

## Application form Specialist Register – Expert Witness

### 1 Contact and Personal details<sup>1</sup>

Surname/family name:	Title: Mr/Dr/Mrs/Miss/Ms/other:
Forenames/other names:	Date of birth:
Contact Address:	Membership Number:
	Email:
	Telephone number:
Postcode/zip code:	

### 2 Professional details

Company name:	Current employment position:
Professional Qualifications <sup>2</sup> :	
Academic Qualifications <sup>3</sup> :	
Membership of other Learned Societies & Associations:	

**The assessment undertaken by The Academy of Experts<sup>4</sup>, in addition to consulting referees, will require to be satisfied as to:**

- The standing of the applicant within the profession of structural engineering.
- The integrity of the applicant.
- The ability of the applicant to express views concisely and clearly.
- The standard of the report(s) submitted.

### 3 Areas of Expertise

Specialist areas in which you are applying for IStructE registration as an Expert<sup>5</sup>.

Please note the giving of oral evidence to a court or tribunal is **NOT** a requirement for entry on to the register.

#### Expert Witness Specialism

1	Airports/Hospitals/Schools	25	Health & Safety
2	Architecture	26	History
3	BIM	27	Humanitarian
4	Bridges	28	Law & contracts
5	Buildings - Commercial	29	Maintenance of structures
6	Buildings - Domestic	30	Marine/Harbour/Docks
7	Buildings - Industrial	31	Microclimates
8	Car Parks/Multi-Storey	32	Nuclear Facilities
9	Codes & Standards	33	Offshore Structures
10	Computing/IT/Design Software	34	Parametric Design
11	Conservation	35	Purchasing
12	Construction Contract Supervision	36	Restoration
13	Construction Management	37	Retaining Structures
14	Design	38	Retrofit
15	Digital Tools, Techniques and Workflows	39	Risk
16	Disaster Mitigation	40	Robustness
17	Dynamics	41	Shells, Plates & Domes
18	Earthquake/Seismic Engineering	42	Soil Mechanics
19	Environmental Engineering	43	Stadia/Grandstands/Leisure/Venues
20	Ethics	44	Structural Analysis
21	Façade Engineering	45	Sustainability
22	Fire Engineering	46	Tall Buildings/Towers/Masts
23	Foundations	47	Temporary Structures
24	Frames/Joints & Connections	48	Tunnels/Underground Structures

#### Materials

1	Composite - Steel/Concrete Construction	7	Masonry - Stone
2	Composites - High Technology	8	Metal/Aluminium
3	Concrete	9	New/Novel Materials - Plastics/GRP/FRP, etc.
4	Glass	10	Steel
5	Historic Materials	11	Timber
6	Masonry - Brick/Block		

#### 4. Fitness to Practise

i.	Are you aware of any matters that may call into question whether you are a fit and proper person to provide professional services as an Expert?	Yes	No
ii.	Are you currently the subject of any Disciplinary or Regulatory enquiries, investigation or proceedings before any professional, trade or membership body or organisation?	Yes	No
iii.	Have you, within the last 5 years, been subject to an adverse finding before any tribunal, court or other competent authority in respect of an allegation or offence relevant to membership of the Institution;	Yes	No
iv.	Are you currently the subject of proceedings in any court or tribunal or have you been informed that any such proceedings are contemplated?	Yes	No
v.	Do you have any criminal convictions (other than motoring offences which did not result in disqualification) which are unspent under the terms of the Rehabilitation of Offenders Act 1974 (UK) or similar provision (other jurisdictions)?	Yes	No
vi.	Are you subject to a bankruptcy order, restriction or undertaking?	Yes	No

Please answer all questions, if you have answered **YES** to any of the questions above, please provide details under Section 7.

#### 5 Referees

Three persons to act as referees (preferably Lawyers who have instructed you as Expert Witnesses)<sup>6</sup>

##### Referee 1:

Title:	Forename:
Surname:	
Contact Address:	Email:
	Contact Telephone number(s):
Postcode/zip code:	Capacity in which instructed:

##### Referee 2:

Title:	Forename:
Surname:	
Contact Address:	Email:
	Contact Telephone number(s):
Postcode/zip code:	Capacity in which instructed:

##### Referee 3:

Title:	Forename:
Surname:	
Contact Address:	Email:
	Contact Telephone number(s):
Postcode/zip code:	Capacity in which instructed:

## 6 Enclosures<sup>7</sup>

Please indicate which of the following you enclose with your application, mark 'X' on all that apply

A current CV	Details of relevant publications
Synopsis of Expert Work	Expert Report
Copies of professional certificates	Passport sized photograph
Details of relevant courses attended	

## 7 Additional Information

## 8 Undertaking and Declaration

All of the information I have given in this application is true to the best of my knowledge and belief.

I have read the Charter, the Bye-laws and the Code of Conduct. Whilst I am a member I undertake to be governed by the laws of the Institution for the time being in force, and to accept as final and binding decisions of the Board and the Institution on all matters in which they have jurisdiction. I also undertake to promote the objects of the Institution; to attend Institution meetings as often as I conveniently can, and to endeavour to present to the Institution an original communication relating to structural engineering. I further undertake that, upon the cessation of my membership, I will cease to describe myself in any way as a member of the Institution of Structural Engineers.

The Institution's Code of Conduct requires members to "Maintain and broaden their competence and assist other to do so." All members elected to a professional grade (Technician, Associate-Member, Associate, Chartered Member, Fellow) must comply with the Institution's mandatory reporting of CPD policy. As a registrant on an IStructE Specialist Register, I understand that I will be required to submit my annual CPD record for review each year.

I agree to be bound by the Code of Practice for Experts and other Rules.

There is no further matter that may affect consideration of my application.

I will immediately notify the Institution in writing of any material changes in the information I have provided, including information in relation to my professional conduct or performance, criminal convictions or any adverse comments about my performance as an expert.

Signature of applicant:

Date:

## 9 Payment<sup>8</sup>

If you are emailing your application to the Institution please **do not** include your card details.

I would like to pay online. (We will provide instructions once your application has been received)

I would like to pay over the phone. (We will contact you once your application has been received. Alternatively you can contact us on +44 (0)20 7235 4535)

Cheque/bankers draft: this must be in pounds sterling, payable to 'The Institution of Structural Engineers' and drawn on a UK bank.

**In order for this application to be assessed, the data you have provided will be shared with The Academy of Experts. The data will be transferred securely and governed by a data sharing agreement. For more information on how the Institution of Structural Engineers uses your data please refer to our Privacy Policy, which can be found at [www.istructe.org/privacy-policy](http://www.istructe.org/privacy-policy)**

## Notes on Completion of Application

### Personal and Contact Details

<sup>1</sup> The contact address, email and telephone number displayed on the register will be the same as that provided by you for the IStructE members directory <https://www.istructe.org/find-an-engineer/members-directory/>. You may use an alternative address, email and telephone number for the purposes of this application.

### Personal and Contact Details

<sup>2</sup> Please provide dates obtained

<sup>3</sup> Please provide dates obtained

### Assessment of Applications

<sup>4</sup> The Academy of Experts (TAE) will undertake the assessment of applications on behalf of the IStructE. As a leading professional body in the field of Dispute Resolution TAE will ensure that IStructE members meet the high level required for Expert Witnesses across the professional sectors.

All successful applicants who apply via IStructE will also be given TAE membership (which requires compliance with TAE Rules), with all benefits of membership available to them for that year at no additional charge (including technical advice and guidance, information services and practical assistance in relation to their work as an Expert Witness).

Please note that TAE Vetting Committee will determine whether an applicant meets the criteria for \*Tier 1\* registration (equivalent to Full Member of TAE) or \*Tier 2\* registration (equivalent to Associate Member of TAE).

### Areas of Expertise

<sup>5</sup> The giving of oral evidence to a court or to a tribunal is NOT a requirement for entry on to the register. Areas of structural engineering in which you can demonstrate subject expertise rather than a general interest in that area.

## Referees

<sup>6</sup> The names of three persons, preferably Lawyers, for whom you have undertaken Expert work. If you do not have three Lawyers who are able to act as referees please provide a suitable alternative and explain the capacity in which you were instructed – or alternatively contact The Academy of Experts for further guidance.

Please note: the application cannot proceed in the absence of references.

## <sup>7</sup> Enclosures

- Your CV should highlight the aspects of your work in addition to the Expert work, it should be confined to factual content;
- Your synopsis of Expert Work should give full details of all Expert work undertaken in the last three years. The majority of Expert evidence is written, however if you have given oral evidence please provide details, in particular the approximate overall duration of the trial and the period during which you were in the witness box should be given for each court appearance;
- Please provide details (including duration and course provider) of relevant courses attended. Please indicate where the subject matter of the course is relevant to Expert work;
- Please enclose an Expert Witness Report which you have written and signed. This must be from a case which is no longer active
- Please list all publications of note (including co-authorship).
- Please enclose a passport sized photograph, if submitting form electronically please provide photo as jpeg or png

## <sup>8</sup> Notes on fees

The current application fee (in pounds sterling (£)) is as follows:

£345 + VAT

Applications will not be processed until the full application fee is received.