

3. *Matters relating to the Competitors and their Anonymity.*

The following are the essential points relating to competitors:—

1. No promoter of a competition, no adviser or juror engaged upon it, or any employee of either, or any person who has acted in an advisory capacity to the promoters, shall compete or assist a competitor, or act as architect, or joint architect, for the proposed work.

2. Each design shall be accompanied by a declaration, signed by the competitor or joint competitors, stating that the design is his or their own personal work, and that the drawings have been prepared under his or their own supervision. A successful competitor must be prepared to satisfy the jury of award that he is the *bona fide* author of the design he has submitted.

3. The premiums shall be paid in accordance with the jury's award, and the author of the design placed first by the jury shall be employed to carry out the work, unless the jury shall be satisfied that there is some valid objection to such employment, in which case the author of the design placed next in order of merit shall be employed, subject to a similar condition. The award of the jury shall not be set aside for any other reason.

4. If no instructions are given to the author of the design selected by the jury to proceed with the work within twelve months from the date of the award, then he shall receive payment for his services in connection with the preparation of the competition drawings of a sum equal to 2 per cent. on the amount of the estimated cost. If the work is subsequently proceeded with, the 2 per cent. previously paid to him shall form part of his ultimate commission.

5. The number, scale, and method of finishing of the required drawings shall be distinctly set forth. The drawings shall not be more in number or to a larger scale than necessary clearly to explain the design, and such drawings shall be uniform in size, number, mode of colouring, and mounting. As a general rule a scale of 16 ft. to an inch will be found sufficient for plans, sections, elevations; or in the case of very large buildings a smaller scale might suffice. Unless the professional adviser advises that perspective drawings are desirable they shall not be admitted.

6. No design shall bear any motto or distinguishing mark; but all designs shall be numbered by the promoters in order of receipt.

7. A design shall be excluded from a competition—

- (a.) If sent in after the period named (accidents in transit excepted);
- (b.) If it does not give substantially the accommodation asked for;
- (c.) If it exceeds the limit of site as shown on the plan issued by the promoters, the figured dimensions on which shall be adhered to;
- (d.) If the jury shall determine that its probable cost will exceed by 10 per cent. the outlay stated in the instructions, or the estimate of the competitor should no outlay be stated (if the jury be of the opinion that the outlay stated in the instructions is inadequate, they shall not be bound in the selection of a design by the amount named in such instructions, but the question of cost shall nevertheless be a material element in the consideration of the award);
- (e.) If any of the conditions or instructions other than those of a suggestive character are violated;
- (f.) If a competitor shall disclose his identity or attempt to influence the decision.

All designs and reports submitted in a competition for a public building, except any excluded under clause 7, shall be publicly exhibited after the award has been made, which award shall be published at the time of exhibition; and all designs and reports submitted in a competition for a private building shall be similarly exhibited to the competitors.

All drawings submitted in a competition, except those of a design selected to be carried out, shall be returned to the competitors. Should the promoters wish to adopt or make use of any feature in the design of any of the placed or unsuccessful candidates, this can only be done with the consent of the author upon payment to him of a reasonable fee for his design.

4. *The Cost and General Dimensions of the Proposed Work.*

No competitor can produce any satisfactory solution of the problem involved unless fairly full details are supplied of the dimensions and the accommodation necessary, together with an estimate of the total sum proposed to be expended on the building. The conditions should also state the commencing and ending of the period when questions may be asked and answered, the date upon which the competition closes, and the subsequent date upon which the award will be made.

The conditions should also clearly state the remuneration to be paid to those competitors placed first, second, and third. This should be of an amount reasonably commensurate to the value of the work done, nor should the amount of the first prize be merged in the commission to be paid.

5. *The Jury of Award.*

To ensure a wise and just decision and to protect the interests of both the owner and the competitors the competitive drawings should be submitted to a jury of award so chosen as to secure expert knowledge and freedom from personal bias. Such a jury must be persons capable of thoroughly understanding and appreciating the intent of the drawings. It discovers from them their author's skill in design, arrangement, and construction. Because of its trained judgment, its advice as to the merits of the designs submitted is of the highest value to the owner.

The jury must consist of at least three members, representatives of the interests involved, one of whom *must*, and a majority of whom should, be practising architects. One or more members of the jury should be chosen by the competitors. The professional adviser is eminently suitable for appointment to the jury.

Should the jury consist of more than three persons, then the number of architectural representatives must be proportionately increased.

It is the duty of the jury to study carefully all conditions relating to the problem and the competition before examining designs; to refuse to make or recommend an award in favour of the author of any design that does not fulfil the conditions distinctly stated as mandatory in the programme; to give ample time to the careful study of the design; and to render a decision only after mature consideration. The jury should see to it that a copy of its report reaches every competitor.

In the case of small competitions the jury may consist of one person only, provided he be a registered architect. In these instances also the duties of the professional adviser and of the jury may be carried out by one and the same person.

6. *The Contract with the Winner.*

The promoters of a competition assume the moral obligation to retain one of the competitors, to be selected by the jury of award, as architect for the proposed building, and in order that architects of repute who desire to compete may determine whether they will or will not take part in the competition it is essential that they should know the terms upon which the winner will be employed. It is therefore of importance that these terms should be clearly defined, and that a clause should be inserted that the architectural work shall be awarded to the winner, and that he shall be paid in accordance with the scale of charges sanctioned and published by this Institute.

7. *Payment of Professional Advisers and the Jury.*

While the President of the Institute is willing to act in an honorary capacity as adviser to promoters in the selection of the professional advisers and the architectural members of the jury of award, the registered architects acting in these capacities must be paid for their services.

In all competitions in which a great deal of time is involved the usual New Zealand Institute of Architects' scale of charges is a sum of fifty guineas and out-of-pocket expenses, plus one-fifth per cent. upon the estimated cost of the proposed building.

I hereby certify that the above regulations relating to Appendix "J" were duly made at a general meeting of members of the New Zealand Institute of Architects held at Wellington on the 4th day of May, 1921, and the regulations relating to Appendices "K" and "L" were duly made at a general meeting of members of the New Zealand Institute of Architects held at Wellington on the 19th day of August, 1921, and that the provisions of the New Zealand Institute of Architects Act, 1913, have been duly complied with.

Dated this 2nd day of September, 1921.

W. BEAUCHAMP PLATTS,
Secretary of the Institute.

In pursuance of the provisions of the New Zealand Institute of Architects Act, 1913, His Excellency the Governor-General of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, approves of the foregoing regulations.

JELLCOE, Governor-General.

Approved in Council this first day of November, one thousand nine hundred and twenty-one.

F. D. THOMSON,
Clerk of the Executive Council.