

**Application form for the Approved List of Architects and Surveyors  
2006 - 2010**

1.	Full Name:	
	Title: Mr/Mrs/Miss/Ms/Other	

2.	Contact Address:	
	Telephone Number:	
	Fax Number:	
	E mail:	

3.	Year of Registration:	Membership Number:
	As Architect	ARB
	As Chartered Building Surveyor	RICS
	As Building Surveyor	FAS

Architects Date of AABC accreditation in Building Conservation	
Surveyors Date of RICS accreditation in Building Conservation	
Please list your Professional Qualifications (with dates):	

4.	Name and address (including post code) of your practice	
	Telephone:	
	Fax:	
	Email address:	
Date of formation of practice:		

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

	Number of principals:	
	Your status in the practice:	
	Are other members of the practice on a DAC approved list?	
	Has the practice got full professional indemnity insurance?	
	Please provide the following details of your practice's insurance: -	
	Professional Indemnity Insurer's Name	
	Policy Number	
	Renewal date	
	Limit of indemnity	
	Type of policy	
	Excess	
	Any restrictive clauses (please continue on another sheet if necessary)	

5.	Please provide details of personal cover of your professional indemnity insurance if it is different from the practice cover given above.
----	---

6.	Are you an active member of any of the following?		
	• Ecclesiastical Architects' and Surveyors' Association	<b>Yes</b>	<b>No</b>
	• Association for Studies in the Conservation of Historic Buildings	<b>Yes</b>	<b>No</b>
	• Society for the Protection of Ancient Buildings	<b>Yes</b>	<b>No</b>
	• Ancient Monuments Society	<b>Yes</b>	<b>No</b>
	• The Georgian Group	<b>Yes</b>	<b>No</b>
	• The Victorian Society	<b>Yes</b>	<b>No</b>
	• The Twentieth Century Society	<b>Yes</b>	<b>No</b>
	• IHBC	<b>Yes</b>	<b>No</b>
	• National / Regional Historic Churches Trusts	<b>Yes</b>	<b>No</b>
	Other (please specify)		

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

- 7a. Are you familiar with the Diocesan Advisory Committee/faculty procedure? **Yes / No**
- 7b. Are you on any other diocesan List of Approved Architects/Surveyors?  
If yes, which diocese(s)? Please give details of any category of churches for which you are approved (if relevant)
- 7c. Have you received a new approach from a PCC to carry out a Quinquennial Inspection for a church? If yes, please specify which church and what is its grade of listing?

Is this the reason for your application to go on the list? **Yes / No**

- 7d. Please give details of **3** churches in other dioceses for which you are/have been church architect/surveyor. Please give the: - name of the church; Listed Grade; number of years you have been church architect/surveyor.
- 7e. Please give details of your experience in the repair and conservation of Anglican church buildings: -
- Number of Quinquennial Inspections undertaken (including dates)
  - Types of repair/conservation work undertaken
  - Value of the repairs undertaken

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

8a. Please give details of your experience in the repair and conservation of secular historic buildings:

- Number of condition surveys undertaken (including dates)
- Types of repair works undertaken
- Value of the repairs

8b. To demonstrate your appropriate skills and expertise, please choose 3 of your most recent, relevant projects (within the last 5 years) and for each give full details of:

- The building; its location; its listed grade
- The years the work was undertaken; value of work
- Type of work undertaken

The details should be supported with examples of full Quinquennial Inspection Reports/condition surveys; measured surveys; specification for the repair works; schedules of work and drawings identifying the repairs/details

(Please use a separate sheet)

9. What courses on building conservation have you attended in the last **five** years? Please give details of Continuing Professional Development (CPD) in the last **three** years.

10. What experience of working with English Heritage have you, in connection with Church buildings or other historic buildings? In cases where there is tension between conservation of the historic fabric of the building and the PCC's resources/needs or the requirements of a third party (e.g. English Heritage), how would you seek a resolution? If you wish to give a specific example within your experience, please do so.

Please attach a separate sheet

11. Explain why you are interested in church buildings and how you wish this aspect of your work to develop? If you wish to give examples of your design experience in sympathetically adapting a church or other Listed Building, please do so.

Please attach a separate sheet

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

12. Referees

Please provide three referees, two of whom have knowledge of your training and experience, if any, in historic buildings, and one from a PCC or DAC. If a senior partner in your practice is supervising your work or acting as a mentor s/he should be one of your referees. Please **do not** include two referees from the same practice that you work for.

Name:	Name:	Name:
Address:	Address:	Address:
Email Address:		

*I apply to be included on the Approved List of Inspecting Architects/Surveyors for the Diocese of Coventry\* / the Diocese of Leicester\* / the Dioceses of Coventry and Leicester\* (\*delete as appropriate)*

*I confirm that I am physically able and willing to inspect all areas of a church required to be inspected for a Quinquennial Inspection report.*

*I undertake that if accepted for the list I will take responsibility for Quinquennial Inspections and personally supervise any member of my staff who assists with the inspection or drafting of the report. (As outlined in A Guide to Church Inspection and Repair, CCC 1995)*

*I undertake to notify (in writing) the DAC and all parishes for which I am the Inspecting Architect/Surveyor if details of my professional indemnity insurance cover change in any way.*

Signed

Date

Please send this form, together with a Curriculum Vitae and relevant documents to:

The DAC Secretary  
1 Hill Top  
Coventry  
CV1 5AB