



NIGERIAN INSTITUTE OF TOWN PLANNERS

(Recognized by Decree No. 3 of 1988)

APPLICATION FOR ELECTION INTO THE FELLOWSHIP STATUS

<p>THE NATIONAL SECRETARY NIGERIAN INSTITUTE OF TOWN PLANNERS, NITP - BawaBwari House, Plot 2047, Michael Okpara Street, Wuse Zone 5 P.M.B.7012, Garki, Abuja FCT. Email: info@nitpng.org, Website: www.nitpng.org</p>	<p>4 NO PASSPORT SIZE PHOTOGRAPH</p>
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A. PERSONAL DETAILS

- i. Surname.....
- ii. Other Names.....
- iii. Residential Address
- iv. Office Address
- v. Email AddressPhone Numbers
- vi. Postal Address
- vii. Date of Birth Place of Birth
- viii. State of Origin.....LGA.....
- ix. Sex.....Marital Status.....
- x. Religion.....Languages Spoken Fluently
- xi. Hobbies
- xii. Name of Next of Kin
- xiii. Relationship of Next of Kin Phone.....

B. HISTORY OF EDUCATION AND CERTIFICATES OBTAINED

Educational Level	Name of Institution	Years	Certificate Obtained
Primary			
Secondary			
Tertiary			
Others			

C. ELECTION TO FULL MEMBERSHIP OF THE NIGERIAN INSTITUTE OF TOWN PLANNERS AND OTHER PROFESSIONAL BODIES

- i. Date of Election to Full Membership of NITP.....MNITP No
- ii. Date of Registration with TOPREC..... RTP No.
- iii. Are you registered with other Professional Associations/Bodies? Yes / No

If yes, please list them and indicate status and number

Name of Professional Body	Date of Election	Status	Designatory Letters

E. PARTICIPATION AND CONTRIBUTION TO NITP

Kindly give sufficient details of your participation and contributions to the Institute since you became a member. This includes attendance of MCPDP, National Conference/ Annual General Meetings, Other Local/International Programmes of the Institute, National/Chapter Committee Offices, Papers Presented etc. These are to be supported with relevant certificates of Participation.

S/N	Activity	Years of Participation	Type of Participation: Presentation of Paper, Attendance or others
1	National Conference/AGM		
2	MCPDP		
3	CAP West Africa		
4	Chapter Executive Committee		
5	National Executive Committee		
6	Other Programmes		

F. MATERIAL/PHYSICAL/FINANCIAL CONTRIBUTIONS TO NITP

Kindly indicate spectacular contributions you have made to the development of NITP since you became a member. These could be in the form of donations of materials, furniture, finances, etc.

Year	Contribution

G. PROPOSED MATERIAL/PHYSICAL/FINANCIAL CONTRIBUTIONS TO NITP

What contributions do you intend to make to the development of the Institute?

Year	Contribution

H. MENTORING OF YOUNG PLANNERS AND RESEARCH.

i. How many Young aspiring Planners have you mentored.....

ii. How many were mentored into full membership?

iii. Mention Projects/Researches of Planning Relevance you have undertaken:

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iv. Describe the Projects and findings of the Research (es).

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I. CITATION OF THE CANDIDATE

The citation of the applicant shall not be more than one page or 600 words. It shall be a summary of the biography of the applicant (birth, education, positions held, responsibilities undertaken, major professional and community services carried out by the applicant till date). It shall be signed by the applicant and countersigned by the sponsors.

J. DETAILED CURRICULUM VITAE

NIGERIAN INSTITUTE OF TOWN PLANNERS

APPLICATION FOR ELECTION TO FELLOWSHIP STATUS

SPONSOR (must be a Fellow of the Institute who is not less than five years in that status and is financially up-to-date).

I, Tpl..... (the undersigned), being a Registered Town Planner and a Fellow of the Institute, having read and understood the criteria as set out in Instructions and Guidelines for Proposers, Sponsors and Supporters, from personal knowledge, consider

Tpl.....to be a suitable candidate for election as a Fellow of the Nigerian Institute of Town Planners.

I, therefore sponsor his/her application and I am prepared to answer any supplementary enquiries concerning the applicant.

Name (in BLOCK LETTERS).....

Fellowship No.....Year of Investiture.....

Official Position.....

Address

Telephone number.....

Signature of Sponsor..... Date.....

Supporter (1): (Registered Town Planner not less than 8 years post-election experience and financially up-to-date)

Name (in BLOCK LETTERS).....

Membership No.....Year of Induction.....

Official Position.....

Address

Telephone number:.....

Signature of Supporter.....Date.....

Supporter (2):(Registered Town Planner not less than 8 years post-election experience and financially up-to-date)

Name (in BLOCK LETTERS).....

Membership No.....Year of Induction.....

Official Position.....

Address

Telephone number.....

Signature of Supporter.....Date.....

Supporter (3): (Registered Town Planner not less than 8 years post-election experience and financially up-to-date)

Name (in BLOCK LETTERS).....

Membership No.....Year of Induction.....

Official Position.....

Address

Telephone number.....

Signature of Supporter.....Date.....

DECLARATION BY CANDIDATE

I
(Full Name in BLOCK LETTERS): Surname to be underlined)

Of.....
(Full postal address)

desire to be elected as a Fellow of The Nigerian Institute of Town planners and promise that if I am elected I will abide by and observe the provisions of the Constitution, regulations, by-laws, code of conduct, ethics of professional practice and all other laws related to and incidental to the practice of urban and regional planning in Nigeria. I promise that I will pay the subscriptions, dues and levies prescribed for the status to which I am elected and I will promote the objectives of the Institute. I shall accept the resolution of the National Council of the Institute and shall not petition or institute any legal action if I am not elected in the process of this application.

I declare that I am (Years of age) and declare too that particulars given in this application are true and correct to the best of my knowledge and belief. I accept that if any information given in this application form is found to be untrue either before or after election and investiture, my Fellowship status can be withdrawn by the Institute and published in any chosen print or electronic media.

I witness my hand this.....day of.....20.....

Signature.....E-mail:

Mobile No

ENDORSEMENT BY CHAPTER CHAIRMAN

I, Tpl (the undersigned), the Chapter Chairman of the Institute for State, having read and understood the criteria as set out in Instructions and Guidelines for Sponsors, Supporters and Chapter Chairmen, from personal knowledge, consider

Tpl.....to be a suitable candidate for election as a Fellow of the Nigerian Institute of Town Planners.

I, therefore recommend his/her application by way of this citation and I am prepared to answer any supplementary enquiries concerning the applicant.

Name (in BLOCK LETTERS).....

Membership/Fellowship No.....Year of Induction/Investiture

Address.....

Telephone number.....

Signature of Chapter Chairman.....Date.....

NIGERIAN INSTITUTE OF TOWN PLANNERS

APPLICATION FOR ELECTION INTO THE FELLOWSHIP STATUS

INSTRUCTIONS TO APPLICANTS, PROPOSERS AND SPONSORS FOR COMPLETION OF FORMS.

The following criteria apply to all applications for election into the Fellowship Status.

1. The Fellowship Status is awarded to any respected member of the Institute who has:
 - (a) Demonstrated exceptional level of knowledge and competence in the theory and practice of urban and regional planning in Nigeria;
 - (b) Proven track record of effective participation in the activities of the Institute through attendance of programmes such as Conferences, Training Workshops, Presentation of academic, research and practice papers in journals, mentorship of young planners, etc;
 - (c) Made a substantial contribution(s) in materials and finances to the Institute to further the art and science of urban and regional planning and enhance the image of the profession in Nigeria.
2. When deciding whether the candidate has achieved 1 (a) consideration will be given to:
 - (a) **Length of experience** – A candidates must have been a Full Member of the institute for at least ten years, and it must be shown that they have advanced in the profession over that period of time, including taking part in Continuing Professional Development activity.
 - (b) **Type of experience** - all forms of professional activities including public and private practice, teaching, theoretical development, and research will be taken into account,
 - (c) **Extent of experience** - a candidate who has specialized in a particular area of planning will be expected to demonstrate the depth of experience acquired in practice.
 - (d) **Responsibility** - the candidate **MUST** have held senior positions of responsibilities through headship of a unit, division or department, and managerial positions in public or private sectors of practice.
3. All entries or answers to the questions shall be typed except for signatures. Any hand written application shall be disqualified.
4. Ensure that anyone who would endorse your application form is not a member of the National Council (except where the Chapter Chairman is to endorse).

5. Confirm that anyone who is to endorse your application form is a current financial member of the Institute (that he has paid all dues and levies up to the date of endorsing the forms). Where a Sponsor, Supporter or Chapter Chairman is in default of financial regulations of the Institute, the application shall be disqualified.
6. Diligence and affinity to details are hallmarks of Fellows. Applicants are urged to demonstrate their suitability for Fellowship by completing the form diligently, providing all details required in all the sections, along with specific examples, details and/or references. Candidates are also reminded of the importance of supplying all the information asked for in the form. They are especially asked to ensure that the correct signatures have been obtained and that the official positions held giving dates (month and year), are clearly indicated.
7. Closing Date for submission of application forms remains sacrosanct. Please take note of the closing date for submission of application forms. Forms not received before the closing date shall not be processed. Applicants should ensure that the mode of delivery facilitates prompt delivery. Delays caused by late delivery by the mode chosen by the applicant shall not be an acceptable reason for consideration except in a situation of force majeure.
8. Nominations for election to the fellowship grade must be signed by a proposer/sponsor, who must be a Fellow, and three Supporters, all of whom must be full members of the Institute, and accompanied by a citation prepared by the Proposer/Sponsor (supported and endorsed by the three Supporters) stating why the candidate is considered worthy of election.
9. Applicants shall make a non-refundable payment for the application form and attach the evidence to the form (i.e. receipt of payment obtained from the Accounts Section of the Institute).
10. Candidates shall appear for interview with originals of all certificates obtained photocopies of which would have been attached to the application forms before submission.
11. Candidates shall submit short citation of not more than 600 words along with four passport size photographs. Electronic copies of the citations shall also be sent. Full CV shall also be attached to the application.
12. Being invited for interview is not a guarantee that a candidate will be elected. It should be noted that the College of Fellows can only admit candidates for the number of vacancies declared in a particular year.
13. Successful candidates shall satisfy all conditions for investiture before the timelines set for it. This may include fees payable, dress code, etc.
14. Sponsors, supporters and Chapter Chairmen shall take responsibility for the information they provide or support in this application.

15. The decision of the National Council shall be final and shall not be subject of any litigation in any law court by any candidate or other persons acting on his/her behalf or personal interest.
16. Applicants shall endorse at the right hand bottom corner of every page evidence of having read, understood and completed the forms as appropriate.

EXTRACT FROM CONSTITUTION

- (1) Candidate must have been a Full Member of NITP for at least **10** years.
- (2) Every candidate for election as a Fellow shall be at least forty years of age, be a Full Member and shall, at the date of application, satisfy the Council as to his practical experience in Town Planning.
- (3) Council may elect as Fellow a Full Member who in its opinion deserves to be so elected.

For NITP use only

Acknowledgement by National Secretary.....
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RECOMMENDATION(S) OF THE FELLOWSHIP ELECTION BOARD

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Endorsement by Chairman Fellowship Election Board

Name of Chairman of Fellowship Election Board

Signature.....Date.....

Endorsement by Secretary, Fellowship Election Board

Name of Secretary, Fellowship Election Board

Signature.....Date.....

APPROVAL BY NATIONAL COUNCIL

Name of National President

Signature.....Date.....