

MEMBERSHIP APPLICATION FORM

Valid for Membership year 1st April 2026 - 31st March 2027

Please complete this application form, using black ink and block capitals, and return it to the library. If you have any questions about this process please contact **admin@bromleyhouse.org** or call **01159 473134**.

Our membership year runs from 1st April to 31st March and members joining part way through the year initially pay a proportion of the subscription.

Payment

Our preferred method of payment is Direct Debit, giving you the choice of annual or quarterly payments. Please complete the Direct Debit form provided.

Other accepted methods of annual payment are cash, cheque, card or bank transfer. If choosing one of these methods please wait until we contact you before making payment.

Identification required to join

We will need to see documentary proof that you reside at the address on your application, plus one original form of photo identification. We can only verify your identification in person, either when handing in your application or on your first visit as a member.

Acceptable forms of **PHOTO** identification include:

- Full or provisional driving licence
- Passport
- PASS (proof of age) ID card
- Student card showing expiry date
- Bus pass showing expiry date

Acceptable forms of **ADDRESS** identification include:

- Full or provisional driving licence (address must match address on application)
- Recent utility, council tax bill, or tenancy agreement*
- Recent bank statement*

**dated within the last three months*



MEMBERSHIP APPLICATION FORM

MEMBERSHIP PRICES VALID FROM 1/4/26 - 31/3/27

I would like to apply for :

- ☐ **Individual Membership** £180 per year
- ☐ **Joint Membership** £246 per year - this applies to two adults in the same household
- ☐ **Young Person's Membership** £90 per year - available for 18-25 year olds as an individual membership
- ☐ **Reduced Membership** £90 per year - available for people in receipt of a means tested benefit as an individual membership

Country Membership is available if you live more than 50 miles away from the library

- ☐ **Country Individual Member** £90 per year
- ☐ **Country Joint Membership** £123 per year - this applies to two adults in the same household

Primary Member's details

Title _____ First name _____ Surname _____

Home address _____

_____ Postcode _____

Telephone _____

Email _____

Date of birth (proof of age required for Young Person's Membership) _____

Joint Membership Second Adult To be completed for Joint and Country Joint applications only

Joint Member's details (if applicable) Please give their name below:

Title _____ First name _____ Surname _____

Telephone _____

Email _____

Date of birth _____

☐

Tick if you are happy to receive e-mails and printed items about library news and events - your data will not be shared with any other party. As a legal requirement we do have to send out notification of our AGM and a subscription renewal advice to all members.

I agree to comply with the Members Code of Conduct*

Signature _____

Date _____

*The Members Code of Conduct is available to view on our website or by requesting a copy from the library, and a copy will be sent to you as part of your New Member Information Booklet when your application has been processed.

Children and young adults. Children/grandchildren of school age are included on any membership. No under 16s can use the library unaccompanied. If 16-18 year olds wish to use the library unaccompanied library staff should be made aware by their parent or guardian. **Guests and Carers** Members are welcome to occasionally bring in guests to show them the library. This does not include allowing your guests to visit for work, study or social purposes - to do this they need to apply for their own membership. Guests will be required to sign in and out, and to stay with the member. Only members can take out books or join groups. If you require a carer or support worker to help you in the library please let us know and we can ensure all staff are aware. Your personal information will not be shared with any other organisation. It will be used to administer your membership and to keep you updated about library news and events. The information you provide in this form will be used in accordance with our Privacy Statement, a copy of our which can be found on our website or obtained from the library. This explains how we use your data, how we keep it secure, and your rights as a data subject.

FOR LIBRARY USE ONLY

Proof of ID verified - please tick

☐

Photo ID

☐

Proof of address

Staff initials and date _____



Instruction to your Bank or Building Society to pay by Direct Debit

Name(s) of Account Holder(s)

Branch Sort Code

Bank/Building Society account number

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Postcode

Reference (please leave blank)

Service User Number

Bromley House Membership number:
(please leave blank)

Instruction to your Bank or Building Society

Please pay Bromley House Library Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Bromley House Library and, if so, details will be passed electronically to my Bank/Building Society.

☐ Tick here if you wish to pay quarterly

Signature(s)

Date

DDI1

Banks and Building Societies may not accept Direct Debit Instructions from some types of account



The Direct Debit Guarantee - this should be detached and retained by the Payer

- 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 Bromley House Library will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bromley House Library 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 Bromley House Library or your bank or building society, you are entitled to a full and immediate refund of the amount paid.
- If you receive a refund you are not entitled to, you must pay it back when Bromley House Library asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.