

# STANDARD TERMS FOR APPOINTMENT AS ARCHITECT WHEN LEAD CONSULTANT

## 1. CONDITIONS OF ENGAGEMENT

Unless otherwise agreed in writing, the terms and conditions of the appointment of SCARRATT & MARTYN LTD will be in accordance with the Royal Institute of British Architects (RIBA) Professional Services Contract 2018, incorporating the additional terms and conditions set out below.

SCARRATT & MARTYN LTD will provide a copy of the agreement upon request, or it can be obtained from RIBA Publications on 020 7256 7222 or [www.ribabookshops.com](http://www.ribabookshops.com).

## 2. PROFESSIONAL FEES

Fees are by negotiation as described in the accompanying letter.

When fees are calculated on a percentage basis, this percentage will be based upon the final construction cost excluding VAT. Upon issue of the Final Certificate, retrospective adjustments may be required to percentage based fee accounts that have already been issued on the basis of an estimate of construction cost.

## 3. TIME CHARGES

Hourly time charges provide the basis for estimating fixed lump sum fees and include an allowance for secretarial support, administration and other overheads. Open-ended fee charging on a time basis will only be applied where the nature of the work expressly dictates, and will be agreed in writing prior to commencement. Hourly time charges for professional services are as follows:-

principals and consultants	£90	architect's assistants	£40
chartered architects	£50	technicians	£30

## 4. SPECIALIST CONSULTANTS

Where specialist consultants are required on a project, the client will be responsible for negotiating engagement direct with the specialist consultant. If requested, SCARRATT & MARTYN LTD will provide the names of firms with whom we have worked on other projects, but in these circumstances no recommendation is either offered or implied regarding their competence or expertise.

## 5. EXPENSES AND DISBURSEMENTS

Unless otherwise agreed in writing, out of pocket expenses are charged in addition to fees at the following rates:-

photocopying per A4 sheet	20p	other expenses such as postage,	
photocopying per A3 sheet	30p	maps, courier, subsistence, etc	at cost
printing per A2 drawing	£1.00	travel by car per mile	65p
printing per A1 drawing	£2.00	travel by other means	cost + time

## 6. ORDNANCE SURVEY SITE PLANS

When submitting planning, Listed Building, and Building Regulations applications to a local authority the application must be accompanied by a site location plan at 1:1250 or 1:2500 scale. Unless the client supplies a suitable site plan in advance of the application being made, SCARRATT & MARTYN LTD will obtain a site plan from the Ordnance Survey. Expenses arising will be charged to the client at cost. The present cost of an OS site plan is approximately £25.00 plus VAT.

## 7. VALUE ADDED TAX

VAT will be added to all fees and expenses at the appropriate statutory rate.

**8. SETTLEMENT**

Fees will be invoiced monthly, or upon completion of project stages as set out in the accompanying letter, or according to the stages of RIBA Plan of Work - whichever occurs earliest.

All fee invoices relating to Planning, Listed Building, Building Regulations and tender issues, must be paid in full before the application or drawings are submitted.

Settlement is due immediately. Invoices not settled within **14 days** of the date of issue will attract interest at a rate of 2.5% over the current bank overdraft rate for every week or part of week for which the fee remains unpaid. Non-payment of fee invoices after 21 days of the date of the invoice will result in immediate cessation of work on any subsequent stage until the outstanding fee invoice is paid in full, including any late payment surcharge.

**9. VALIDITY**

The rates for time charges and expenses set out above are valid until 1 January 2020.