

# RIBA Chartered Practice membership

## Application form for practices based in the UK

### Step one: Calculate your total number of employees

Chartered Practice fees are calculated according to how many total staff are employed in your practice. When calculating the number of employees you have, note that any member of staff working:

- Fewer than 5 hrs a week should not be counted.
- Between 5 and 25 hrs a week should be counted as 0.5.
- Working more than 25 hrs a week should be counted as 1.

When calculating your band add together all full-time and part-time staff. If necessary, totals should be rounded up; e.g. 5.5 staff should be rounded up to 6. So, a practice with ten full time staff members and five part time employees is counted as having 13 members of staff.

“Staff” total should be understood to be all those working directly for the practice. This will include Partners and Directors, but will not include any sub-contracted staff (such as consultants, temps, or maintenance).

Practices with multiple offices or studios in any one country should include all relevant staff across the whole business and detail each location on the following pages of this form.

A separate and definable “architectural business unit” within a multi-functional organisation may apply for RIBA Chartered Practice accreditation. Please contact RIBA Membership Development on +44 (0)207 307 3686 email: [membership.development@riba.org](mailto:membership.development@riba.org) to discuss business unit accreditation.

### Step two: Work out your required number of architects and RIBA Chartered Members

Your eligibility is based on having a certain ratio of RIBA Chartered members employed at the practice being registered. For details of how many you need based on the size of your office or studio, please see the table on the right.

A Partner or Director is defined as any senior staff member with this job title (they do not have to be registered company director/ equity partner/etc).

How this works: a practice with 2 full-time partners and 14 full-time employees would be understood to have 16 “staff”. They would therefore need 2 people who are RIBA Chartered Members. 1 of those 2 people would have to have the job title of Partner or Director.

If the number of staff in your office is...	Then you need at least this many RIBA Chartered Members
Band 1	
1	1
Band 2	
2-5	1
Band 3	
6-8	1
9-10	2
Band 4	
11-16	2
17-20	3
21-25	3
Band 5	
26-30	4
31-32	4
33-40	5
41-48	6
49-50	7
Band 6	
51-56	7
57-60	8
61-64	8
65-70	9
71-72	9
73-80	10
81-88	11
89-90	12
91-96	12
97-100	13
101-104	13
105-110	14
111-112	14
113-120	15
121-128	16
129-130	17
131-136	17
137-140	18
141-144	18
145-150	19
151+	1 in 8

### Need help?

Just call our Membership Development team:  
**+44 (0)20 7307 3686**  
[membership.development@riba.org](mailto:membership.development@riba.org)

### Step three: Calculate your subscription fee

Please see the table to the right for the monthly cost of RIBA Chartered Practice membership.

If you'd prefer not to pay monthly by Direct Debit (at no extra cost), simply calculate the lump sum fee by multiplying the per-month rate by the number of months left in the calendar year.

For example, if you join in May and you're a sole practitioner, multiply the monthly fee (£4.75) by the number of months left in the year (8) to get your pro-rata fee = £38.

Bands	Monthly fee (incl VAT)	Monthly fee (pre VAT)	Annual fee (incl VAT)	Annual fee (pre VAT)
Band 1 (Sole Practitioner)	£4.75	£3.96	£57.00	£47.50
Band 2 (2-5 Staff)	£16.75	£13.96	£201.00	£167.50
Band 3 (6-10 Staff)	£40.67	£33.89	£488	£406.67
Band 4 (11-25 Staff)	£86.00	£71.67	£1,032	£860.00
Band 5 (26-50 Staff)	£179.17	£149.31	£2,150	£1,791.67
Band 6 (50+ Staff)	£358.33	£298.61	£4,300	£3,583.33

### Step four: Fill in the form and sign the RIBA Chartered Practice Declaration

The practice name and contact details submitted below will appear in the online directory Find an Architect and the printed annual directory The List. After your practice is registered, you'll also need to create a detailed profile, showcasing the type of projects you do and sectors that you work in. Contact us if you need more information about creating your profile. If you have more than one office or studio, please provide details of your 'head office' or registered location first and other locations in the fields that follow.

Practice name as it will appear in the directory

Has this practice been established in the last 12 months?

Yes  No

If it has been established in the last 12 months as a result of a merger, please list on a separate sheet those practices merging.

Main contact (Must be an RIBA Chartered Member)

Please tick practice type

LLP  Ltd  Partnership  Sole Practitioner

Other

Annual Turnover

Address

Town/City

Postcode

Country

Tel/mobile

Email

Website

Date established:

#### Location 2

Address

Town/City

Telephone

Fax

Email

#### Location 3

Address

Town/City

Telephone

Fax

Email

### Location 4

Address	
	Town/City
Telephone	
Fax	
Email	

### Location 5

Address	
	Town/City
Telephone	
Fax	
Email	

### Location 6

Address	
	Town/City
Telephone	
Fax	
Email	

### Location 7

Address	
	Town/City
Telephone	
Fax	
Email	

Please provide below the requested details of the required amount of RIBA Chartered Members, as per page 1 of this form, for the business, or business unit, as a whole in any one country. If you require more space, please attach an additional sheet to this form and return to the RIBA. If your practice pays the subscriptions of individual RIBA Chartered Members, please indicate below in 'Yes/No' column.

**More than 100 staff total?** Contact our Account Management Team to discuss RIBA Corporate Membership for your practice on account. [management@riba.org](mailto:management@riba.org) or tel +44 (0)207 370 3615

First name/surname	Director	Partner	Staff	Practice pays fees? Yes/No	RIBA number	ARB/Registration number

<b>A</b>	Total number of all full-time staff:
<b>B</b>	Total number of all part-time staff:
<b>C</b>	Total number of RIBA Chartered Members in your practice:
<b>D</b>	Total number of Registered Architects:
	Total number of all staff employed in your practice (A+[B/2]):

### What helped you to decide to become a RIBA Chartered Practice?

Either (please choose one)

<input type="checkbox"/>	I received a letter from RIBA	<input type="checkbox"/>	Someone from RIBA visited my practice
<input type="checkbox"/>	I received an email from RIBA	<input type="checkbox"/>	A friend or colleague recommended practice membership
<input type="checkbox"/>	I received a phone call from RIBA	<input type="checkbox"/>	Other (please specify) <input style="width: 150px;" type="text"/>

## Declaration

**Step five:** Please complete in full and sign. Your practice must comply in full with all criteria.

1. I declare that this is a full-time architects' office, or, a definable architectural practice business unit within a multi-functional organisation, with responsibility to ensure all practice information submitted to the RIBA is up to date and accurate.
2. I declare at least one of the full-time principals (Director or Partner) in the architects' office is a Chartered Member of the RIBA.
3. I declare that all architectural work is under the personal supervision of an RIBA Chartered Architect and that arrangements are in place to ensure work is covered in the event of their absence.
4. To meet the RIBA quality assurance standard of staff bound by a relevant code of conduct, I confirm the number of Chartered Members of the RIBA in this office are of the required amount to meet the RIBA Chartered Practice eligibility criteria.
5. I declare that the practice and all employees will conduct themselves in accordance with the Code of Practice for Chartered Practices.
6. I declare that the practice operates a management system to ensure that architects in this office adhere to the RIBA Code of Professional Conduct and comply with Continuing Professional Development obligations.
7. I declare that this office holds Professional Indemnity Insurance (PII) cover appropriate for the work undertaken by the practice, or an equivalent form of insurance if operating outside of the UK, and that the policy does not expire within the next month.

PII provider:

Policy number:

Amount of cover:

Expiry date:

8. I declare that a Quality Management System is in place and operational, relevant to the size of practice.
9. I declare that an appropriate Health & Safety Policy is in place and operational.
10. I declare that an appropriate Environmental Management Policy is in place and operational.
11. I declare that an appropriate Employment Policy is in place and operational which addresses the requirements of the RIBA Chartered Practice Employment Policy Guide.

12. I declare that an appropriate Equality, Diversity and Inclusion Policy is in place and operational.
13. I accept that the practice, if a business registered and located in the UK, is expected to make a return of the annual RIBA Business Benchmarking Survey.
14. I accept that 5% of RIBA Chartered Practices will be randomly monitored to verify that the above criteria are maintained and will cooperate fully if this practice is selected.
15. I accept that should this architects' office cease to meet all of the above criteria that the office will be removed from the RIBA Register of Chartered Practices and that no refund will be due.

The Declaration must be signed by your Principal or Executive Director.

Signed:

Date:

Print name:

RIBA Membership number:

ARB number:

I consent to my name appearing in the practice's online and printed directory listing as the main contact of this practice.

Please tick box:

### Email and communication preferences:

I want emails from the RIBA with useful advice, guidance, information, updates, CPD and events.

I want emails about RIBA products and services (including books and publications, jobs, careers and recruitment, professional events, business services, venue hire).

I want emails from NBS, the commercial knowledge management business of the RIBA (including RIBA CPD Providers Network, RIBA Product Selector and NBS products and services).

I want to receive information on, and to take part in the RIBA Future Trends Survey

The data you provide will also be used in listings publications, and for automatic processing with regards to annual membership and architectural information dissemination.

**Please complete, sign and return by post or send a scanned copy by email to:**

Royal Institute of British Architects  
Membership Development  
66 Portland Place  
London, W1B 1AD

membership.development@riba.org

### As part of our compliance obligations, the RIBA would like to share the following information with you:

The registered office of the RIBA is 66 Portland Place, London W1B 1AD;

You may contact us at support@riba.org or +44(0)20 7580 5355;

We wish to process your data for the purpose of administering your membership and disseminating architectural information we believe you might be interested in, based on prior contact with you;

We will keep your data secure; We will not share your data with any third party; We will only keep your data for as long as required for this purpose and you can "unsubscribe" from further contact at any time; Our full privacy policy can be found at [www.architecture.com/about/privacy-policy](http://www.architecture.com/about/privacy-policy). If you have any concerns about how we process your data please email DPO@RIBA.org in the first instance.

## Step six: Payment details

### Option A – Make a payment by BACS

Make a transfer to:

**Royal Institute of British Architects**

Account Number: 63709493

Sort code: 20-00-00

IBAN: GB37 BARC 20000063709493

Swift code: BARCGB22

- If you have previously been a Chartered Practice, please use your RIBA Chartered Practice Membership Number as your payment reference
- If you have never been a Chartered Practice before, please use the main contact's individual membership number or the Practice name as your payment reference
- If paying by BACS, you must use a reference. If you don't give your bank a payment reference, we won't be able to allocate your payment and your election may be delayed

If paying by BACS, you MUST ALSO confirm your payment by filling in the below section:

Details

Name

Payment reference you have used:

Payment date:

D	D	M	M	Y	Y
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Payment amount:

£

Account name payment was made from:

Please also attach proof of payment to your application (screenshot or print out) – this will enable us to find your funds

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### Option B – Credit/Debit Card

I would like to pay by credit/debit card.

We accept Maestro, Mastercard and Visa & by ticking this box, a member of the Membership team will be in touch upon receiving your application to arrange payment.

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**Option C – Please fill in the whole form using a ball point pen and return an ORIGINAL signed copy to the address below**

Membership Development  
Royal Institute of British Architects  
66 Portland Place London  
W1B 1AD

Service user number

9 8 3 5 5 5

**To the RIBA membership dept**

This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

  

Bank/building society account number

Branch sort code

Reference (RIBA Membership no.)

**I am interested in:**

- I would like to pay in 1 instalment
- I would like to pay in 6 instalments
- I would like to pay in 12 instalments
- Other (not exceeding 12)

Collections are taken on or around the 21st of each month.

### Instruction to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

  

Postcode

Banks and building societies may not accept Direct Debit Instructions for some types of account.

DDI1

### Instruction to your bank or building society

Please pay the Royal Institute of British Architects (RIBA) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the RIBA and, if so, details will be passed electronically to my bank/building Society.

Name and full postal address of your bank or building society

Signature(s)

  

Date

If you choose to pay by Direct Debit, please retain this Direct Debit Guarantee for your information.

### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Royal Institute of British Architects will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the Royal Institute of British Architects to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Royal Institute of British Architects or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the Royal Institute of British Architects asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



# FAQs

## **My practice doesn't currently meet the criteria stated in the declaration under step 5. Can I still apply?**

Support is available from the RIBA, including free knowledge resources, to help you meet the criteria in a way that's appropriate to the size of your practice. If you're interested in the possibility of becoming an accredited Chartered Practice, we encourage you to have a conversation with us so we can explore your options.

## **My company is a multidisciplinary organisation rather than an architects' office. Can we register?**

Our criteria state that a definable architectural business unit within a multi-functional organisation (such as an architect's team within a multidisciplinary construction firm) can register as a RIBA Chartered Practice.

To find out more about this possibility, please get in touch and we would be happy to discuss.

## **Does the company have to accredit each individual office or studio location?**

No – from October 2019 the RIBA Chartered Practice scheme covers the whole business or business unit in each country location. Staffing and Member figures should be added together for multi-location businesses to determine required Member numbers and annual fees. Only one set of signed declarations are required for the business as a whole.

## **What is the Code of Practice for Chartered Practices?**

Introduced in 2017, the RIBA Code of Practice for Chartered Practices sets out and explains the standards of professional conduct and practice that the RIBA requires of RIBA Chartered Practices.

This Code comprises three principles of professional conduct and practice: Honesty/Integrity; Competence; and Relationships; and, a series of professional values that support those principles.

The full Code of Practice and supporting guidance notes can be found on [www.architecture.com](http://www.architecture.com)

## **How long does it take to become registered?**

We usually advise a turnaround of 7 working days after receiving your application. However, should you need this to be looked at urgently (for example for a bid or tender) then please contact us to let us know.