

Join the Conservation Register – application guidance

Eligibility

Please note that in the UK only architects registered with ARB UK are eligible to join the RIBA Conservation Register at any level.

In other jurisdictions, applicants to the RIBA Conservation Register must also be registered with their local regulatory body, where such a regulatory body exists.

Application criteria

Applications for SCA and CA level must include:

- Detailed CV (max 4 pages)
- Summary (between 300 - 500 words per dossier) of the effectiveness of your role in the conservation process
- Demonstration of individual decision-making cross-referred to the ICOMOS guidelines
- Twelve pages maximum supporting evidence per dossier - this can include relevant extracts from reports, drawings, photographs etc.
- Submission of a conservation related CPD record for the previous 5 years.

For further details please refer to the [conservation handbook](#).

Applicants for SCA and CA level can send their application electronically to [**conservation.register@riba.org**](mailto:conservation.register@riba.org).

Application fees

The application fee for each of the three levels is:

SCA - £240 (incl VAT)

CA - £180 (incl VAT)

CR - £120 (incl VAT)

Registration fees

The annual registration fee for each of the three levels is:

SCA - £240 (incl VAT)

CA - £180 (incl VAT)

CR - £120 (incl VAT)

Non-RIBA members

ARB-registered (or other relevant regulatory body registered) architects who are not RIBA members will pay an additional annual administration fee of £150 (incl VAT).

Payments

If the preferred payment is via BACS transfer please see the following page for the required details. For those unable to pay via BACS transfer please email the Specialist Registrar so that another payment method can be arranged at: conservation.register@riba.org.

Paying your RIBA Membership by bank transfer (BACS)

Please remember to include your RIBA membership number as a reference, without it we may not be able to allocate the payment to your account which may result in your membership being stopped.

If you are **making payment from a UK bank account**, please use the details below;

Payments should be made to;

Lloyds Bank Plc
324-326 Regent Street
London
W1B 3BL

Account name: RIBA Membership Account
Account Number: 00912672
Sort Code: 30-94-87

If you are **making payment from an overseas bank account**, please use the IBAN and/or Swift codes below and ensure that the payment includes any additional charges your bank may charge you;

Account name: RIBA Membership Account
Account Number: 00912672
Sort Code: 30-94-87
IBAN: IBAN GB49 LOYD 3094 8700 9126 72
Swift: LOYDGB21322

If making payment for **more than one member** it is absolutely essential that you send **remittance advice with details of those members** to membership.services@riba.org

Please include the following:

- **Amount (£)**
- **Date payment made**
- **Member/practice name**
- **Membership number(s) of all staff**

Thank you for your payment.

**Royal Institute of
British Architects**

66 Portland Place,
London, W1B 1AD, UK

Tel: +44 (0)20 7307 3800
membership.services@riba.org
www.architecture.com

Incorporated by Royal Charter No: RC000484
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RIBA 
Architecture.com

Reaccreditation

Reaccreditation/reassessment is required for all three levels (reaccreditation for the two accredited levels – SCA and CA; reassessment for the Conservation Registrant level) every five years. Please note that there is a payable fee of £75 (incl VAT) for a reaccreditation application.

For the **SCA/CA level** we need an electronic copy of the following:

- 1) A completed reaccreditation application form
- 2) Your updated CV, max four pages.
- 3) One dossier as in the original application process, demonstrating currency across as wide a range of the ICOMOS guidelines as possible.
- 4) Submission of a conservation related CPD record for the previous 5 years.

For the **CR level** we need an electronic copy of the following:

- 1) A completed application form
- 2) An updated CV, max four pages.
- 3) The **conservation element** of your CPD record over the last five years, but not the whole record. (Of the 35 hours' required CPD every year, **12 hours should be related to conservation** – divided into the three ICOMOS groupings and between structured and unstructured CPD.)

For further details please refer to the [conservation handbook](#).