

# RIBA Chartered Practice

Application form

Being an RIBA Chartered Practice demonstrates your design excellence, great customer service and can help you stand out in a competitive marketplace.

Just follow these six easy steps to become an RIBA Chartered Practice.

## FAQs

### **My practice doesn't currently meet the criteria listed in step 5. Can I still apply?**

Support is available from the RIBA, including free knowledge resources, to help you meet the criteria in a way that's appropriate to the size of your practice. If you're interested in the possibility of becoming an accredited Chartered Practice, we encourage you to have a conversation with us so we can explore your options.

### **My company is a multidisciplinary rather than an architects' office. Can we register?**

Our criteria state that a definable architectural business unit within a multi-functional organisation (such as an architect's team within a multidisciplinary construction firm) can register as a RIBA Chartered practice.

To find out more about this possibility, please get in touch and we'd be happy to discuss.

### **Does the company have to accredit each individual office or studio location?**

Yes, practices with more than one office will need separate registrations and should fill in a separate registration form and pay a separate annual subscription for each office.

### **What is the Code of Practice for Chartered Practices?**

Introduced in 2017, the RIBA Code of Practice for Chartered Practices sets out and explains the standards of professional conduct and practice that the RIBA requires of RIBA Chartered Practices.

This Code comprises three principles of professional conduct and practice: Honesty/Integrity; Competence; and Relationships; and, a series of professional values that support those principles.

The full Code of Practice and supporting guidance notes can be found on [www.architecture.com](http://www.architecture.com)

### **How long does it take to become registered?**

We usually advise a turnaround of 7 working days after receiving your application. However, should you need this to be looked at urgently (for example for a bid or tender) then please contact us to let us know.

### **Need help?**

Just call our Membership Development team:

020 7307 3686

[membership.development@riba.org](mailto:membership.development@riba.org)

## Step one: Calculate your total number of employees

Chartered Practice fees are calculated according to how many total staff are employed in your practice. When calculating the number of employees you have, remember that any member of staff working:

- Fewer than 5 hrs a week should not be counted.
- Between 5 and 25 hrs a week should be counted as 0.5.
- Working more than 25 hrs a week should be counted as 1.

When calculating your band add together all full-time and part-time staff. If necessary, totals should be rounded up; e.g. 5.5 staff should be rounded up to 6. So, a practice with ten full time staff members and five part time employees is counted as having 13 members of staff.

“Staff” total should be understood to be all those working directly for the practice. This will include Partners and Directors, but will not include any sub-contracted staff (such as consultants, temps, or maintenance).

## Step two: Work out your required number of architects and RIBA Chartered Members

Your eligibility is based on having a certain ratio of architects and/or RIBA members employed at the location being registered. For details of how many you need based on the size of your office or studio, please see the table on the right.

A Chartered Member who is a registered architect counts towards both ratio requirements.

A Partner or Director is defined as any senior staff member with this job title (they do not have to be registered company director/ equity partner/etc).

How this works: an office with 2 full-time partners and 14 full-time employees would be understood to have 16 “staff”. They would therefore need 2 people who are registered architects and RIBA Chartered members. 1 of those 2 people would have to have the job title of Partner or Director.

If the number of staff in your office is...	Then you need at least this many registered architects (or RIBA Associate or Affiliate Members)	And at least this many RIBA Chartered Members
<b>Band 1</b>		
1	1	1
<b>Band 2</b>		
2-5	1	1
<b>Band 3</b>		
6-8	1	1
9-10	2	1
<b>Band 4</b>		
11-16	2	2
17-20	3	2
21-25	3	3
<b>Band 5</b>		
26-30	4	3
31-32	4	4
33-40	5	4
41-48	6	5
49-50	7	5
<b>Band 6</b>		
51-56	7	6
57-60	8	6
61-64	8	7
65-70	9	7
71-72	9	8
73-80	10	8
81-88	11	9
89-90	12	9
91-96	12	10
97-100	13	10
101-104	13	11
105-110	14	11
111-112	14	12
113-120	15	12
121-128	16	13
129-130	17	13
131-136	17	14
137-140	18	14
141-144	18	14
145-150	19	15
151+	1 in 8	1 in 10

## Step three: Calculate your subscription fee

Please see this table for the monthly cost of RIBA Chartered Practice membership.

If you'd prefer not to pay monthly by Direct Debit (at no extra cost), simply calculate the lump sum fee by multiplying the per-month rate by the number of months left in the calendar year.

So for example if you join in May and you're a sole practitioner, multiply the monthly fee (£10) by the number of months left in the year (8) to get your pro-rata fee = £80.00.

2017 Bands	Monthly fee (incl VAT)	Monthly fee (pre-VAT)	Annual Fee (incl VAT)	Annual Fee (pre VAT)
Band 1 (Sole Practitioner)	<b>£10.00</b>	£8.33	£120.00	£100.00
Band 2 (2-5 staff)	<b>£16.50</b>	£13.75	£198.00	£165.00
Band 3 (6-10 staff)	<b>£31.50</b>	£26.25	£378.00	£315.00
Band 4 (11-25 staff)	<b>£56.00</b>	£46.67	£672.00	£560.00
Band 5 (26-50 staff)	<b>£70.00</b>	£58.33	£840.00	£700.00
Band 6 (50+ staff)	<b>£112.00</b>	£93.33	£1344.00	£1120.00

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### Step four: Fill in the form and sign the RIBA Chartered Practice Declaration

The practice name and contact details submitted below will appear in the online directory **Find an Architect** and the printed annual directory **The List**. After your practice is registered, you'll also need to create a detailed profile, showcasing the type of projects you do and sectors that you work in. Contact us if you need more information about creating your profile. If you have more than one office, please submit a separate form and payment for each office.

Practice name as it will appear in the directory

Address:

Postcode:

Telephone:

Fax:

Email:

Website:

Date established:

Has this practice been established in the last 12 months?  
 Yes  No

If it has been established in the last 12 months as a result of a merger, please list on a separate sheet those practices merging.

Main contact (Must be an RIBA Chartered Member)

Please tick practice type  
 LLP  Ltd  Partnership  Sole Practitioner

Other

Annual Turnover

Please state below the details of all ARB Architects, RIBA Chartered Members, RIBA Affiliate/CIAT and RIBA Associate Members in your office. If you require more space, please attach an additional sheet to this form and return to the RIBA. If your practice pays the subscriptions of individual RIBA Chartered Members, please indicate below in 'Yes/No' column, and list names on a separate sheet if you require more space.

First name/surname	Director	Partner	Staff	Practice pays fees? Yes/No	ARB number	RIBA number

Total number of **all** full-time staff:

Total number of **all** part-time staff:

Total number of RIBA Chartered Members in your practice:

Total number of ARB, RIBA Associate Members and RIBA Affiliate/CIAT Members in your practice:

Total number of **all** staff employed in your practice:

### What helped you to decide to become an RIBA Chartered Practice?

Either (please choose one)

I received a letter from the RIBA

I received an email from the RIBA

I received a phone call from the RIBA

Someone from the RIBA visited my practice

A friend or colleague recommended practice membership

Other (please specify)

# Declaration

**Step five: Please complete in full and sign. Your practice must comply in full with all criteria.**

1. I declare that this is a full-time architects' office and accept responsibility for all practice information held by the RIBA and published about this office for the RIBA Register of Chartered Practices 2016.
2. I declare at least one of the full-time principals (Director or Partner) in the architects' office is a Chartered Member of the RIBA and is also registered with the Architects Registration Board (ARB).
3. I declare that all architectural work is under the personal supervision of an RIBA Chartered Architect and that arrangements are in place to ensure work is covered in the event of the architect's absence.
4. I declare that at least 1 in 8 of all staff employed in the architects' office is a registered architect (on the ARB register) or an Associate Member of the RIBA or a Chartered Architectural Technologist (CIAT Member) with RIBA Affiliate Membership.
5. I declare that at least 1 in 10 of all staff employed in the office is a Chartered Architect (i.e. Chartered Member of the RIBA).
6. I declare that we have listed all architectural staff in employment at this architects' office.
7. I confirm the number of ARB Registered Architects, RIBA Affiliate/CIAT, RIBA Associate and RIBA Chartered Members in this office are of the required amount to meet eligibility criteria.
8. I declare that this office holds Professional Indemnity Insurance (PII) cover which satisfies the Architects Registration Board's guidelines for PII, is appropriate for the work undertaken by the practice and that the policy does not expire within the next month.  

PII provider:
Policy number:
Amount of cover:
Expiry date:
9. I declare that the practice and all employees will conduct themselves in accordance with the Code of Practice for Chartered Practices.
10. I declare that the practice operates a management system to ensure that architects in this office adhere to the RIBA Code of Professional Conduct and comply with Continuing Professional Development obligations.
11. I declare that a Quality Management System is in place and operational, relevant to the size of practice.
12. I declare that an appropriate Health & Safety Policy is in place and operational.
13. I declare that an appropriate Employment Policy is in place and operational which addresses the principles of the RIBA Policy statement on employment.
14. I declare that an appropriate Environmental Management Policy is in place and operational.

15. I accept that the practice is required to make a return of the annual RIBA Business Benchmarking Survey by 31st July 2016.
16. I declare that an appropriate Equality, Diversity and Inclusion Policy is in place and operational.
17. I declare that the practice commits to paying at least the UK Living Wage, or where applicable the London Living Wage, to all architectural students employed within the practice. These students must be undertaking experience which complies with the RIBA's practical training rule and should be completing appropriate records on the RIBA's PEDR website as part of the accreditation criteria.
18. I accept that 5% of RIBA Chartered Practices will be randomly monitored to verify that the above criteria are maintained and will cooperate fully if this practice is selected.
19. I accept that should this architects' office cease to meet all of the above criteria that the office will be removed from the RIBA Register of Chartered Practices and that no refund will be due.

The Declaration must be signed by your Principal or Executive Director.

Signed:
Date:
Print name:
RIBA Membership number:
ARB number:

I consent to my name appearing in the practice's online and printed directory listing as the main contact of this practice. Please tick box:

## Mailing preferences

I DO want to receive Chartered Practice information and updates from the RIBA

I DO want to receive information on, and to take part in the RIBA Future Trends Survey

I DO wish to receive selected mailings about useful products and services from relevant partners

The data you provide will also be used in listings publications, and for automatic processing with regards to annual membership and architectural information dissemination.

Please complete, sign and return by post or send a scanned copy by email to:

**Royal Institute of British Architects  
Membership Development  
66 Portland Place  
London, W1B 1AD**

membership.development@riba.org

**Step six: Make arrangements for payment**

**Please pay by Direct Debit (See next page)**

If you pay by Direct Debit you will help us save costs and more of your money goes directly to support the RIBA.

We can also accept credit/debit card and cheque payments.

**We can only accept UK Direct Debits.**

I enclose a cheque, bankers draft or money order payable to Royal Institute of British Architects, for the amount indicated above.

Cheques must be drawn in Sterling on a United Kingdom Bank or Building Society account. Do not send cash.

Card holders name and address

Name	
Address	
Postcode	Country

Amount (see page 3)

Member no:

Please debit my Credit/Debit Card for the amount indicated above

Maestro

MasterCard

Visa

Card number

For Maestro use the long number from the middle of your card and put the issue number below

Expiry date

Valid from

CSV Number

(last 3 digits from signature strip)

Signature (s) of card holders

**Alternatively to pay in instalments by Direct Debit at no extra cost, please complete and return the enclosed Direct Debit mandate form.**

# UK Chartered Membership

**Step six:** Make arrangements for payment

## Instruction to your Bank / Building Society to pay by Direct Debit

**Please pay by Direct Debit** If you pay by Direct Debit you will help us save costs and more of your money goes directly to support the RIBA.

We can only accept UK Direct Debits.

If you are paying by Direct Debit from a **Lloyds, Barclays, Danske Bank** or **Metrobank** bank account, please **send this page in the post** to 66 Portland Place, London, W1B 1AD as these banks require an original copy.

I would like to pay by Direct Debit

Name(s) of account holder(s)

Name

Name

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society  
To The Manager:

Bank/Building Society

Address

Postcode

Membership  
number

For office use only

**Originators identification No. 983555**



Instruction to your Bank or Building Society

Please pay RIBA Direct Debit from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with RIBA and, if so, details will be passed automatically to my Bank/Building Society.

Signature (s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some kinds of account

I would like to pay in  instalments (between 1 and 12)

Direct Debits are collected on or around the 21st of each month

### The Direct Debit Guarantee

This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.

The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amount to be paid or the payment dates change, RIBA will notify you 14 working days in advance of your account being debited or as otherwise agreed.

If an error is made by the RIBA or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



