

DIOCESE OF CHELMSFORD

DIOCESAN ADVISORY COMMITTEE



**APPOINTMENT OF ARCHITECTS OR
SURVEYORS AND THEIR FEES**

GUIDELINES TO ASSIST PARISHES

Updated January 2025

APPOINTMENT OF ARCHITECTS OR SURVEYORS AND THEIR FEES

INTRODUCTION

1. The majority of building projects, whether arising from a quinquennial inspection or not, will normally require the appointment of a Registered Architect or Chartered Building Surveyor. Depending on the size and complexity other professional consultants, such as Quantity Surveyors and Structural Engineers, may also be required. In considering the appointment of an architect or surveyor, either to undertake the quinquennial inspection or other works, the parish needs to consider the matter very carefully before a final decision is made.

QUINQUENNIAL INSPECTION OF CHURCH BUILDINGS

- 2.1 The requirement for the inspection of churches at least once every five years is made by The Inspection of Churches Measure 1955, now amended by The Care of Churches and Ecclesiastical Jurisdiction Measure 1991. Normally, the architect or surveyor who carried out the previous inspection under the Measure would be instructed but the Parochial Church Council (PCC) may, if it so wishes, instruct another from the list of authorised architects or surveyors approved by the Diocesan Advisory Committee (DAC).

Please see the [Diocesan Scheme](#) for more information.

- 2.2 If the PCC requires advice on the choice of an architect or surveyor, the DAC will be pleased to suggest four candidates suited to their particular needs. All should be interviewed before a selection is made. It is clearly helpful if the appointee is reasonably local or carries out other church work in the area. **Any appointment must be confirmed in writing.** All registered Architects and Chartered Surveyors must have mandatory professional indemnity insurance.
- 2.3 When a parish changes its architect, it must notify the previous architect in writing of the termination of the appointment. The DAC should also be notified of the change.

FEES

- 2.4 The basic fee for carrying out the inspection and to produce the report is agreed and paid for by the Diocesan Board of Finance. At present the fees for quinquennial reports in 2025 are **£1000 + VAT @ 20% and £1100 + VAT @ 20%** for churches which warrant a standard plus fee. However, it must be emphasised that **the fee covers only an inspection of those parts of the building which are accessible without the use of ladders or scaffolding.** If the PCC wishes the inspection to cover parts

of the building accessible only in this way, or the architect or surveyor advises that such an inspection is desirable, the **PCC is responsible for the provision of ladders or scaffolding and for meeting any additional cost.** Whereas the Diocese pays the fees for quinquennial inspections and reports, the remedial work advised **is usually to be undertaken under the control of the inspecting architect/surveyor** for which he or she is entitled to fees agreed under the terms of their appointment.

NEW WORKS

APPOINTMENT OF AN ARCHITECT OR SURVEYOR

3.1 Although the PCC may wish to appoint their Quinquennial Architect or Surveyor for any new work this may not be the most suitable approach in all cases. If, for good reason, it is felt that an architect or surveyor other than the one who undertakes the quinquennial inspection might be more suited for a new project, then it is advisable to consult the DAC and Archdeacon for advice. If a short list is to be drawn up then in fairness the quinquennial architect or surveyor should be considered. It is suggested that four architects or surveyors might be interviewed. Their CVs should be studied with care and they should be asked to give fee quotations and particular attention should be paid to any extras such as travelling expenses. Finished projects could be visited and other clients consulted for their views. The parish's building needs should be informally discussed when the development of a rapport can also be assessed. It is essential that any new architect/surveyor has ecclesiastical and conservation experience. If the parish is applying for a Historic England grant towards the work, the architect/surveyor must be accredited in building conservation. As before, any appointment must be in writing. If a large practice is being considered the PCC should know (and interview) the particular partner who will be responsible and be the regular contact with the parish. (viz. Guidance Notes: The Parish; the Architect; the Contractor to be found [here](#)).

FEES

3.2 The matter of fees for a new commission should be addressed at an early stage. This is in fairness to both parties. The rates of remuneration for architects and surveyors are arrived at by negotiation. The fees scale may be agreed as a percentage of the works cost or as a lump sum. However, there is a period leading up to contract stage when the parish considers its options for possible solutions and requires various sketch designs and other advice from the architect before finalising the brief. The time for this process is indeterminate and therefore architect's fees for this stage can only be based on time and expenses. The fee stage usually consists of

two parts; the preparation of detailed working drawings and specification and in some cases bills of quantities, sufficient for inviting tenders. The second stage is for the inspection and monitoring of the work, issuing stage certificates for payment and agreeing the final account. The first stage amounts to 75% of the architect's fees, the second stage for 25% of the fees. In the event of a parish deciding not to proceed with a scheme reaching tendering stage, 75% of the architects fees are still due. Terms and conditions of architects' appointments are usually entered into in accordance with the Royal Institute of British Architects' Guide to Standard Form of Agreement, reference SFA/92, or the equivalent Royal Institute of Chartered Surveyors' agreement.

- 3.3 The appointment of quantity surveyors and other professional consultants, such as structural, electrical and heating engineers etc., is best done in consultation with the architect or surveyor. It is usual for the architect or surveyor to be appointment formally as "lead consultant" for the project, although, contractually, all consultants will be bound by agreement directly to the parish as the "employer".
- 3.4 From time to time the DAC may ask one of its honorary consultants to advise on a parish church item and his report will be to the DAC, **not to the parish, [i.e., there will be no contractual relationship between the DAC consultant and the parish]**. The DAC may send a copy of the report to the parish for information. In the event of the parish accepting such advice, the responsibility for the subsequent work will be that of the parish and its architect.
- 3.5 The process of inviting architects to submit sketch schemes on an unpaid competitive basis is deplored by the Royal Institute of British Architects and not recommended by the DAC. If a competition is proposed then some premium should be offered to each architect submitting.
- 3.6 All registered Architects and Chartered Surveyors must have mandatory Professional Indemnity insurance.
- 3.7 Invitation of schemes on a 'Design & Build' basis is not advised by the DAC. Such contracts relate to commercial building where the developer/builder employs his own architect to design the scheme. The architect in such cases carries no independence and has no direct responsibility to the parish. There is also no unbiased assessment of quality and costing. An independent architect cannot either be employed to oversee such a contract because he has no contractual authority over the builder.

NOTES

4.1 It should be noted that the work may be subject to The Construction Design and Management ([CDM](#)) Regulations 2015 which impose various duties on you to ensure that the work is carried out in accordance with health and safety considerations. It should be noted that both criminal and civil liability may attach to any failure to comply with the regulations. Advice should be obtained from your architect or surveyor. A copy of the Regulations can be obtained from [here](#).

FOR YOUR NOTES

POLICIES

1. An architect or surveyor for quinquennial inspection must be selected from a register list from Chelmsford DAC, or if not on the list their CV and previous projects including details of quinquennial inspection reports from outside of the Diocese to be submitted for consideration before they are appointed. Architect should have at least 'Architects Accredited in Building Conservation' (AABC) accreditation.
2. For work other than quinquennial inspections, an architect or surveyor need not be selected from the registered list, but PCC's are advised to employ only those with proven ecclesiastical and conservation expertise and have at least Architects Accredited in Building Conservation (AABC) accreditation.
3. All appointments should be confirmed in writing. Termination of appointments should also be in writing.
4. **If there is a change of architect then a 'Standard Information Form IA' must be completed and returned to DAC, and Registry Office to update their records.** dac@chelmsford.anglican.org registry@wslaw.co.uk. The Form can obtained [here](#).
5. Appointments should clearly state the basis for fees and expenses.
6. The DAC is willing to advise on the selection of architects/surveyors.

**This is one of a series of guidelines published by the
Diocesan Advisory Committee**

**Copies can be downloaded from the Diocesan
website:**

www.chelmsford.anglican.org

Or

**Obtained from the DAC Secretary
at the address below**

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