

# RIBA Chartered Practice membership

## Application form for practices outside of 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 adding any additional VAT to the total if applicable.

The subscription fees are based on a 12 month membership, which runs from the 1st January until 31st December. The fees are offered pro-rata from the month of joining.

For example, if you join in May and you're a sole practitioner, multiply the monthly fee (£3.42) by the number of months left in the year (8) to get your pro-rata fee = £27.33.

| Bands                         | Monthly fee | Annual fee |
|-------------------------------|-------------|------------|
| Band 1<br>(sole practitioner) | £3.42       | £41.00     |
| Band 2<br>(2-5 staff)         | £11.92      | £143.00    |
| Band 3<br>(6-10 staff)        | £28.67      | £344.00    |
| Band 4<br>(11-25 staff)       | £60.75      | £729.00    |
| Band 5<br>(26-50 staff)       | £126.58     | £1,519.00  |
| Band 6<br>(50+ staff)         | £253.25     | £3,039.00  |

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. 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

Address

Town/City

Postcode

Country

Tel/mobile

Email

Website

Date established:

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

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 you practice on account. [management@riba.org](mailto:management@riba.org) or tel +44 (0)207 307 3686

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

|   |                                                                |
|---|----------------------------------------------------------------|
| A | Total number of all full-time staff:                           |
| B | Total number of all part-time staff:                           |
| C | Total number of RIBA Chartered Members in your practice:       |
| D | 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 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 RIBA Chartered Members 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:

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 digital 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

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

### 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.

### Option C – Direct Debit

☐ I would like to pay by Direct Debit.

By ticking this box, a member of our team will contact you upon receiving your application with a link and instructions on how to set up a Direct Debit online. We accept Direct Debits from UK bank accounts only.

# FAQs

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

Support is available from 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 RIBA 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 a 'Registered Architect'?**

A practicing architect that is a member of, or registered by, a professional or regulatory body for architects.

## **What is VAT?**

The Value Added Tax, or VAT, in the European Union is a general, broadly based consumption tax assessed on the value added to goods and services. It applies more or less to all goods and services that are bought and sold for use or consumption in the European Union. Thus, goods which are sold for export or services which are sold to customers outside of the European Union are not normally subject to VAT.

Subscription fees for RIBA Chartered Practice published in this form, for practices based outside of the UK, do not therefore include VAT. The RIBA do require a VAT registration number for practices based within the European Union.

If you're unsure of the VAT status of your practice please contact us via the contact details at the bottom of this page.

## **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 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)

## **Other National Codes**

A member practising in a country outside the United Kingdom may be required to be a member of, or registered by, that country's professional or regulatory body for architects. If this is the case the Royal Institute recognises that a member's first obligation will be to comply with the rules of conduct published by the local professional or regulatory body.

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

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.