



## **Incorporation of Hammermen of Glasgow**

### **GUIDANCE FOR THE COMPLETION OF APPLICATION FORMS**

#### **1. Introduction**

The Incorporation of Hammermen of Glasgow, founded in 1536, is one of the 14 Incorporated Trades in Glasgow and is proud of its standing as the 'Premier Craft.' These trades joined together in 1605 by a federal union under the Trades House of Glasgow, and were the Scottish equivalent of the craft guilds or livery companies which developed in the great cities of Europe in the Middle Ages. Trades House, and Merchants House which represented the merchants, played a key role in the local government of Glasgow. Accordingly, to become a Hammerman it is also necessary to be a freeman of the City of Glasgow, and so the accompanying forms cover both the membership of the Hammermen and the application for a Burgess Ticket which certifies that freeman status.

The Craft is a registered Scottish Charity, and uses the income from its investments to support young people via prize competitions and bursaries at universities and higher education colleges in the Glasgow area who are studying engineering. Similar recognition is given to practising craftsmen and school children, and support is also given to pensioners and widows of former members. During 2007/8, over £40,000 was distributed in this way under the direction of the Craft's Master Court. The accompanying booklet provides more information about the Craft.

#### **2. The Application Form for Membership of the Incorporation**

The application form comprises a section for personal details and several others for various classes of membership. There are several Classes of Entry: at the Near Hand applies to the children of Members, whether natural or legally adopted, and the spouses thereof. All other entrants must apply at the Far Hand as either Operatives or Strangers. Please note that Strangers only have to complete the section for personal details.

Operative Members are individuals who work or have worked as craftsmen related to the origins of the Craft, for example clockmakers, blacksmiths and goldsmiths. However, most Operative Members today are admitted from their modern-day equivalent which is recognised as every aspect of engineering in all its disciplines. Students engaged in a course of study leading to a qualification to engage in a trade or career connected with the Craft are also eligible to apply as Operative Members.

Copies of birth and other certificates are acceptable, i.e. it is not necessary to provide originals. Please note that membership is open to all nationalities.

Notes on how to complete the form and the table of entry monies are overleaf. The total sum to be paid comprises the entry money (or freedom fine), matriculation fee and Burgess Ticket cost, if required.

#### **3. Application Form for Burgess Ticket**

This is straightforward to complete: Glasgow City Council issue Burgess Tickets and it can take a little time for these to be sent to new Members. If you already have a Burgess Ticket then please send this with your application.

Normally a Far Hand form is provided: if you are eligible to join at the Near Hand then please advise and that form will be provided. (Both forms are available on the website: <http://www.hammermenofglasgow.org/>)

#### **4. Submission of Forms and Payment**

Please send your completed Application Form and Burgess Ticket Form (if required) together with your payment to the Clerk at the address overleaf. The cheque should be made payable to Tods Murray LLP.

Applications for membership are acknowledged, brought to the next meeting of the Master Court of the Craft for approval and then the Clerk writes to applicants to advise of their admission.

## NOTES AND TABLE OF ENTRY MONIES

1. Your application should be sent to:

The Clerk,  
The Incorporation of Hammermen,  
c/o Tods Murray LLP,  
33 Bothwell Street,  
Glasgow, G2 6NL

And should contain the following items:

- Application form and Gift Aid form if applicable.
- Burgess Ticket: if applicant does not possess one, then please complete either Near Hand or Far Hand form as appropriate and thereon please enter Incorporation of Hammermen to be inserted on the Ticket.
- Cheque to cover entry money (see table below) and matriculation fee; also cost of Burgess Ticket if applicant does not possess one. Please write one cheque for total: Clerk will forward Burgess Ticket cost to Glasgow City Council, and Matriculation fee to Trades House.
- birth certificate, or equivalent evidence of age. (A copy is sufficient. Originals are not required.)

2. Where the applicant is a minor, this form and the application form for a Burgess Ticket may be signed on their behalf by their parent or guardian.

3. Applications for entry at the Near Hand as a son-in-law or daughter-in-law must be made within 10 years of marriage.

**TABLE OF ENTRY MONIES, Etc.**  
**(Effective from September 2009)**

	NEAR HAND		FAR HAND	
	Sons/Daughters Of Members	Sons-in-Law & Daughters-in-Law Of Members	Operative Members	Strangers
<b>Entry Money</b> Age next birthday				
25 and under	£30	£40	£20	£60
26-59	£60	£70	£30	£90
60 and over	£120	£120	£60	£120
<b>Matriculation Fee</b> For Trades House	£5	£5	£5	£5
<b>Burgess Ticket</b> For Glasgow City Council	£5	£5	£10	£10