

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.

#### IV.—*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, and the amount of the first prize shall not be merged in the commission to be paid.

#### V.—*The Jury of Award.*

To insure 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, and a majority of whom must be registered 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 the submitted 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 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 the one and the same person.

#### VI.—*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 or not they will 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 and that such scale of charges shall become part of the contract entered into with the winner.

#### VII.—*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.

Except in such cases where the time involved is very slight, the minimum remuneration is as set out hereunder:—

#### Members of the Jury of Award.

(a) When the personnel of the jury is limited to one—a fee of fifty guineas, plus one-fifth per cent. upon the estimated cost of the proposed works.

(b) When the personnel of the jury includes two architectural members, to each architectural member the following: A fee of forty guineas, plus one-eighth per cent. upon the estimated cost of the proposed works.

(c) When the personnel of the jury includes three or more architectural members, to each architectural member the following: A fee of thirty guineas plus one-tenth per cent. upon the estimated cost of the proposed works.

In every case all out-of-pocket expenses shall be reimbursed by the promoters.

#### Professional Advisers.

The fee chargeable by the professional adviser or advisers shall be based upon the extent and nature of the works and the time involved, and shall be a matter of arrangement between the parties concerned, but in no case shall they be less than half the amount charged by the professional members of the jury of award as set out above.

When the professional adviser acts also as a member of the jury of award his fee for the latter work shall be as set out above and in addition to his fee as a professional adviser.

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

GALWAY, Governor-General.

Approved in Council, this 17th day of November, 1937.

C. A. JEFFERY,  
Clerk of the Executive Council.