



Architects and Surveyors

You will need to have appointed professional advisers with the appropriate ability, experience and conservation knowledge to lead your church project.

Appointing an Architect

An Architect is the individual who oversees and manages the entire building project - from initial designs, submission of plans, right the way through to final completion on the ground. Typically an architect approaches a project from the point of view of the aesthetic appearance of the project, how it fits in with the surrounding built and natural environment, and how they will combine the best materials, systems and working practices into their final design to fit the project brief.

You do not need to use your Quinquennial Review Architect; however it is good practice to invite your Quinquennial Review Architect to tender.

Appointing a Surveyor

A Surveyor (Building Surveyor, Quantity Surveyor, Land Surveyor etc.) is the individual who will measure, quantify and calculate distances and objects. The purpose for making these calculations may be to assess project costs or to set out in detail a site for valuation or a proposed building project. Further to this they may also assess the project at different stages to ensure that the design and regulations are being met.

The RIBA (Royal Institute of British Architects) and RICS (Royal Institution of Chartered Surveyors) provide guidance on appointing an architect or building surveyor - visit their websites at www.architecture.com and www.rics.org

Your First Meeting

Your Architect and Surveyor will want to talk to you about your building project to understand what you want to achieve. Clear understanding at this initial stage may prevent problems arising later.

In your first meeting you should cover:

- The project outline and vision
- Their fee
- Frequency of progress updates
- Informing you of anything which might affect your project
- What information they need from you before they start work

When you reach agreement about the scope of the work, your agent must record this in writing and produce a formal contract.

The contract should include:

- An outline of the works
- The fee and how this will be calculated
- Key responsibilities within the project
- Insurance issues etc.
- Any terms for settling project disagreements