

# WORKING WITH AN ARCHITECT CHECKLIST

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## WHAT TO CONSIDER WHEN CHOOSING AN ARCHITECT

Before selecting an architect to work with, consider your priorities and whether the architect you are considering is the right architect for your project.

The following checklist may assist you with this decision.

- Have I done my research?
  - Do I like the architect's work?
  - Have I looked at their previous work on their website?
  - Have I considered multiple architects?
- Is the architect registered with the ARBV?

Check the register on the ARBV website: [www.arbv.vic.gov.au](http://www.arbv.vic.gov.au)
- Have I done a reference check?
  - Is the architect a good communicator?
  - Does the architect meet deadlines?
  - Was the client satisfied with the service received?
  - Would they recommend the architect?
  - Would they do anything differently?
- Does the architect understand my brief & priorities?
- Has the architect provided a clear fee breakdown for their services?
- Is this architect a 'good fit'?

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## WHAT TO CONSIDER WHEN ENGAGING AN ARCHITECT

Before starting work with an architect ensure you have a client-architect agreement in place. This agreement should outline the roles and responsibilities of both parties under the agreement. It must be provided to you before any work is undertaken and you must be given 7 days to read and understand the agreement.

The agreement must be in writing and must include the following:

- The names of the parties to the agreement (this may be a company, partnership or an individual architect)
- The name, registration number and contact details of the architect responsible for the services
- The scope and nature of the project, as well as any specific requirements
- The timeframes

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- How the architect's fees and costs related to the services will be calculated and paid
- Estimates of costs related to the services (if possible)
- How a change or amendment to the services may impact the fees and costs
- The circumstances that may result in an escalation of fees or costs
- How progress updates will be provided to you
- How you can authorise the architect to proceed with work
- How you can vary the agreement
- How the architect can obtain my authority to change or amend the services
- The right of an architect to withdraw from the services if they believe they breach the law or the Victorian Architects Code of Professional Conduct
- How the agreement may be terminated
- Who owns copyright for the paid-for design and plans/drawings
- If and how you can use the design and plans/drawings
- If additional costs or the architect's consent are required to use the design or plans/drawings
- Details of the architect's current professional indemnity insurance
- How you can make a complaint to the architect
- How you can make a complaint the ARBV
- The names of all people who will be involved in providing the services, including their role and registration status.

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### BEFORE SIGNING THE SERVICE AGREEMENT CONSIDER:

- Is the architect registered with the ARBV?
- Have I read the agreement?
- Do I understand the agreement?
- Does the agreement contain all the required information (see above)?
- Is the budget as agreed?
- Do I understand what the fees and charges are and how they are calculated?
- Do I understand what my rights and obligations are if the agreement is terminated?
- Is there any limit on what I can do with the design and plans/drawings?
- Has the architect answered all my questions about the agreement/services?
- Have I sought external / legal advice on anything I do not understand?

