

## **Practice Registration Guidance Notes**

### **Criteria for registration**

**1. Categories of Registration** There are two categories of registration which the organisation registering must fall within.

**1.1 Landscape Practice** A Practice which is engaged in Landscape Architecture (design, management or science divisions) may become registered with the Landscape Institute when one or more Principals of the practice is a Corporate Member of the Landscape Institute (CMLI or FLI). A Principal is a partner or director of the Practice with full legal, managerial and financial responsibility for the landscape work of the practice. A multi-disciplinary practice which has a Corporate Member of the Institute as an employee without such responsibility is not eligible for registration under this category.

**1.2 Landscape Department** An organisation with a department engaged in Landscape Architecture (design, management or science divisions) may become registered with the Landscape Institute where the Department Leader is a Corporate Member of the Landscape Institute (CMLI or FLI). A Department Leader must have full managerial and technical responsibility for the landscape work of the Department and the Chief Executive of the organisation must undertake that they will enable the Department Leader to practice in accordance with the Landscape Institute's Code of Professional Conduct.

**2. Requirement for Professional Indemnity Insurance** All Practices and Departments registered with The Landscape Institute are required to carry professional indemnity insurance and to produce evidence that PII cover is held. It is for each Practice or Department to determine its own risk and the level of cover necessary. Practices are however advised that with increasing litigation against professionals generally they should be prudent in their assessment of risk and the level of cover necessary. In addition, clients often insist on a certain level of PII cover. In the case of a public authority acting as a consultancy to other authorities, a letter from the Chief Executive stating that they are indemnified shall be produced as evidence.