

Fees & Payment Terms

All fees will be invoiced upon the completion of each RIBA work stage, as outlined in the “offer” letter. Terms for payment is within 14 days of the date of issue of the invoice.

Services

Prior Architects Limited shall exercise reasonable skill, care and diligence in accordance with the normal standards of the Architect’s profession in performing the services. Prior Architects Limited shall keep the client informed of progress in the performance of the services and of any issue that may affect the brief. Prior Architects shall inform the client upon becoming aware that an external consultant may be required to complete the project and any decisions required to perform the services. Prior Architects shall collaborate with all external consultants that can reasonably be expected to be appointed by the client to perform services to complete the project.

Copyright, Photography & Confidentiality

Prior Architects owns all intellectual property rights including the copyright to all design drawings and documentation and generally asserts the Architect’s moral rights to be identified as the author.

The client may have a license to copy and use drawings and documentation to complete the project referred to in the “Brief” but for no other purpose.

Prior Architects shall have the right to publish photographs and documentation produced by Prior Architects and the client shall give reasonable access to the site for this purpose for 6 (six) months after practical completion of the works.

Neither party shall disclose confidential or other specifically requested information, without the prior written consent of the other.

Construction Contracts

If work stages 4b – 7 are not instructed, the client should administer a design and build contract.

Consultants & Statutory Applications

The client is responsible for appointing all necessary consultants to safely and professionally complete the project. Prior Architects will assist in this process but the client will be responsible for appointment and paying of all fees.

Prior Architects will assist in making statutory applications, such as planning and building regulations applications, but the client will be responsible for all associated fees.

Professional Indemnity Insurance

Prior Architects carries professional indemnity insurance for the sum of £ 1,000,000.00 (one million pounds) and will maintain this for the foreseeable future. Each appointment may have its own limit based on the scope of works / brief and will be set out in the “offer” letter.

Construction Costs

Prior Architects may give indicative construction costs based on previously completed projects in good faith, but may not be held responsible should the project budget be exceeded. For full cost control, an independent quantity surveyor should be appointed. A competitive tender process should provide more accurate construction budgets.

Health & Safety

If work stages 4b – 7 are not instructed, the client MUST appoint a separate principal designer as described in the current CDM (Construction Design & Management) 2015 regulations (health and safety).

Complaints

We endeavour to ensure that the quality of our work and advice satisfies your requirements, however should you feel that this is not the case, please contact us at the earliest convenient time to discuss the matter and provide a resolution. If this is not possible then it may be escalated to dispute resolution in accordance with the RIBA standard procedure.