

www.basements.org.uk

THE **Basement**
INFORMATION CENTRE



The Basement Information Centre

Membership Prospectus 2021

Email: info@basements.org.uk

Phone: 0207 963 8038



Introduction to The Basement Information Centre

The Basement Information Centre (TBIC) aims to encourage and enable the design and construction of quality basements on new developments and the improvement of existing and retro-fit basements.

TBIC is a forum to:

- Develop guidance documents to simplify design and enable high performance basement construction.
- Provide information on products and materials for use in basement design and construction.
- To encourage good practice in design and construction through promotion of guidance.

This document summarises the benefits that are available to new and existing members. TBIC aims to attract membership from those involved in the design and construction of basements and their supply chains. Members include contractors, product manufacturers, suppliers, trade associations and basement specialists.

What we do

TBIC provides guidance to homeowners, housebuilders, designers, and anyone with an interest in designing or developing a new or existing basement space. To help with basement projects TBIC provide:

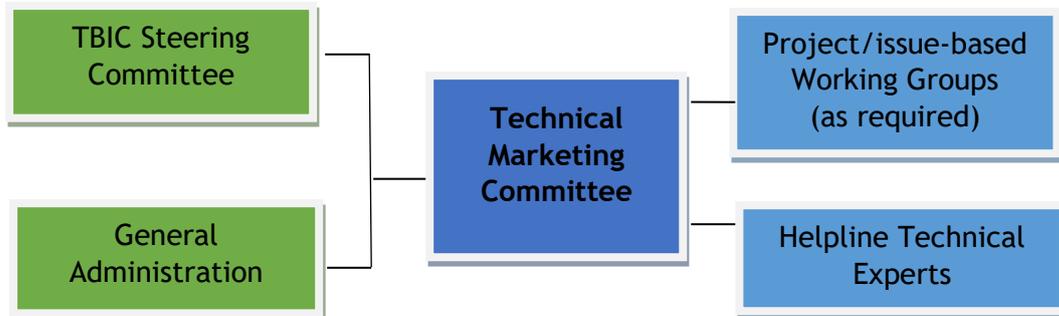
- **Guidance documents**
A wealth of best practice guidance for the design and construction of basements.
- **Events and webinars**
The Basement Information Centre runs and speaks at events to share guidance and expertise.
- **Case studies**
For those looking for ideas and inspiration there is an online case study hub.
- **Ask the Expert**
For those needing advice for their basement project there is the online “ask the expert” service.

Find out more at www.basements.org.uk



Governance

To provide a robust model for the operation of The Basement Information Centre on behalf of members, the agreed governance is detailed below.



General Administration:

TBIC is a specialist interest group of The Concrete Centre, part of The Mineral Products Association (MPA). The administration of TBIC is provided by:

Claire Ackerman, Director, TBIC and The Concrete Centre
claire.ackerman@basements.org.uk or cackerman@concretecentre.com

Emily Halliwell, Structural Engineer, TBIC and The Concrete Centre
info@basements.org.uk or ehalliwell@concretecentre.com

Jane Blake, Executive Secretary, TBIC and MPA
Jane.Blake@mineralproducts.org

Laura Beale, Accounts Assistant, TBIC and MPA
Laura.Beale@mineralproducts.org

TBIC also has access to The Concrete Centre team of engineers, architects, and marketing experts.

Committees: **TBIC Chairman: Kevin Dodds, Delta Membrane Systems**

TBIC Steering Committee: The steering group meet on an annual basis to agree the TBIC budget and business plan. This is currently a meeting of Director, TBIC and the TBIC chairman. The TBIC chairmanship is a voluntary role for a corporate member that provides a point of contact for decisions on membership and as and when required by the administration team.

Technical Marketing Committee: The technical marketing committee meets at least bi-annually to agree helpline technical experts, technical web content, proposing technical marketing activities and working groups. The chairmanship is a voluntary role for a corporate member.

Competition Act: To protect the interest of all members we operate all our activities in full conformity with the requirements of the Competition Act 1998 & Enterprise Act 2002.



Benefits of Membership

Members of the Basement Information Centre provide products and services to enable the design and construction of quality basements; whether new-build or retrofit.

Members include contractors, product manufacturers, suppliers, industry bodies, specialist product groups, and basement specialists. Being a TBIC member demonstrates shared values and commitment to best practice.

As a member of TBIC you can:

- Get involved in the committees and technical working groups of TBIC
- Volunteer to be a technical expert for the TBIC helpline
- Include your company profile of TBIC website
- Include case study material on the TBIC website
- Showcase your projects or expertise on social media channels
- Right to use TBIC logo on marketing materials
- Discounts on purchasing TBIC guidance documents
- Contribute to press features and promotional opportunities including events
- Regular newsletters and member updates
- Opportunity to contribute and partner in specialist research
- Opportunity to contribute to specialist best practice guidance to develop the market for basements
- Industry and supply chain networking opportunities
- Direct links with The Concrete Centre and Mineral Products Association

A full list of current members of the Basement Information Centre can be found on the TBIC website: www.basements.org.uk

Website and Social Media Channels

- Website: www.basements.org.uk
- Twitter: [@BasementsInfo](https://twitter.com/BasementsInfo)
- LinkedIn: <http://www.linkedin.com/company/the-basement-information-centre/>

Membership Categories & Annual Subscriptions 2021

Subscriptions are paid annually in a single sum and are subject to annual review. They are based on a calendar year - January to December.

Pro rata rates will be applied for joining after the start of the current year (Jan-Jun 100%, Jul-Dec 50%).

Category	Grade	Description	Annual Subscription 2021 (exc. VAT)
Group Sponsors	G1	Large/Medium Organisations/Trade Associations with direct interest in basements.	650
	G2	Small Organisation/Trade Associations with less direct interest.	375
	G3	For organisations providing significant support for TBIC activities.	By Agreement
Corporate Membership: Contractors	CC1	Contractors with turnover > £2,500,000. Providing retrofit basements, structure for new basements, and waterproofing.	1075
	CC2	Contractors with turnover between £2,500,000 and £1,000,000. Providing retrofit basements, structure for new basements, and waterproofing.	850
	CC3	Contractors with turnover < £1,000,000. Providing retrofit basements, structure for new basements, and waterproofing.	550
	CC4	Small organisation providing related services for basements.	375
Corporate Membership: Manufacturers and Services	CM1	Manufacturers of products and services for design and construction of basements. (e.g. Warranty providers).	1075
	CM2	Manufacturers of ancillary products for new and existing basements (e.g. heating and lighting).	550
Corporate Membership: Designers	CD1	Design practices involved with new build structural design (including design of underpinning).	550
	CD2	Individuals or small companies providing special design services (e.g. architectural/new build structural design, waterproofing consultancy etc.). Specialist services such as Party Walls surveyors.	375



Membership Application

(On behalf of a Corporation trading division or clearly identifiable part thereof)

Company
Registered office
.....
.....

I, of the said Company, hereby apply for FULL MEMBERSHIP of THE BASEMENT INFORMATION CENTRE (TBIC) subject to the Terms and Conditions of Membership (see page 9 of the Membership Prospectus) which should be read before signature. Particularly that any Corporate member shall give three months' notice of intent to withdraw from membership in the following year or otherwise be committed to the subsequent half-year's subscription or the full year if notice is given after June in the following year.

Nominated representative as contact for TBIC:
Trading Name of Company as you would like it to appear on Membership listing:

Job title:
Telephone No:
Email
Website:
Address to which communications should be sent

.....
.....
.....
Address for invoicing (if different from above)
.....
.....
.....

COMPANY CATEGORY

- Membership Category being applied for:
(e.g. Corporate Membership Contractors: CC1)
- The company's/group's turnover (as per the category description being applied for) for its financial year ending
Turnover of £.
- If an association, please include number of members
- The current number of employees is



SUPPORTING INFORMATION

- Please provide a brief summary of the organisation, as it relates to Basements:
.....
.....
.....
- Do you offer 3rd party warranty on your products & services: (please circle) **YES** **NO**
If yes, please provide details of the warranty provider:
.....
- Do you hold public liability insurance: (please circle) **YES** **NO**
If yes, what value of cover:
- Are you accredited to any of the following organisations: (please circle)
 - ASUC+ **YES** **NO**
 - BWPDA **YES** **NO**
 - BSWA **YES** **NO**
 - SpeCC **YES** **NO**
 - Others (please detail)

Please circle the areas of work that are relevant to your company

Construction **Design** **Legislation** **Waterproofing**

Please circle the regions that you operate within

Scotland **North East** **North West** **Midlands**
East Anglia **South East** **South West** **London**
Northern Ireland **Wales** **National**

Please circle the contracting services that are relevant to your company

Concrete Construction **Drainage** **General Building** **Hand Excavation**
Masonry Construction **Remedial Works** **Underpinning/Piling** **Waterproofing**
Complete Basement Packages

Please circle the building materials and products that are relevant to your company

Admixtures **Concrete** **Drainage** **Escape Hatches/stairs**
Escape Windows **Flooring systems** **Formwork** **Insulation**
Lighting **Light wells/tubes** **Masonry** **Pumped Services**
Ventilation **Walling Systems** **Waterproofing systems**

Please circle the design services that are relevant to your company

Architectural **Structural** **Soil/Ground surveyors**



Terms and Conditions of Membership

1. Any company or group seeking membership shall complete and return the membership application form enclosed with the brochure or complete and return the application form on the website www.basements.org.uk.
2. Where the applicant is seeking to become a member they must complete a product and services form and must supply an explanation of what they can provide under the product or service so indicated. And whether this can be provided as a single service. Unless so identified it will be taken that the service is only provided as part of a project (see website for examples). The applicant must also complete the website information sheet.
3. The provision of the information under (2) does not constitute any vetting or approval of the said product or service by The Basement Information Centre.
4. No member shall indicate or suggest that the product or service so marked has in anyway been vetted or approved by The Basement Information Centre.
5. No member shall indicate or suggest that Corporate Membership of The Basement Information Centre does in anyway constitute a vetting or approval of the said company or its work by the Basement Information Centre.
6. Any member found to have infringed either (4) or (5) will be required to remove the said material from the said source. The infringing member will be temporarily removed from membership and not reinstated until there is satisfactory evidence that the said material has been removed from the said source.
7. Any member having been found to have infringed (6) for a second and different time will be immediately removed from membership. The matter will be tabled and discussed, at the next Steering Committee Meeting, where a decision will be taken to reinstate or not. Such decision will be based on a two-thirds majority vote at the meeting, with the Chairman having the casting vote if that becomes necessary. Any reinstatement may carry additional membership conditions. All Group and Corporate members will be advised of any member that has not been so reinstated.
8. All members may include The Basement Information Centre members logo on their stationary or promotional and technical documents and other material but must note and observe the conditions 3 to 7 above.
9. Although The Basement Information Centre does in no way vet or approve a members product or work all members are expected to attain reasonable quality and service as is considered appropriate and generally normal to the expectations of the majority of members operating in that field of work. Where more than three complaints or criticisms are referred to The Basement Information Centre office by different people or organisations then the said issue will be raised with the member concerned and action may be taken to temporarily remove the said member from membership.
10. Corporate membership may not be open to any company or person that has been struck off or barred from membership of any organisation covering insurance or standards. Any applicant for Corporate membership must advise The Basement Information Centre in such cases and the matter may be referred to the Steering Committee before membership is granted. Any member so affected at the time of application may be temporarily removed from membership if subsequently so determined. Any current member struck off of membership from any organisation covering insurance or standards



must advise the Director or Chairman and may following consultations be temporarily removed from membership.

11. Any 3 Corporate members may jointly request in writing to the Director that another Corporate member should be removed temporarily or permanently from membership. The member(s) making the request will be required to satisfy the Director and or the Chairman that there are reasonable grounds for such removal. The Basement Information Centre office will raise the matter with the member and on the decision of the Director and or Chairman the said member may be temporarily removed from membership. The member may not be reinstated until the grounds for the removal have been corrected to the satisfaction of parties requesting the removal, the Director and Chairman on a majority basis. Where a decision has been taken not to reinstate a member the case shall, with the approval of the temporarily removed member, be tabled at the next following meeting of the Steering Committee meeting, where a decision will be taken to reinstate or not.
12. Where removal of membership has been sanctioned by the Steering Committee the removed members' fee subscription will be returned on the basis of 1/6 of the remaining whole months in the fee period concerned less one month.
13. Membership subscriptions shall be payable in January for the whole year.
14. Membership fees shall be in accordance with that indicated on the current membership application form.
15. Any Corporate member shall give three months' notice of intent to withdraw from membership in the following year or otherwise be committed to the subsequent half-year's subscription or the full year if notice is given after June in the following year. This period shall be reduced to one-month notice in the case of the next coming year's fees where an increase has been agreed. Any member so withdrawing from membership shall not be entitled to any return of their subscription and be liable for all outstanding invoices and any so incurred as above.
16. Any member not settling their membership invoice within three months may be temporarily removed from membership and will be removed from membership if not paid within six months and be liable for all outstanding invoices.
17. Any member committing to stand space at any show or event organised by The Basement Information Centre shall undertake to pay the agreed space and services costs in the case where the said member withdraws after the contract has been signed and returned to the company running the show or event. Further any member committing to stand space will be invoiced at the same time and proportion as The Basement Information Centre are required to pay. (This is typically 20% at contract agreement, and 40% at five months and 40% three months before the show) Members will be responsible for making their own arrangements for furniture and display material.
18. In the event of a member having a complaint or concern regarding The Basement Information Centre, the following procedure will be implemented:
 - the member(s) with a concern would raise it with the officer of TBIC.
 - if the officer of TBIC cannot resolve the concern then this would be escalated to the Director of The Basement Information Centre and the Chairman to address the details of the complaint of the member.
 - The Basement Information Centre's governance relies on the membership, and any change to current process or activity would be raised at the Technical Marketing Committee for that change to be ratified by the membership.

Contact us

If you would any further information about membership of The Basement Information Centre, please contact us at:

The Basement Information Centre

Address: Basement Information Centre, MPA The Concrete Centre, Gillingham House, 38-44 Gillingham Street, London, SW1v 1HU

Contact: **Emily Halliwell**

Website: www.basements.org.uk

Email: info@basements.org.uk

Call: 0207 963 8038

Next steps

1. Please send your completed membership form by post or email using the contact details above.
2. TBIC will confirm receipt of your membership application by email.
3. Your membership application will be reviewed by the executive director of TBIC, who may also consult with the TBIC steering group.
If you can provide an existing member as a referee, that will expedite this process.
4. TBIC will confirm the outcome of the review of your membership application.
5. If accepted, you will then be asked to supply your logo and company profile for use on the TBIC website etc.
6. The details of your subscription will be confirmed and an invoice raised.
7. We will also ensure that:
 - Contact names to receive regular communications from TBIC are received by TBIC.
 - Case study examples for use on the website and in promotional materials are received by TBIC.
 - Dates of forthcoming meetings are provided by TBIC.
 - And more...