

12. Besides the above charges, all travelling, advertising, and other incidental expenses incurred by the architect are payable by the client, who may be also charged for the time occupied in travelling if the work be executed at a considerable or inconvenient distance, or if more than ordinary attendance is required.

II. Housing Schemes, Quantities, Valuations, &c.

The introduction of "housing schemes," and the preparation of bills of quantities, valuations, &c., being new to this country, the Institute adopts, in general terms, the scale laid down by the Royal Institute of British Architects, allowing for such variations as are necessary to meet local conditions.

III. Surveys.

For inspecting, reporting, and advising on the sanitary conditions of premises the charge is by time occupied, and will depend upon the professional standing of the architect, the minimum fee being five guineas per day, in addition to the cost of assistance and appliances.

IV. Arbitrations, &c.

For qualifying to give evidence, settling proofs, conferences with solicitors and counsel, attendance in Courts or before arbitrators or other tribunals, or for acting as arbitrator or umpire in an arbitration, and for other services in connection with litigation and/or arbitration, the charges are based upon the time occupied and the professional standing of the architect, but in no case shall they be less than five guineas per day or part of a day.

APPENDIX "L."

REGULATIONS FOR THE CONDUCT OF ARCHITECTURAL COMPETITIONS.

The View of the Council of the Institute upon Competitions.

Public bodies and others have of late years frequently had recourse to competitions amongst architects where buildings of a public or otherwise important nature are needed. It is assumed that the motive prompting bodies who promote such competitions is that they are desirous of getting the best design possible for their project: they are enabled to choose an architect through comparison of the designs submitted. Architects taking part in such competitions are naturally desirous of producing the best possible designs: it will therefore be readily seen that the interests are identical.

It sometimes happens that conditions issued in connection with some competition are faulty in some important particular, and consequently offer no inducement to architects of standing to compete. In such cases the promoters are communicated with and the defective or unsatisfactory clauses are pointed out, and a copy of these regulations is submitted as a guide for the remodelling of the conditions.

The New Zealand Institute does not assume to dictate the promoter's course in conducting a competition, but aims to assist him by advising the adoption of such methods as experience has proved to be just and wise. So important, however, does the adoption of such methods appear to architects that *members of this Institute do not take part in any competition except under conditions based on these regulations*, which, if adopted by all bodies promoting competitions, would avoid much vexation and delay, and the banning of competitions would be at once rendered unnecessary. It is therefore necessary that all conditions of competition should be submitted for the approval of the Institute before being published, and such approval should be printed on the conditions when issued. No member of the Institute is permitted to enter any competition without such approval being first obtained and printed on the face of the conditions.

Competitions may be conducted in one of the following ways:—

- (a.) By advertisement inviting architects willing to compete for the intended work to send in designs. For competitions for public works of great architectural importance this method is recommended.
- (b.) By advertisement inviting registered architects willing to compete for the intended work to send in their names by a given day, with such other information as they may think likely to advance their claim to be admitted to the competition. From these names the promoters, with the advice of a professional adviser, shall select a limited number to compete, and each competitor thus selected shall receive a specified sum for the preparation of his design.
- (c.) By personal invitation to a limited number of selected architects to join in a competition for the intended work. Each competitor shall receive a specified sum for the preparation of his design.

NOTE.—Where a deposit is required for supplying the instructions, it shall be returned on the

receipt of a *bona fide* design; or if the applicant declines to compete and returns the said instructions within one month after the receipt of replies to competitor's questions.

Generally speaking, the New Zealand Institute does not encourage the promotion of competitions except in works of national importance, the interests of owners being better served by the selection of an architect distinguished for his skill in the class of work required. But should the work be of such importance as to justify a competition, then the Institute recommends that it be open to all registered architects throughout the Dominion.

The essentials of a competition may be set out as follows:—

- (1.) The selection of a professional adviser.
- (2.) The form of the competition.
- (3.) Matters relating to the competitors and their anonymity.
- (4.) Cost of the proposed work and details relating thereto.
- (5.) The method of making the award.
- (6.) The contract with the winner.

These points are more fully set out in the following paragraphs, which are generally known as "The Regulations for Architectural Competitions."

1. The Selection of a Professional Adviser.

The promoters of an intended competition should, as their first step, appoint one or more professional advisers, architects of established reputation, whose appointment should be published in the original advertisements and instructions. The selection of an adviser should be made with the greatest possible care, as the successful result of the competition will depend very largely upon his experience and ability.

The President of the New Zealand Institute of Architects is prepared to act as honorary adviser to promoters in their appointments of the professional adviser and of the architectural member or members of the jury of award.

The duties of an adviser are as follows:—

- (a.) To confer with and advise the promoters on their requirements and on the questions of cost and premiums to be offered.
 - (b.) To draw up instructions for the guidance of competitors and for the conduct of the competition in accordance with the requirements of the promoters, and incorporating the whole of the clauses of these regulations which are applicable to the particular competition. The "instructions" or "conditions" must state clearly the date of the closing of the competition, and this date shall not be extended without the written consent of the "jury of award" being first obtained; and in no case shall any extension be granted within fourteen days of a date already fixed as the closing date.
- NOTE.—It is essential in drawing up the instructions to state definitely which of the conditions must be strictly adhered to, under penalty of disqualification from the competition, and which of them are optional.
- (c.) To answer questions raised by competitors within a limited time during the preparation of the designs, such answers to be sent to all competitors.
 - (d.) As a member of the jury of award, to report to the promoters on the designs submitted, and to assist in awarding the premiums in strict adherence to the conditions.

2. The Form of the Competition.

Competitions are of two forms, limited and open:—

(a.) *Limited*.—In this form, participation is limited to a certain number of architects, as stated above, whose names should be mentioned in the programme, to any one of whom the owner is willing to entrust the work.

The limited form has the advantage that the owner and the professional adviser may meet competitors and discuss the terms of the competition with them before the issuance of the programme. This form is the simplest and most direct form of competition.

(b.) *Open*.—While recommending that, in general terms, competitions should be open to all registered architects, the Institute considers that the best results are obtained by dividing this class of competition into two stages.

In this form there is a first stage open to all, in which the competitive drawings are of the slightest nature, involving only the fundamental ideas of the solution. These drawings are accompanied by evidence of the competitor's education and experience. From the first stage a small number who have thus demonstrated their competence to design the work and to carry it successfully into execution are chosen by the jury of award to take part in a final and strictly anonymous stage of the competition.