

4. ORAL.

To include questions relating to the designs submitted, estimating, office practice, etiquette, professional conduct, in addition to questions on the papers set and the designs submitted.

The questions to be standardized for all centres of examination, except those relating to the designs submitted.

NOTE.—It is notified, for the information of candidates, that the examination-papers will be based only on those books marked "Text-books." The "List of Books recommended for General Study" is for the information and guidance of candidates to enable them to improve their reading, and to assist them in forming a useful reference library.

APPENDIX "K."

SCALE OF PROFESSIONAL CHARGES.

Conditions of Engagement.

The registered architect is employed subject to the following conditions founded upon the customs of the profession, and his charges are payable according to the scale of charges adopted and issued by the Council of the New Zealand Institute of Architects, which scale as hereinafter stated is fixed and accepted on the basis of the same conditions and is binding upon all members of this Institute:—

- (a.) That the architect's full professional services consist of the necessary conferences; the preparation of preliminary studies, working drawings, specifications, large-scale and full-size detail drawings; calling for tenders; preparation and signing of the contract; the issuance of progress and final certificates of payment; and the general supervision of the execution of the works, including the exercise of all powers conferred on the architect by the conditions of the contract.
- (b.) That the supervision which an architect will give to the work is general only, and nothing further than general supervision is covered by the following scale of charges. General supervision includes only periodical visits of inspection by the architect or his deputy for the purpose of ascertaining, so far as can reasonably be ascertained by periodical inspections, whether the work is being generally carried out in accordance with the design and the contract.
- (c.) That in all cases where more than general supervision is required a clerk of works shall be employed for this purpose. He shall be nominated or approved by the architect and appointed and paid by the client. He shall be under the architect's direction and control. The architect will generally supervise the work of the clerk of works, but further or otherwise accepts no responsibility for the due carrying-out by the clerk of works of his duties.
- (d.) That the architect has authority to give such orders on behalf of the client as are necessitated in the client's interests by constructional emergencies.
- (e.) That the architect is empowered to make such deviations, alterations, additions, and omissions as he may reasonably consider desirable in the client's interests in carrying out the works. If material addition to the cost of the contract or order is caused thereby, such additional cost shall first be approved by the client.
- (f.) That the fees of any consultant or consultants (if any) retained for any part of the work with the concurrence of the client are not included in the architect's usual charge, but shall be paid for by the client.
- (g.) That in all cases in which any projected work is not proceeded with the architect's services shall be paid for as hereinafter provided.
- (h.) That the cost of the preparation of quantities, the measurement and valuation of variations, additions, and omissions, and the preparation of the statement of accounts in connection with any contract based on bills of quantities is not included in the charges, but is to be paid for in addition thereto.
- (i.) That all plans, specifications, tracings, and copies are and shall remain the property of the architect whether the work for which they are made is executed or not, and that the copyright is vested in him. The charge for these is for their use only in connection with any special work for which they were prepared.

I. *Scale of Professional Charges.*

1. For taking the client's instructions, preparing preliminary studies for consideration and discussion, preparing working drawings of the completed design and specifications; obtaining tenders, advising on tenders, and preparing the contract; selecting and instructing consultants (if any); furnishing the contractor with one complete set of copies of the drawings and specifications, and such other details

as are necessary for the proper carrying-out of the works; furnishing one copy to the principal local authority for building permits; general supervision as above defined, and issuing certificates of payment—the charge in respect of new works to be 6½ per cent. on the total cost of the completed work.

2. If the project or part of it be abandoned or postponed, or the services of the architect cease or are dispensed with before a contract is entered into or any order given, the charges are as follows:—

- (a.) For taking the client's instructions, preparing preliminary studies for consideration and discussion—1½ per cent. on a reasonable estimated cost of the projected work.
- (b.) For taking the client's instructions, preparing preliminary studies for consideration and discussion; preparing working drawings and specifications; selecting and instructing consultants (if any); furnishing the necessary copies of the drawings and specifications as above—4 per cent. on a reasonable estimated or actual cost of the projected work.

3. For all copies of plans and specifications additional to the above required for any purpose whatsoever an additional charge will be made.

4. For acting as professional adviser and/or architectural member of any jury of award in any competition held under the regulations of this Institute governing competitions, the charge shall be a sum of not less than fifty guineas, plus one-fifth per centum upon a reasonable estimated cost of the proposed building.

5. For work carried out on any system other than by contract under one general contractor an additional charge will be made.

6. (a.) For carrying out the architectural work relating to alterations and repairs, and for works costing under £1,000, the minimum rate of 6½ per cent. is unremunerative, and the architect may therefore charge a higher rate as follows: If the cost does not exceed £1,000 the percentage may be 10 per cent. in the case of works costing £100, graduated to 6½ per cent. in the case of works costing £1,000, as the special character of such works may render appropriate.

(b.) For designs for furniture and fittings of buildings, for their decoration with paintings or mosaics, for their sculpture, for stained-glass windows, for work in which complex details or construction are main features, for lay-out plans and designs for gardens, and similar work, the charge will not be upon a basis of a percentage of the cost of the same, but will be regulated by the special circumstances and conditions.

7. The above charges do not cover the professional services in connection with negotiations for site, in surveying it and taking levels, in making surveys and plans of buildings to be altered, in arrangements respecting party walls or rights of lights, nor services incidental to arrangements consequent upon failure of builders whilst carrying out work, or in cases of subsequent litigation; but all such services are charged for according to circumstances.

8. If after the plan has been completed in accordance with the instructions of a client he requires material alterations to be made in the drawings, the architect shall be entitled to make an extra charge commensurate with the extent of the work involved in making such alterations.

9. In all cases where work is executed wholly or in part with old materials, or where material, labour, or carriage is provided by the client, the percentage shall be calculated as if the works had been executed throughout by a contractor, and with new materials.

10. Payments to the architect on account of his charges are due as his work progresses, and in the following manner: Upon completion of the preliminary studies, 1½ per cent.; upon completion of the specifications and general working drawings, 2½ per cent. additional; the remainder of the charge shall be payable by instalments from time to time as the work proceeds. The foregoing percentages are calculated upon the total amount of the contract or order, or (should the work or part of it be postponed or abandoned) upon a reasonable estimated cost of the work, and no part of such payment shall be reclaimable from the architect in the event of the subsequent abandonment of such works. No portion of the architect's charges shall be withheld by the client because of any dispute between the client and contractor. Should the work be abandoned or stopped at any stage, the charges provided for by sections 1 or 2, as the case may be, are payable at the time of the stoppage. In the case of works under section 6 being abandoned, the payments to the architect for the works specified in clauses (a) and (b) of section 2 respectively shall bear the same proportion to the total charges provided for under section 6 that the charges mentioned in the said clauses bear to the charges provided for under section 1, and are payable at the time of the stoppage.

11. When an architect supplies builders with quantities on which to form tenders for executing his design, he must do so with the concurrence of his client, the cost of such extra service not being included in the charge of 6½ per cent.