**Carlisle Diocesan Advisory Committee**

**Appointing an Architect/Surveyor**

1. PCCs must appoint an architect or surveyor who will inspect your church building every five years (the Quinquennial Inspection Report); this is part of the law relating to parish churches.
2. It is an important appointment – your architect or surveyor is probably your most significant professional advisor; someone once described it as like appointing your psychiatrist!
   1. so please make sure that there is good and clear communication with the person you appoint – probably through one or two nominated people e.g. vicar and churchwarden
   2. take care over the appointment – it is perfectly proper to advertise by approaching several architects/surveyors and then interviewing, or at least by meeting face to face;
   3. if you have a very big project, with grant funding, it may be subject to the law relating to procurement, so that you would have to advertise, interview, and appoint; if you’ve already done this, obviously it makes things more straightforward;
3. Support etc
   1. The DAC is required to maintain a list of architects/surveyors who are appropriately qualified to do Quinnquennial Inspections of Churches; so inclusion on this list indicates that the DAC have checked qualifications etc, but is not a guarantee of quality of work nor a recommendation from the DAC; (we are not in a position to give such guarantees or recommendations); this list is refreshed every four years; in particular situations (eg Gd I listing) you should be looking for more specialist qualifications;
   2. There is lots of more detailed advice on the Diocesan website, including our own Diocesan advice, and advice from SPAB;
   3. your Archdeacon will be happy to support you through the process of making an appointment;
   4. it is probably a good idea to talk to neighbouring parishes in the Mission Community / Deanery to get their experiences;
   5. if things go badly wrong, you should talk to your Archdeacon; in the worst case, it may be appropriate to end the relationship/contract with your architect and appoint someone fresh;

1. Using your appointed architect/surveyor
   1. you do not have to use your Inspecting architect/surveyor for every project (some will be obviously too small and routine); you can use a different architect/surveyor for a particular project – but actually it is probably best to build one good long-term relationship;
   2. although most churches operate on a shoestring, and there is a temptation to see architects/surveyors as expensive, using your architect/surveyor will be a lot cheaper than having to do the job twice because it was inadequately specified or executed – and such mistakes really have happened in this Diocese and elsewhere;
   3. you do need to be realistic about the costs – architects have to maintain an office, professional indemnity, training etc; and the preparation of a report will take at least as long off-site as on-site; how much would you spend on a solicitor or a private doctor?