitability for the committees you have applied to join. Under each section/question, please provide a brief summary of your understanding of the area, along with any relevant skills and experience ( a minimum of 100 words is required).

1. Do you have Building Control Experience?

Yes  No

If yes, please specify length of experience and whether this is from the public or private sector.  
Please provide a summary of your experience.

2. If your experience is not related to Building Control, please provide a summary of your relevant experience in the built environment/ construction industry.

3. Please provide a summary of your knowledge of the Building Act, the Building Regulations, the Building (Approved Inspectors etc.) Regulations and associated legislation.

4. Please provide a summary of your understanding of the CICAIR Code of Conduct.

Yes  No

5. Please provide a summary of your understanding of the Building Control Performance Standards.

6. Please outline your understanding of the role professional regulation, and the role it plays in protecting the public and maintaining trust in the public interest.

# CIC Approved Inspectors Register (CICAIR) Committee Member Application Form



CICAIR Limited, 26 Store Street, London, WC1E 7BT  
T: 020 7399 7403 E: cicair@cic.org.uk

7. Please provide a summary of any experience you have of working as part of a committee or panel.

8. If you have any charring experience, please provide a summary of your experience.

## Additional Information

**Please provide the following information in support of your application.**

9. Why do you want to participate in the work of CICAIR Ltd's committees?  
(A minimum of 100 words is required.)

10. In addition to the information provided, please outline any other skills and experience that supports your application.

# CIC Approved Inspectors Register (CICAIR) Committee Member Application Form



CICAIR Limited, 26 Store Street, London, WC1E 7BT  
T: 020 7399 7403 E: [cicair@cic.org.uk](mailto:cicair@cic.org.uk)

11. Please provide any further detail in support of your application.

## Declaration of Interest Form

Please download and complete the form [here](#)

Please send this Committee Member Application Form, your up to date curriculum vitae and a completed Declaration of Interest Form to [kholmes@cic.org.uk](mailto:kholmes@cic.org.uk)

Signed	
Date	