

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 four easy steps to become an RIBA Chartered Practice.

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.

Step two: Work out your band

A – Number of staff in office.

B – Minimum number of ARB registered Architects and/or RIBA Affiliate/CIAT and Associate Members.

C – Minimum number of RIBA Chartered Members.

A	B	C
Band 1		
1	1	1
Band 2		
2-5	1	1
Band 3		
6-8	1	1
9-10	2	1
Band 4		
11-16	2	2
17-20	3	2
21-25	3	3
Band 5		
26-30	4	3
31-32	4	4
33-40	5	4
41-48	6	5
49-50	7	5
Band 6		
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

Membership runs from January to December, therefore if you join part of the way through the year, you will only pay for the remaining months of the current year. For example, if you are a Band 2 practice and you join in May, your membership subscription for 2017 will be £132.00.

Please see the below table to work out your pro-rata fee based on the month you join.

2017 Bands	Annual 2017 Sub	Annual 2017 Sub + VAT	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Band 1 (Sole Practitioner)	£100.00	£120.00	£120.00	£110.00	£100.00	£90.00	£80.00	£70.00	£60.00	£50.00	£40.00	£30.00	£20.00	£10.00
Band 2 (2-5 staff)	£165.00	£198.00	£198.00	£181.50	£165.00	£148.50	£132.00	£115.50	£99.00	£82.50	£66.00	£49.50	£33.00	£16.50
Band 3 (6-10 staff)	£315.00	£378.00	£378.00	£346.50	£315.00	£283.50	£252.00	£220.50	£189.00	£157.50	£126.00	£94.50	£63.00	£31.50
Band 4 (11-25 staff)	£560.00	£672.00	£672.00	£616.00	£560.00	£504.00	£448.00	£392.00	£336.00	£280.00	£224.00	£168.00	£112.00	£56.00
Band 5 (26-50 staff)	£700.00	£840.00	£840.00	£770.00	£700.00	£630.00	£560.00	£490.00	£420.00	£350.00	£280.00	£210.00	£140.00	£70.00
Band 6 (50+ staff)	£1,120.00	£1,344.00	£1,344.00	£1,232.00	£1,120.00	£1,008.00	£896.00	£784.00	£672.00	£560.00	£448.00	£336.00	£224.00	£112.00

Need help calculating your subscription fee?

Just call our Membership Development team:

020 7307 3686

membership.development@riba.org

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 sector reviews and 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 2017.

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 2017.

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

