

**Application form for the  
Approved List of Quinquennial Architects and Surveyors**

*The following details relate to individual Architects and not the  
practice.*

1.

<b>Title: Mr./ Mrs./ Miss/ Ms/ Other</b>
<b>Full Name:</b>

2.

<b>Contact Address:</b>
<b>Telephone Number:</b>
<b>Mobile Number:</b>
<b>Fax Number:</b>
<b>Email Address:</b>

3.

<b>Year of Registration:</b>	<b>Membership Number:</b>
<b>As Architect:</b>	<b>ARB</b>
<b>As Chartered Building Surveyor</b>	<b>RICS</b>
<b>As Building Surveyor</b>	<b>FAS</b>
<b>Architects – date of AABC accreditation in Building Conversation</b>	
<b>Surveyors – date of RICS accreditation in Building Conservation</b>	
<b>Please list your Professional Qualifications (with dates):</b>	

4.

<b>Name and Address of your practice:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>
<b>Email Address:</b>	

**NB: Work carried out is the responsibility of the individual Architect.**

4a.

<b>Have you got professional indemnity insurance?</b>
<b>Professional Indemnity Insurer's Name:</b>
<b>Policy Number:</b>
<b>Renewal Date:</b>
<b>Limit of indemnity:</b>
<b>Type of Policy:</b>
<b>Excess:</b>
<b>Any restrictive clauses? (please continue on another sheet if necessary)</b>

5.

<b>Are you an active member of any of the following:</b>
<ul style="list-style-type: none"><li>• <b>Ecclesiastical Architects' and Surveyors' Association</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Association for Studies in the Conservation of Historic Buildings</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Society for the Protection of Ancient Building</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Ancient Monuments Society</b></li></ul>
<ul style="list-style-type: none"><li>• <b>The Georgian Group</b></li></ul>
<ul style="list-style-type: none"><li>• <b>The Victorian Society</b></li></ul>
<ul style="list-style-type: none"><li>• <b>The Twentieth Century Society</b></li></ul>
<ul style="list-style-type: none"><li>• <b>IHBC</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Regional Historic Churches Trust</b></li></ul>
<ul style="list-style-type: none"><li>• <b>National Trust</b></li></ul>
<b>Other (Please Specify)</b>

**6. Are you on any other Diocesan List of Approved Architects/Surveyors?**

Please give details

**7. What courses on building conservation have you attended in the last five years?**

**Please give details of Continuing Professional Development (CPD) in the last three years.**

**8. Please identify up to 5 of your church projects (with dates) and for each give details of: (Please use separate sheet)**

- a.) The building e.g. the type of building and its location, List Grade, date and Diocese.
- b.) The year work was undertaken, value of work, sources and amounts of grant aid (if any) client name, address and telephone number.
- c.) The problems faced, options available, reasons for deciding on a specific course of action.

*If you have not yet had experience of working on Churches, please give details of secular projects or other historical buildings. Indicate whether the work was done in collaboration with a colleague or if you were personally responsible.*

Please continue on separate sheets

- Submit an example of a quinquennial report.
- Submit an example of documentation proposed for a Church contract.

**9. What experience of working with English Heritage have you, in connection with Church buildings or other historic buildings? In cases where there is tension between the conservation of the historic fabric of the building and the PCC's resources/needs or the requirements of a third party (e.g. English Heritage), how would you seek a resolution? If you wish to give a specific example within your experience, please do so. (Please continue on a separate sheet if necessary)**

How many Churches or Cathedrals have you worked on?

How many Churches or Cathedrals have you worked on during the last 12 months?

How many Churches do you do Quinquennial Reports for?

What Listing Grade are they?

**10. Explain your interest in Church Buildings.**

## References:

Please could you give the name of three referees, two of whom have knowledge of your training and experience in Historic buildings, and one from a PCC or DCC.

<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>	<b>Address:</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>	<b>Telephone Number:</b>

I apply to be included on the approved list of Inspecting Architects/Surveyors for the Diocese of Liverpool.

I confirm that I am physically able and willing to inspect all areas of a Church required to be inspected for a Quinquennial Inspection Report.

I undertake that if accepted for the list I will take responsibility for Quinquennial Inspections and personally supervise any member of my staff who assists with the inspection or writing of the report. (As outlined in 'A Guide to Church Inspection and Repair', CCC 1995).

I undertake to notify (in writing) the DAC and all parishes for which I am the Inspection Architect/Surveyor if details of my professional indemnity insurance cover change in any way.

I have read the Care of Churches Ecclesiastical Jurisdiction Measure Code of Practice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please copy this form and send it with a Curriculum Vitae Brochure and relevant documents to:

**Chris Leggett  
DAC Administrator  
St James' House  
20 St James Road  
Liverpool  
L1 7BY**