

## Process to become an MHA+ member

Authority Contacts MHA+ Manager to discuss the benefits of becoming a member of MHA+



MHA+ Manager to email the MHA+ Admin Assistant with contact details for the Authority - subject **MHA+ MEMBERSHIP APPLICATION**



Standardised email {to be devised and saved in 'Documents needed' folder} to be sent to Highways Authority to explain their application is being processed, and explaining what we require to complete the process - attach the below documents:

**For info:** MHA+ agreement, MHA+ Deed of Variation, Current Fee Structure

**To complete:** MHA+ Deed of Adherence

Completed MHA+ Deed of adherence - to be sent to MHA+ Manager by \*\*\*

Request a contact for each MHA+ work stream and PO number



Hard copy of the completed MHA+ Deed of Adherence is returned in the post addressed to the MHA+ Team

{MHA+ Manager to keep and file documents relevant}



Completed MHA+ Deed of Adherence is scanned in and emailed to the Chair of the MHA+ Executive Board for approval and signature, with a deadline for return. Once returned save on the shared drive.



Membership Approval letter/Pack is created and Invoice raised to new highway authority for annual membership fee.