

THE APPROVAL OF ARCHITECTS AND SURVEYORS TO UNDERTAKE QUINQUENNIAL INSPECTIONS

1. Policy

- 1.1 The Inspection of Churches Measure 1955, amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, requires every Diocese to operate a Scheme to enable the terms of the Measure to be fulfilled. In the Coventry and Leicester Dioceses, the Scheme provides for: -
- a) The maintenance, by the DAC, of lists of architects and surveyors whom the DAC has approved as capable of undertaking Inspections and preparing a report on different types of church building
 - b) 2 copies of the Inspection Report to be sent to the PCC (including one for the incumbent) and 2 to the DAC Secretary (including one for the Archdeacon). All reports are noted by the DAC.
- 1.2 Each Diocese is responsible for its own list under the Measures. Every PCC must seek the DAC's approval of its choice of architect or surveyor and all those undertaking Inspections are required to be on the DAC's appropriate list.
- 1.3 The purpose of this guidance note is to explain to PCCs and architects/surveyors how the DAC manages its Approved Lists.

2. Assessment of architects and surveyors seeking to become "Approved"

- 2.1 The architect or surveyor appointed to undertake the Quinquennial Inspection must be on the Diocesan Advisory Committee's Approved List of Architects and Surveyors. A copy of this can be obtained from the DAC office. Individuals (not practices) can apply to be included on this list but only those who meet the necessary criteria in terms of training and experience are admitted. The List is a legal requirement under the Inspection of Churches Measure 1955.
- 2.2 When the PCC appoints an Inspecting Architect or Surveyor, the DAC must be informed, **in writing**, so that the DAC's records can be kept up to date.

3. Questions the PCC needs to ask before appointing an architect or surveyor

- 3.1 In order to try and help PCCs avoid confusion and misunderstanding, the DAC has drawn up a list of questions which are suggested as a basis for finding out more about the architect/surveyor and the cost of her/his professional services. These are only suggestions (and much more information is outlined in the CCC's booklet) but the Committee hopes that these will give the PCC a confident base-line from which to approach sometimes rather sensitive issues.

Advisory Committees for the Care of Churches of the Dioceses of Coventry and Leicester

3.2 *About the Quinquennial Inspection Report*

- Is your inspecting architect/surveyor on the Coventry/Leicester DAC Approved List of Inspecting Architects and Surveyors? (If not, the individual cannot undertake Quinquennial Inspections)
- Coventry Diocese publishes fixed rates, which are paid through the Diocesan Scheme; in the Leicester Diocese it is appropriate to ask your inspector: -
 - ❖ What is the fee for the Inspection and Report?
 - ❖ Does the fee include out of pocket expenses such as prints, photocopies and mileage/travelling?
 - ❖ Does the fee include the architect/surveyor meeting with the PCC to present the report and discuss questions/queries arising from it?
 - ❖ Are fees and expenses subject to VAT?

3.3 *About architectural services generally*

- Will fees be based on the RIBA conditions of engagement forms?
- On what basis will the architect's fee be calculated e.g. percentage of total cost of works or on a rate per hour basis?
- What is the percentage fee?
- What is the rate for time charge?
- Do fees include out of pocket expenses and, if not, what are considered to be out of pocket expenses and how are they charged?
- Are fees and expenses subject to VAT?
- Are fees charged for initial consultations?
- How are fees to be calculated if a project is aborted before completion?
- Are additional fees incurred for amendments/revisions to design proposals once these have been drawn up in detail?
- Does the fee include: -
 - ❖ Liaising with the DAC, English Heritage, Planning Authority etc.?
 - ❖ Assisting the PCC with grant applications, insurance notification etc.?
 - ❖ Measured Surveys

3.4 *Particular projects (if appropriate)*

- What are the Health and Safety implications of this work?
- Do the CDM Regulations apply to this work?
- Does the fee include the services of a Planning Supervisor? If not, will the Planning Supervisor charge an additional fee?
- What other professional disciplines are likely to be involved {e.g. structural engineer, heating/lighting consultants, quantity surveyors, archaeologist, conservator(s)?} and what are their fees?
- When will fees be invoiced?
- What happens if the project is to be grant aided by English Heritage? Are you personally an approved member of the Register of Architects Accredited in Building Conservation (AABC)?
- If, in the course of works, additional work is found to be necessary, how will the fees for this be calculated?

4. References

- 4.1 The PCC is encouraged to ask for references of the architect/surveyor about other appointments he may hold to churches for it would be very helpful to the PCC to learn from another PCC direct.