



CIAT

Application form for MCIAT Professional Assessment

To apply for Chartered Membership you must meet one of the following criteria. Please specify:

- CIAT Accredited Honours or Masters degree and sufficient relevant evidence
- Related honours degree or equivalent and sufficient relevant evidence
- Other relevant academic qualifications or professional qualifications (e.g. Chartered Membership or equivalent of a related professional Institute) and/or sufficient relevant evidence

However, each application will be considered on an individual basis. Please contact membership@ciat.org.uk for further guidance in relation to your circumstances.

Sufficient relevant evidence is defined as: professional experience to demonstrate ability to function in your field of expertise, using the Professional Standards Framework and related skills stated in the Candidate Guidance notes against the core functions; designing, managing, practising and developing (self).

Sufficient relevant evidence will be determined by a CIAT Member Panel, which will review and assess your application. The CIAT Member Panel is moderated by appointed Moderators to ensure consistency.

You are required to:

- complete all sections of this application form;
- read a copy of the Institute's Code of Conduct;
- provide copies of academic and professional qualification/s attained;
- submit supporting evidence to corroborate your application and
- submit the appropriate payment (£350)

Before completing the application form, please ensure that you have read the Professional Standards Framework and the Candidate Guidance notes for Professional Assessment, which include the related skills statements. Failure to complete all sections of the form and/or to provide sufficient supporting information will result in a delay in the processing of your application. All applicants must comply with the Institute's Code of Conduct before any assessments can be undertaken. Once successfully assessed, the Institute will contact you in relation to the scheduling of your Professional Assessment Interview.

Section A: Personal details

Surname	
Forenames	
Date of birth	
Membership grade and number	Profile Candidate
Home address	
Email address	
Telephone number/s including mobile	

Section B: Progression mechanism

It is important that you select your primary area of practice/experience:	
<input checked="" type="checkbox"/> Design	<input type="checkbox"/> Specialist
<input type="checkbox"/> Academic	<input type="checkbox"/> Research
<input type="checkbox"/> Other (please detail)	

Section C: Current employment/practice status

Job title	DIRECTOR / Architectural Designer & Project Manager
Description of current role, responsibilities and functions	<p>I have my own Architectural Design practice with 3 employees. My role & responsibilities are extensive and include, but not limited to the following areas:</p> <p>Sales & Marketing:</p> <ul style="list-style-type: none"> - In person meetings and calls with potential new clients and provide fee proposals - Co-ordinate and help produce marketing campaigns and materials to promote my company and services - Networking with other professionals within our industry <p>Technical:</p> <ul style="list-style-type: none"> - Measured surveys - Produce preliminary concept designs / layouts and present at meetings with clients in response to their needs - Produce planning application drawings, supporting documentation and submissions - Budget cost approximations / cost advice - Produce detailed tender documentation, including construction drawings, electrical & services layouts, scope of works and specification documents, etc. - Detailed bathroom, kitchen & joinery drawings - Produce 3D designs to assist planning, tender or construction where needed. - Overseeing tender process, including site inspections, tender analysis and contractor interviews, overall project cost summaries, etc. - Liaising with other professional consultants such as; Party Wall surveyors; structural engineers; Building Control - Obtaining relevant consents such as LTA (Licence to Alter) from managing agents and Construction Management Plans for local council - Building Regulations application submissions - Compilation of Building Contracts (either JCT or RIBA contracts)

	<ul style="list-style-type: none"> - Project Management duties such as quality control, dealing with contractor queries on site, co-ordination with various sub-contractors. - On site supervision of contractor - Design meetings with clients and specialist sub-contractors throughout project duration - Sourcing internal & external finishes such as tiles, timber flooring, ironmongery, sanitaryware, built-in joinery, skirtings & architraves, doors, windows, light fittings, etc. - Visit site to assess the quality of the building work and check compliance with Building Contract - Monitor progress against construction programme - Make final inspections and arrange for the correction of any defects <p>Admin:</p> <ul style="list-style-type: none"> - Contract Administration duties such as monthly valuations, variations to contract, claims for EOT, final accounts, etc. - Weekly updates for clients during construction on project status, timings, cost, etc. - Collate and provide clients with a handover file at the end of projects (Health & Safety file) - Regularly reviewing the cash flow of the business with accountants - Quarterly review meetings with each of my team / staff - Annual assessment to ensure all our insurances are up to date - Lead weekly team meetings to ensure everyone is up to date and knows what is expected for the week ahead - Allocating team resourcing to each project and scheduling new clients into our workflow - Keeping up to date with current developments and good practice within the industry - Scheduling CPDs
Employer/practice name	XXXX
Employer/practice address	XXXX
Work telephone number	XXXX
Work email address	

Section D: Previous professional experience

Please provide details of relevant roles, responsibilities and functions performed in previous employment	From	To
<p><u>Architectural Assistant:</u> XXXX Architects Ltd.</p> <ul style="list-style-type: none"> - Carry out measured surveys of houses - Produce drawings and supporting documents for planning applications - Prepare tender documentation including architectural drawings, scope of works specification documents, electrical & servicing layouts, etc. - Oversee tender process, including tender analysis and the appointment of contractor - Compile Building Contracts (JCT or RIBA contracts) - Project lead during construction phase - Monitor progress on site against construction programme - I had contract administration duties such as monthly valuations, assessing variations, extensions of time, etc. - Arrange client design meetings throughout the project - Source internal and external finishes - Liaise directly with other professional consultants such as party wall surveyors, structural engineers, Building Control, interior designers, etc. - Oversee handover to client at project completion 	May 2006	September 2015
<p><u>Architectural Assistant:</u> XXXX Ltd.</p> <ul style="list-style-type: none"> - Small practice focusing on private mountain estates in XXX, XXX - Created planning application packages for approval by local municipality - Worked alongside the lead architect on high end residential properties 	November 2005	April 2006
<p><u>Architectural Assistant:</u> XXXX Ltd.</p> <ul style="list-style-type: none"> - Multi-disciplinary practice comprising of architects, planners, structural & civil engineers (over 100 staff) - Part of a small team focusing on commercial projects and master planning - Allocated to update cad drawings, spatial planning, car park layouts, office bathrooms, etc. 	July 2004	November 2004

Section E: Qualifications

Academic qualification/s and levels, professional qualification/s or memberships and Continuing Professional Development (CPD) certification. Your evidence of CPD should relate to section G	Year of qualification
BArch (Hons) Architecture	2004
Refer to CPD schedule accompanying this application	N/A

Section F: - Stage 1 - Educational Standards

The educational experience and underpinning knowledge is based upon CIAT Accredited Honours and Masters Degrees and as such holders of these awards are exempt from this section as having achieved the necessary standard through study. However, those applicants who do not possess an Accredited award must demonstrate how their educational awards and/or experience satisfy the *Educational Standards (Stage 1) listed within the Professional Standards Framework*.

The summary should specifically relate to the discipline of Architectural Technology and must consist of at least 3000 words but no more than 5000 words in total and provide references to any relevant supporting evidence that demonstrates your knowledge.

If you have a CIAT Accredited Honours or CIAT Masters degree you are exempt from this section.

All standards as extracted and presented from the latest 2019 version of the QAA benchmark statement for Architectural Technology by CIAT have been answered below in an attempt to self-map my own educational/academic qualifications against such standards –

In 2004, I was awarded a Bachelor of Architecture degree with honours in Architecture from the University of XXXX (RIBA Accredited Part I, see **Appendix 1B**). In 2003, I also studied Architecture in XXXX, XXXX at XXXX as part of an exchange programme. Whilst these are not CIAT accredited, most of the core teachings cover the same topics and academic aspects.

My professional architectural career started at a large multidisciplinary practice (XXXX Architects – XXXX) working on large scale commercial projects. This did not feel the right fit for me and so during a ski season I spent in XXXX, I had an amazing opportunity to work alongside an architect designing multi-million XXXX private ski chalets in XXXX. This introduced learnings around designing to the local climate and construction methods I had not previously experienced in the UK. It also developed my understanding of using high-end finishes and insights on how to design and create inspiring homes.

Since then, the majority of my career has been at XXX Architects in XXXX, specialising on high-end residential projects. Over a 10-year period my continuing professional development has been largely developed based on personal experiences as I grew into a senior role within the company. Within a short period, I was solely running and managing many projects which required ‘on the job’ research through discussions with my peers, reading articles within industry journals, training events and online learning.

In 2016, I set up my own architectural design company, XXXX where my professional experience and learnings continue daily.

1. An awareness of the context, and the political, economic, environmental, social and technological aspects that inform and influence the practice of Architectural Technology nationally & internationally;

The foundations of my learning around these topics were established during my architecture degree studies at university which helped shape my interest in the subject for the years to come. Further to this, studying and working abroad in XXXX and XXXX has broadened my knowledge and experience through working alongside local architects. My international travels around the world (including annual architectural visits to cultural European cities during my employment with XXX Architects) has also developed my awareness of these aspects and how they influence Architectural Technology.

Context

Is a key factor in any design proposal which I develop. I have worked on projects which are Listed buildings, set in Areas of Outstanding Natural Beauty (AONB) and typical terraced Victorian houses within conservations areas, etc. Each building type and situation is different and requires a specific response to its immediate context.

Whenever I travel, I will often take photos of architecture and design I find interesting - you never know when you may be able to draw inspiration from it for use on future projects. I find it fascinating to see how buildings sit within their immediate context (both natural and built) and see how other architects have responded to this and where they have drawn their inspirations from in their designs.

Political

From my experience and observations, I’ve found that political decisions which happen both nationally

and globally don't always have such an immediate impact on our industry, rather there seems to be a slightly delayed trickle down effect as the decisions and/or new legislation get implemented.

As the construction industry is reliant on supplies, materials and construction equipment sourced worldwide, any new trade agreements or tariffs that are introduced will have an impact on the material cost and availability of materials. This may cause a rise in prices which in turn could cause delays on orders and projects. Or, at worst, cause them to be rescope or cancelled.

The most obvious and immediate example of how politics can have a major impact is the Brexit debacle over the last few years and the uncertainty and challenges which this has caused across the country to our economy and industry as a whole. I've experienced first-hand the effects of this on multiple fronts. From a lending & finance perspective, I recently re-mortgaged some properties to help fund a personal development project and the surveyors acting for the banks were down valuing everything by circa. 10% due to the "uncertainty surrounding Brexit". I've also had one client put their project on hold as the build costs (post tender and value engineering) were still ~20% more than the initial cost approximations which we had benchmarked against similar projects in the same street and completed within the previous 18 months. All the contractors we spoke to had increased their prices due to increased material costs on imported building materials and general availability of materials. In addition, the market value of this property in prime central London had gone down and as a consequence, the bank who had previously agreed lending finance for the build, concluded that the project based on the latest figures now didn't fall within their criteria until there is more clarity on the outcome of Brexit.

As well as costs going up, contractors I've been talking to over the last two years have mentioned to me that they are struggling to maintain skilled workers and that they are finding it increasingly more challenging to find new workers to replace them. A large portion of their workforce are migrant workers from the EU and many have already started to head home.

From my discussions with other professional consultants in our industry, we have all experienced a slight slowdown in the number project enquiries as people are more cautious and waiting to see what Brexit ultimately brings. Whatever the outcome may be and regardless of when we leave, the drawn-out indecision on this issue and the possibility of a no-deal Brexit has had a major impact on projects nationally.

Political decisions also result in legislation changes as recently demonstrated by the Grenfell disaster where an instant ban on combustible cladding materials was brought into effect and similar cladding removed from many public housing blocks. Sadly, it seems that there has been slow progress on independent reviews of the Building Regulations and fire safety and the introduction of new technical standards, but I expect that eventually changes will inevitably be brought in.

Another interesting example I recently learned was during a tour of the Sydney Opera house which had become victim to political vote scoring. The architect, Jorn Utzon, was forced to resign due to a change in the leading political party. When the opposition party took office halfway through its construction, they cut all funding and brought in three new architects to take over and complete the project.

Economic

The impact from this is inevitably linked to many of the political changes as noted above as it has a direct correlation and can affect the level of confidence in the market. There are obviously other factors such as competition, supply and demand, and expectation and speculation. All these forces have a direct effect on how businesses produce and distribute their products or services.

For example, on a few occasions I've had quotes for kitchens and sanitaryware (which rely on imports from Europe) where the supplier has given advance notice that their prices will be going up by say ~10% due to their increased cost of materials and import costs.

Financially, the strength of the pound and the level of interest rates has a direct effect on the confidence in spending by end users and also the amount of development finance available for construction projects.

I had an Italian client some years ago who benefited from fluctuations in the exchange rates by paying the supplier of some Sky-Frame aluminium sliding doors (made in Europe) in Euros. This saved them money on exchange rates and conversion rates as it was more favourable at the time to do it this way.

Environmental

I feel that this is something that is finally gaining more traction as people are becoming more aware of the impact we have on the environment and the technologies in this area are becoming more affordable.

We are all responsible for helping the environment and encourage sustainability from the way we design buildings and specify products to be used in construction. We can also learn from sustainability specialists and the work which for example BREEAM conduct.

I've become more aware of this when having to consider levels of insulation for SAP calcs, use of LED lighting, and water efficiency of fixtures and fittings on conversions & new build homes we work on.

I'm currently working on a conversion in **XXXX (Appendix: 2K)** where we have installed a MVHR (mechanical ventilation with heat recovery) system to deliver fresh filtered air into the building for the inhabitants. The building sits on a main road with heavy traffic so they benefit by not having to rely on opening windows and letting in the dust, pollution and noise. It also helps to reduce heat loss through drafts and therefore help reduce overall energy consumption.

Social

While at university I studied the subject of architectural humanities which looked at the social impact which the built environment can have on us as individuals and communities. And vice versa, how the changing times we live in and the changes in our attitudes and cultural shifts can shape the architecture we design and build.

The impact of public buildings and large-scale projects can carry a significant influence in how it affects local communities in both positive and negative ways. For example, it can regenerate areas like the new state of the art Tottenham Hotspur stadium which was built adjacent to the original stadium (instead of located on another site further away) so that local communities and businesses could benefit from the improvements and economic prosperity it would provide to an otherwise deprived area of North London. The success of this is intended to bring further investment into the area. The downside of course is that a number of homes and business had to be relocated to make way for the new development in the hope that the good this project brings will far outweigh the bad.

So far, I believe the public perception has been very positive as no expense has been spared, there has been a huge amount of thought gone into the design and so it has become a landmark and talking point. This demonstrates just how much the quality and design of buildings around us impact not just the immediate environment but also the way it is viewed from further afield as an inspiring piece of architecture.

On a smaller scale, which I am more familiar with, I can very much relate to how the use of space, amount of natural daylight and choice of materials can impact our lives and affect our moods when I'm designing family homes for private clients. Considering practicality, I find it's often the little ideas to make our lives easier which matter the most, such as the way in which kitchens and joinery are bespoke made to suit our individual needs and requirements.

Technological

The technological advancements within our industry in my time so far have been incredible as I've progressed from ink drawings on a drawing board when I was at university, to using AutoCAD, to 3D modelling (which can be as simple as SketchUp or much more complex) to newer emerging technologies such as BIM and VR. All of this just continues to make our lives easier by providing better ways to communicate our ideas with both clients and other industry professionals. It can also prevent mistakes from happening as the level of information produced becomes more organised and detailed at an early stage. What I've personally found most useful is the use of 3D modelling to pre-empt certain junction issues between materials before they are built on site.

I really enjoy having the ability to use tablets to mark-up drawings by hand which prevents paperwork getting lost and allows me to share information more quickly. My site meetings are also more productive as I can now instantly access all our latest issued drawings, show 3d models and even make live adjustments to cad models (although I have not tried this one yet).

Online portals for planning and file storage have reduced the amount of paperwork being produced hugely. We also don't need to wait several days for post to be delivered and then be acknowledged by the Council when submitting planning applications.

Simple apps on phones have become super helpful for noting snagging issues and taking photos which can be instantly marked up (by either contractor or myself) which help to make conversations quicker and aid decisions and site instructions to be more prompt.

All in all, technology is constantly changing and evolving, and this can be hugely beneficial to us in the services we provide to clients, our communication and delivery of information to other professionals and can help us perceive designs which previously would have been too complex. For example, I saw an online article recently which demonstrated bricklayers using headsets and augmented reality to aid them in physically building a very complex spiral brick structure. It literally showed them where to place each brick in real life – amazing.

2. An ability to problem solve to realise the design into built form through the generation of detailed design solutions that respond to familiar and unfamiliar situations;

I'm required to problem solve on a daily basis. It a fundamental part of the work we do, and every single project will present its own specific challenges. There are always issues that need to be addressed at the concept design stage, then detailed out further for tender, through to issues that crop up on site during construction.

To come up with proposed solutions I've often been able to draw on experiences I've gained from previous projects. Sometimes there are new things which I am exposed to which require further research and collaboration with other consultants and specialist sub-contractors. I personally enjoy this aspect of the work I do and find it rewarding when I'm able to find a solution that benefits everyone.

Each project and situation is unique in its own right and therefore I'm always mindful of budget, timings, and aesthetics when considering the best solution with the available options to hand.

A few specific examples include:

- Planning issues on home extensions; whereby **XXXX** Council restrict the height of side extensions to 2m on the boundary. This policy is in place to protect the tunnelling effect which can be created to the undeveloped side return of the neighbouring property. My client desperately wanted to get a full height 3m side extension to have a continuous ceiling line internally rather than a pitched roof to the side. The solution proposed, and subsequently approved, was to submit a joint

application with the neighbour for the same extension to both properties (**Appendix 2B**)

- Planning issues with conversions of a building into flats and the requirement to meet housing standards for waste and cycle storage. I had one project which was a building located on a main road with no external space. The planners would not allow bikes to be stored within communal areas or accept that bikes could be taken through into the flats due to the number of stairs and height of building with no lift. After discussion with a planning consultant, together we came up with the solution of providing each flat with a foldable Brompton bike which the planners accepted (**Appendix 2K**).
- Fire Strategy required to satisfy Building Control requirements. I am currently involved in a five-storey conversion (**XXXX Road**) where we've had to incorporate an AOV system to allow smoke from the common parts to escape the building in the event of a fire. We required a 1m² opening which was proving to be very difficult within the constraints of working within the existing building structure but I managed reconfigure the layout of one flat and find a solution.
- Working on Listed Buildings; which has been rather challenging as I've had to try and satisfy the different needs of the conservation planning team, managing agents (i.e. **XXXX Estate**) and of course Building Control. One example is the full refurbishment of a flat over the top two floors of a Listed Building in **XXXX (Appendix 2D)** where we were proposing to install new timber flooring. I had to liaise with acoustic specialists to find a solution whereby we could protect the original building fabric (original floorboards) and yet still provide as much sound insulation as possible within the smallest build-up so that the appearance of the original skirtings would not be impacted detrimentally.
- Bespoke designs; I designed an external fireplace when no 'off the shelf' product was available. I found a product made in NZ which came as a fully assembled firebox with gas burner, glass front and a stainless-steel picture frame. However, this is not the look I desired and so I managed to collaborate with the specialist supplier who agreed to provide the gas burner only and we created our own fire proof chamber built from blockwork and clad in stone tiles, and bespoke granite hearth (**Appendix 2J**).
- Budget concerns; where I had a client change the brief during construction and wanted a timber clad staircase to match the new herringbone flooring (**XXX**). The cost of bullnose step treads and risers was significantly over budget, so working with the supplier and fitter, we came up with a solution which involved using regular timber planks cut down to suit the stairs and using mitred joins.
- Working on an external staircase design (**Appendix 2F; Section 7.1**), I had to carefully detail all the build-ups and interaction of all the junctions where the timber slats (cladding the side of the stair) meet the porcelain tiles (cladding the steps and risers) which we had the supplier specially cut to size so there was very little room for error.

The examples above are just a few of many which I could have chosen, and I hope that these and the successful projects I've completed help to demonstrate this ability.

3. An ability to successfully complete a sustainable and inclusive design project, systematic review or systematic case study, informed by current understandings in the discipline;

At university in both **XXXX** and **XXXX**, I studied sustainability through design and the emerging trends in new energy efficient systems and products. It was interesting to see the approach to this in two very

different parts of the world with quite different requirements.

In practice, my experience has been a little more limited as clients are often more motivated by budget than sustainable design.

Nevertheless, this is something which I am becoming increasingly conscious of and constantly learning through my own personal research, discussions with specialists in the field and through CPD seminars. As the cost of these materials and technologies becomes more affordable, I see this becoming more commonplace in the work we do. This is also helped by the public sentiment towards being more environmentally responsible which seems to be increasing year on year.

A recent example of implementing sustainable design is on a current development project involving three new-build houses, one refurbishment, and a barn conversion, set just outside **XXX** called **XXXX** Gardens (**Appendix 2G**). This has been quite interesting as we try to balance the requirements for energy efficiency vs. build cost for the developer as they are keen to maintain their profit margin. For example, we've had to collaborate with energy assessor consultants '**XXXX** Energy' to review the implications of using standard gas operated boilers vs. using air source heat pumps.

On the barn conversion, the roof occupies a huge amount of surface area and through consultation with the contractor on various options on the thermal insulation we opted to use wood fibre which is both a renewable product and energy efficient.

On the cottage refurbishment, this has been pre-sold by our client to an elderly close friend and so we have had to design the ground floor in a way that could accommodate a bedroom and bathroom in the future easily without much change. Other forms of inclusive design are obviously guided by the requirements set out for new builds in the Building regulations such as standard heights required for sockets and switches, threshold junctions and widths of door openings and hallways, etc.

4. An awareness of building elements, components, systems, and methods used for different building typologies;

During my studies at university, my final year main project was focussed on high rise buildings which required us to come up with a design proposal for the site on which the **XXXX** Building in the City of **XXX** was to be built. We were fortunate to spend a day with **XXXX** Architects who walked us through their design proposals for what was proposed to be the tallest building in **XXXX** at the time. During this time, I learned about large scale construction methods and building elements through seminars, workshops and from my own research. For example, the concept of having concrete core for service runs, stairs & lifts, and the considerations and requirements for means of escape (particularly post September 11). I also learned about specific components such as curtain walling and energy-efficient glazing elements with greater thermal insulation.

More recently, all the projects I have worked on are at a small to medium sized domestic scale and so the majority of my knowledge and experience is drawn from these where the methods employed and building elements are specific to each project whether it is a new-build, refurbishment, conversion, listed building, or extension, etc.

Many projects I have worked on include basement extensions of varying sizes and complexity which have required different approaches such as the use of secant contiguous piled walls which were proposed by the SE for a 3,500sqft basement extension on a house near the **XXXX** (**XXXX** , in **XXX**) due to excavating close to the water table.

This project also included an indoor swimming pool and spa in the basement which required its own plant room and service voids around the shell of the pool. Essentially forming a concrete box within a concrete box.

On a smaller scale, I've worked on basement extensions on mews houses which have followed a more traditional 'hit and miss' sequenced underpinning technique and required the removal of spoil in smaller vehicles due to restrictive site access.

Once formed, these basement extensions require an appropriate tanking system and I have often nominated 'XXXX Ltd', who would advise and install cavity drain systems and/or any other alternative damp-proofing methods they recommend.

Recently, I had a project which involved a basement extension in **XXXX (Appendix 2H: XXXX Mews, XXX)** which was located in close proximity to the **XXXX** line underground tunnel. The client was concerned about potential noise and vibrations from the trains and so we explored methods of dampening any sound/vibrations by wrapping the basement shell below ground with an isolating layer.

On the same project, the structural engineers had proposed using rib deck concrete flooring as a construction method rather than joisted floors or beam and block which I have more commonly been familiar with using.

Listed Buildings as noted before, have required solutions to protect the historic fabric of the building such as the specialist sound proofing to be used below the new timber flooring (**Appendix 2D: XXX Street, XXXX**).

I had another project where the client was insistent on using traditional building materials & methods such lime-based render, imperial red bricks bespoke made to match, the use of tuck pointing, etc. The new extension on this project also required us to match the existing 'English' brick bond and carefully setting out new door openings to suit.

Other examples include:

- use of specialist sound proofing products and methods to achieve the building regs requirements for conversions
- Types and sizes of bespoke made glazing for sliding rooflights, large frameless glazed walls, etc.
- Understanding and liaising with contractors on service routes for drainage, fire sprinklers, electrics, etc.
- Detailing of internal finishes such as bespoke made built-in joinery and how it is integrated with the building fabric and other services.

All in all, there are many methods and ways in which to construct with the final choices being informed by the client's preference & budget, buildability, project programme & timings, site access, aesthetics, etc.

5. an awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies;

We live in exciting times when the speed of technological advancements has never developed as quickly before. I find it fascinating that (from my experience) so much of the construction industry is set in its ways and methods, and resistant to alternatives. I can only assume that this is because sticking to what is known and familiar gives more certainty on the outcome, both financially and built.

I'm personally very interested and like to keep abreast of emerging new products and technologies by

reading industry publications and articles online, doing my own personal research and through CPD seminars and workshops. One recent CPD through CIAT was particularly insightful which was the “VR for Architecture” course which demonstrated model-based design for mobile VR and immersive VR. This is something I believe that clients would hugely benefit from and something I am looking to introduce in the near future in my projects. It’s great to see companies like **XXXX** Architects leading the way on this.

A lot of my learning also comes through discussion with other professionals and consultants within our industry. Recently we have started working on a project involving 3 new-build houses and barn conversion in an Area of Outstanding Natural Beauty (AONB) in **XXXX** which has provided me with an opportunity to explore different ways in which to achieve the requirements set out by approved Document L (conservation of fuel and power) and still maintain a traditional cottage appearance using local materials as required by planning (**Appendix 2G**).

In order to achieve compliance with the required SAP calcs and air tightness testing we have collaborated with the contractor and energy assessor consultants as we have found that achieving compliance with these larger dwellings has been more challenging than say a typical suburban three-bedroom house. The outcome has resulted in us using an increased level of insulation (using sustainable materials such as wood fibre insulation) and using air source heat pumps and smart controllers for their energy efficiency.

Our client on this project is a developer and so we have been heavily involved in value engineering exercises with the contractor. One outcome has been the introduction of using Posi-joists rather than traditional timber joists. Although, mostly cost neutral to switch to these, it considerably speeds up the construction process as the open web design allows for all the services and pipework to be quickly and easily installed.

Another area that is particularly of interest for my clients is all the smart home technology that is emerging and being introduced to the home. I totally understand the benefits, but I personally have some reservations about the security around these.

As I sit and write this now, I am in **XXXX** where we are in the midst of the bush -fire crisis. It is incredibly saddening to witness such devastation on the news daily. I wake up to the smell of wood fires in the air and grey smoke-filled skies every day. This (as I’m sure with many others around the world) has made me more determined than ever to pursue efforts to use more sustainable building materials and use energy efficient / renewable energy in my future projects wherever possible and to educate my team and clients on this.

6. an awareness of project and design management, project procurement and process, construction and contract management;

Although the basics of these elements were covered during the studies for my degree in Architecture, the real learning and development has been through years of practical experience gained throughout my career.

Project & Design Management:

As a project lead for many years working at **XXXX** Architects, and now with all my clients through my own business, I am responsible for the design process from initial concept and feasibility, through to detailed pre-construction and tender design packages working alongside other professional consultants (eg. PW surveyors, structural engineers, M&E, AV specialists, heritage consultants, interior designers & specialist sub-contractors, etc). Due to the number of individuals involved, it is key to ensure co-ordination and the flow of information between our own design team and all others involved in the project.

Project Procurement & Process:

I'm aware of and have an understanding of various forms of procurement routes. However, nearly all my projects have been Traditional contract whereby I prepare a full tender pack to be sent out to contractors for competitive tender. I've found that this gives clients the comfort that they are getting fair value based on current market rates. Design & Build is another option I've very occasionally suggested depending on the individual circumstances.

Construction & Contract Management:

I've been fortunate to have managed projects of large and small scale (£150k to £2million contract values), for both end users and developers. Because of this, it has been vitally important to understand and use the appropriate JCT Building Contract for each individual project and understand the clauses within each.

I've often preferred using the JCT contract suite including contractor's design portion to cover aspects such as the M&E services of the project if we do not have an independent consultant on board.

For some of my smaller extension / refurbishment projects, I've also used the new RIBA Domestic Building Contract as I feel that the language and layout used is far simpler and easier to understand for homeowners compared to other standard forms of contract.

Having performed the role of Contract Administrator on many projects over the years has been quite challenging at times to remain impartial when being put under pressure from either the client or contractor. It has also provided many learnings, such as how important it is to consistently stick to valuation dates and issue the correct notices in the correct order, particularly regarding pay-less certificates and certificates of completion/non-completion so that the client is not unduly put in a position where they are in breach of contract.

As part of this role, I have also been required to issue contractors payment certificates, architects' instructions, approving variations / omissions to the contract, determining extension of time claims, issuing practical completion certificates, etc.

7. an ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks;

CDM 2015

Prior to the introduction of CDM 2015, I have always been taught in practice to be aware of, identify, and where possible design out risks and hazards on projects on which we were working.

For example, I have been particularly conscious of this when designing large glazed elements where I've had to carefully consider site access for delivery and installation (eg. use of cranes due to weight) and identify the hazards once installed for future maintenance.

Other common issues I have often been aware of when visiting sites include:

- falls from height (eg. unsecured ladders and missing guardrails)
- collapse of excavations (making sure that the temporary works and sequence of underpinning on basement extensions is being correctly followed)
- collapse of structure (checking that the appropriate props are in place where demolition works have been carried out)
- asbestos (ensuring a survey is conducted pre-construction and that any safe removal is carried out by professionals)
- protection of members of the public (checking that nets on scaffolding are properly secured &

that security is in place regarding access to site).

To ensure that my team and I remain fresh on the legislation and our duties as Principle Designer I have arranged CPD's on this and also receive monthly newsletters from one of our partners 'XXX CDM advisors' who provide insightful articles and case studies from the wider construction Health & Safety community.

At the completion of our projects, we provide Health & Safety hand over files to provide information on future maintenance & repairs. We include details of all the construction work completed should anyone in the future wish to alter or maintain the building (**Appendix 2F & 2L; Section 8**)

Building Control

Through many years of designing and project managing projects, I have developed a good understanding of the technical requirements set out by the Building Regulations Approved Documents A to Q.

Particular focus on my projects have been around Fire Safety due to the open plan homes we design and on conversions of large properties into multiple flats (eg. looking at means of escape routes, AOV systems, fire detection, etc.). Resistance to sound in conversions. Conservation of fuel and power on our new build projects as noted previously. Protection of falling – feature staircase designs, roof terraces, etc.

8. an ability to work independently and as a member of a team identifying personal development needs and to plan to meet these needs through relevant and appropriate methods

Over the course of my architectural career I've had progressive levels of responsibility which has allowed me to take on many different roles on projects I've been involved in. From working as an office junior to support a larger architectural team (often involving many other professional consultants), to running my own smaller projects, to now running my own architectural design practice and having my own team to manage and delegate project tasks to.

The success of my projects always requires working independently to resolve design issues and also together with my team to help present designs and solutions from concept through to construction.

During the construction process, I am often presented with situations which in reality are different to what we may have anticipated on the drawing board. This is when creativity and experience kicks in, ideas are sketched out and discussed with other team members whether it's the contractor, structural engineer or other specialist sub-contractors. If it's not initially obvious, I would then carry out my own research and investigations in order to be able to present a viable solution to the design issue.

With regards to the personal development needs for both myself and my team, we regularly arrange CPDs on areas we feel would be beneficial to a particular project we are involved in, or technical elements on which we could do with a refresher on to ensure we are up to date with latest solutions and legal requirements.

Since running my own design practice, I have become increasingly more conscious and interested in new alternative construction products, materials and systems rather than sticking with the status quo which is the easy thing to do. I am also very interested in ways in which we can improve our client experience and use new technologies and software to creatively demonstrate our design solutions to both clients and contractors on site. For example, the use of VR and augmented reality I believe will become far more commonplace in the coming years and something I'd like to explore further.

I'm also an advocate of helping my team grow in their level of knowledge and experience and encourage

them to continue their learning through training courses and CPD workshops to advance their careers. I arrange quarterly staff reviews with each team member where we discuss areas for improvement or areas of learning to assist them to carry out their roles. One of my current team members is studying for her RIBA Part III qualifications and I have enjoyed being her mentor for this and being a soundboard for any discussion points or queries she has had.

Section G – Stage 2: Practice Standards - Practice Assessment

The Practice Assessment process assesses the performance of practitioners that work across a range of functions and allows candidates applying for Chartered Membership to use their experience in their chosen field/s to demonstrate their capabilities.

Applicants must demonstrate their practice experience and directly correlate this to the four core areas listed in the Practice Standards (Stage 2) *within the Professional Standards Framework*.

Please provide a summary of your practice experience, past or present, which specifically relates to the discipline of Architectural Technology and should consist of at least 1000 words but no more than 2000 words in total.

For each core four area you must describe how your experience demonstrates a comprehensive application of each area within your sphere/s of practice in Architectural Technology. The evidence must corroborate the information provided in this application and **demonstrate your professional experience. This evidence will be assessed prior to your Professional Assessment Interview by a Member Panel.**

Designing	<ul style="list-style-type: none"><i>Demonstration of knowledge, understanding and application of Architectural Technology in relation to candidate's area of practice/employment including building standards (planning, building control regulations, etc) and the principles, techniques and methods used in relation to construction materials.</i> <p>Throughout my architectural career I have completed and overseen many planning applications from simple mansard loft extensions on typical Victorian terrace houses to much larger buildings to be converted into multiple residential units, to Listed Buildings, and various forms of extensions in conservation areas etc.</p> <p>To demonstrate this, please refer to examples of drawings and documents I've produced for the following planning applications:</p> <p style="text-align: center;">Appendix 2A: XXXX Road Appendix 2B: XXXX Road Appendix 2C: XXX Hill Appendix 2D: XXXX Street</p> <p>These include plans, elevations & sections (drawn up in AutoCAD LT), 3D models to demonstrate context and scale for planning officers (produced in SketchUp) and other supporting documentation such as Design & Access Statements, Flood Risk Assessments, etc.</p> <p>I have also successfully delivered over 30 residential refurbishments from initial concept design, right through construction to completion and hand over.</p> <p>As part of this, I compile drawings for building regulations in accordance with Approved Documents A-Q (Appendix 2E: XXXX Road). These are reviewed for compliance by Building Control as well as site inspections during construction in order to get sign off on completion (Appendix 2F: Section 5, XXXX Road). If a design changes during construction, I am used to liaising with the Building Control officer and providing more detail when required.</p> <p>To demonstrate knowledge in the principles, techniques and methods used in relation to construction materials I would like to show the following examples of the full sets of</p>
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detailed documentation I've produced for tender and construction:

Appendix 2D: XXXX Street

Appendix 2F: XXXX Road

Appendix 2G: XXXX Gardens

Appendix 2H: XXXX Mews

These include GA Plans, construction details, services & electrical layouts, detailed joinery designs, Scope of Works specification documents, etc.

I am constantly looking to evolve and improve on the level of detail and clarity of these from learnings on previous projects and upon seeing good examples produced by other professionals in our industry.

- *Demonstration of knowledge, understanding and application of design related to candidate's area of Architectural Technology. Consideration given to: user and market needs, cost, quality, environmental impact, safety, reliability, appearance, fitness for purpose, life cycle, maintenance and refurbishment.*

My project at **XXXX Mews** would demonstrate many of these considerations. I developed the tender specification documents through design meetings and feedback from my client. The final proposals were a response to their personal requirements for a 3 bedroom house with outdoor space (labelled winter garden / roof terrace), but with the ability to convert it into a 4 bedroom house which future purchasers may expect and which would reflect the anticipated market value of the property once completed (**Appendix 2H; Section 1 - Tender Documents**).

I produced a cost appraisal at tender to illustrate the complete cost of the build and with feedback from the client made several changes and omissions as part of a value engineering exercise to make the project viable (**Appendix 2H; Section 2 - Tender Review**). A lot of research was carried out to find specialist sub-contractors who could supply and install the feature staircase, wine display & large retractable sliding rooflight. These all required assessment of cost, quality, safety, appearance, fitness for purpose and maintenance.

Another example is **XXXX Road** (**Appendix 2A; Section 1 – Concept Design**) where during the early concept design stage I explored many different layouts and design options in response to the brief to maximise the size & value of the property. To help my client appreciate the appearance and scale of the proposals, I produced some 3D visuals to supplement the 2D drawings. This, along with some budget cost analysis and feedback from our pre-planning application helped us agree on a final design. As a result, the largest basement extension and separate residential unit as one option were omitted due to cost and feedback from pre-planning which indicated that this proposal would not be supported.

- *Evaluate effectiveness of design solutions against original specification.*

I evaluate the effectiveness of design solutions through feedback from design meetings with my clients. From my experience, they find it much easier to make decisions when designs on paper are supported by images and physical samples that are tangible and relatable.

I would also often consult and have internal design meetings with my team whereby

	<p>we share our ideas and design solutions which are offered up for feedback.</p> <p>During construction, I monitor the proposed solutions during site inspections and make adjustments accordingly if something doesn't quite match up. For example, the position and size of the rooflights at the XXXX Road project (Appendix 2F) which I adjusted prior to order due to the position of steels and increased size of roof terrace above.</p> <p>The amount of snagging at the end of a project is also a good indicator of how successful or not certain design solutions were. For example, the microcement flooring I specified for XXXX Road (Appendix 2F, Section 7 Photos) was not quite as robust and resilient to marking as we had been led to believe.</p> <p>A good barometer of the overall success of any project is when I get positive client testimonials and referrals made to their friends and family. I ask for feedback and comments from my clients throughout, and at the end of each project so that I can continue to learn and improve the services we offer.</p>
<p>Managing</p>	<ul style="list-style-type: none"> • <i>Demonstration of an ability to work as an individual or as part of a team, which may include leading and managing budgets, people or projects.</i> <p>On a daily basis, I work on tasks as both an individual and as part of a team which includes not just my own staff and clients, but all the other trade professionals and consultants we regularly work with to successfully deliver our projects.</p> <p>I host an office team meeting at the start of every week to run through each project. At the end of the week, my team and I will send out project status reports to our clients so that everyone is up to date on the progress of their project and aware of any current roadblocks or issues.</p> <p>Two project examples I have included to demonstrate this are: XXXX Road (Appendix 2F) and XXXX Road (Appendix 2L).</p> <p>To show how I work through a project from appointment to completion. I've included:</p> <ul style="list-style-type: none"> - Initial design layouts discussed with client; which led to the final detailed design tender documents (<i>Section 2</i>). - Tender analysis; where I extracted the cost of the underpinning works as a separate cost (which the client was unsure about whether or not to proceed with) and so putting a figure on this helped assist this decision (<i>Section 4</i>). - Structural Engineer & Party Wall surveyor documents; who I had to liaise with (as well as many other specialist sub-contractors) as part of leading the wider team (<i>Section 5</i>). - Building Contract documents (<i>Section 6</i>). - Documents I've issued as contract administrator; such as valuation documents and my fee drawdown schedule agreed with client (<i>Section 6</i>). - Client supply budget analysis; to show how I have managed budgets by helping my clients see how they are spending their budget allowances (<i>Section 6</i>). - Project programmes & weekly status reports; to show how I lead and manage information between client and contractor (<i>Section 6</i>).

- *Demonstration of evidence of conflict resolution.*

Inevitably there will be times when differences of opinion and/or misunderstandings happen if things are not clearly defined or communicated. Sometimes, simple mistakes occur and can be easily resolved by someone taking ownership of the situation. It is fascinating how standards of work completed can be acceptable to one individual and not another. Over the years, I've learned to manage these situations with delicacy and diplomacy as both clients and contractors will have different opinions and I need to be the mediator in these situations.

One example I've chosen to demonstrate conflict resolution in a more formal manner, is the extension of time claim made by the contractor on my project at **XXXX Road (Appendix: 2M)**. The contractor had requested a 30-day extension to the building contract which the client refuted. Under my role as contract administrator, I determined a fair extension to be 22 days.

- *Demonstration of knowledge, understanding and application of customer service by identifying the customer and their needs and demonstrate interaction with professional and non-professional colleagues and clients with regard to providing information and advice relating to candidate's area of Architectural Technology.*

Before we take on a new client, I send out our 'new project enquiry form' (**Appendix 3A**) to help determine if we are a good fit and if we are well placed to help them with their project. It is important to me that we start on the right foot and make sure that we are all on the same page. I need to understand, why they want to do the project, their needs, timings, whether or not they have a budget, or need help to determine one, etc.

When I meet with them at their property, I already have a good basis to talk through their ideas and aspirations, provide advice on some possible proposals, explain what can and can't be done under local planning policies, and talk about ballpark build costs based on similar projects we've recently completed.

I then send them a fee letter to outline our services (**Appendix 2F, 2L & 2N; Section 1**), which I split into three stages to provide them with the recommended options depending on how much assistance they need with their project.

Throughout the course of a project, I am always providing advice to clients based on my years of experience in this field. This often relates around budgets, timings, quality of products and finishes, aesthetic considerations and the practicality of design solutions to suit their individual needs.

A recent client required a little more help to determine the feasibility of their project (see **XXXX Road, Appendix 2P: Section 2**) so with the help of a contractor, I put together some approximate costings and a project look book (with plans and elevations, 3D images, material palette and precedent images) for them to present and discuss with local estate agents. This would allow them to get feedback on end values and provide them with some comfort that they will not be overspending on the project.

Practising

- *Demonstration of knowledge, understanding and application of new and emerging technologies, processes and applications of sustainability, as well as research and continuous improvement relating to innovation in candidate's area of Architectural Technology. Consideration given to: economic, social, environmental, technological and legal issues related to candidate's area of Architectural Technology.*

To stay informed on emerging technologies, I regularly read newsletters and articles in industry publications to keep abreast of the latest news. I also attend CPD seminars & courses such as the CIAT approved "VR for architecture" course (**Appendix 3B**) where they demonstrated the use of ARCHICAD to export 3d models for use with simple cardboard VR viewers & mobile technology, to producing more advanced immersive 3D environments using Twinmotion.

On sustainability, I've recently collaborated with **XXXX** Energy to help us advise on the use of air source heat pumps to help achieve the relevant SAP ratings required for our new build project, **XXX** Gardens (**Appendix 2G**). Working alongside the contractor we have also researched products such as energy efficient windows and alternative insulation products to use over the very large surface area of the roof on the barn conversion.

Research & continuous improvement is achieved continually on each project and through my discussions with other industry professionals. Examples include (1) research into microcement as an alternative to polished concrete, (2) the use of posi-joists over regular timbers to speed up the build process (3) use of wood fibre insulation instead of PIR insulation, etc.

Most recently, I've discovered a new online collaboration management platform called 'Site Supervisor' which I intend to trial on my next project. I'm very impressed with how it provides access to our latest revisions of documentation and specifications, the ability to track and log tasks and RFI's, etc. You can provide access to builders, consultants and other trades (without having to download an app or software) so there is no excuse for anything to 'slip between the cracks'.

- *Identification of factors affecting project implementation including resource management, negotiating and agreeing terms and conditions of contracts or agreements and controlling budgets*

In my business, our fees, services and terms & conditions are agreed with clients when they sign our appointment letter. Final fee drawdowns are agreed during the tender process (**Appendix 2F, 2L & 2N; Section 1**).

To ensure that we have adequate resources available, I map each of our projects on a timeline to show which of my team is allocated to each project (**Appendix 3C**). I know that we currently have capacity to take on 4-5 project management clients at any one time and so this helps me advise on our availability to new clients appropriately to ensure that we are not overstretched and that they receive the level of service appropriate for their project.

Prior to appointing a contractor for our projects, we carry out due diligence by vetting the contractor through interview to ensure that they are a good fit for that specific project. I have included examples of the typical questions we would ask (**Appendix 3E**).

Once a contractor has been chosen, I would then broker and agree on the terms and conditions of the building contract between client and contractor. A good example of this are discussions around the various clauses of the JCT Intermediate Building Contract which I negotiated for the project **XXXX Mews** (**Appendix: 2H, Section 3**). Particular focus was given to insurances on the project and prepayment on large ticket items.

- *Demonstration of knowledge, understanding and application of Health and Safety and an ability to identify hazards and risks and develop and maintain safe systems of work related to candidate's area of Architectural Technology.*

We recently had a CPD course on Health & Safety CDM 2015, provided by **XXX**.

I inform clients of their duties under HSE's CDM 2015, and our role as Principle Designer as confirmed in the Building Contract (eg. **Appendix: 2H, Section 3**)

I have created our own pre-commencement check list which we use internally within the business (**Appendix 3E**), and we also have a pre-construction information form we fill out with clients to provide to the contractor.

Prior to commencing works on any project, we would ensure that an asbestos survey is carried out and arrange for its safe removal by specialists where required (**Appendix 2N**).

We would also ensure that Building Control have been appointed prior to works starting, and that the contractor has submitted an F10 notice if the project is notifiable.

Lastly, I have included an example of a typical hand over file (H&S file) (**Appendix 2F & 2L: Section 8**) which we deliver to clients at the end of their projects.

- *Demonstration of a knowledge, understanding and application of other relevant legislation and regulatory frameworks.*

My team and I oversee the process of appointing Building Control, making sure our designs comply with the latest regulations (Parts A-L) and ensure that these are implemented so that we can get sign off at completion (**Appendix 2F: Section 5**).

I've worked on Listed Buildings in **XXXX** which required obtaining Listed Building consent from Westminster Council through providing details of the proposed works (**Appendix: 2D, Section 3**). On this project, I also had to liaise directly with the freeholder, head-leaseholder and managing agent (**XXXX Estate**) on my client's behalf in order to obtain approval for the proposed changes.

In similar instances, I've had to assist clients with obtaining an LTA (Licence to Alter) for proposed works. This requires liaising with managing agents, their solicitors & surveyors as well as appointing our own consultants (**Appendix 2N: Section 3**).

Other typical consents that I help clients with are **XXXX** build-over agreements where works are carried out over or near to a public sewer (**Appendix 3D**).

And lastly, we are often required on nearly every project to liaise directly with Party Wall surveyors to advise on and provide details of construction on or near boundaries

	<p>which are to be included in the Party Wall Awards with the adjoining neighbours (Appendix 2E).</p>
<p>Developing (self)</p>	<ul style="list-style-type: none"> • <i>Demonstration of knowledge, understanding and application of continuous improvement and quality assurance techniques related to candidate's area of Architectural Technology.</i> <p>One thing I have discovered during my architectural career is that we are always learning. This can be directly from experiences gained over the years from real life experiences and also consciously through CPD seminars and courses, personal research related to a specific project issue that needs resolving, reading articles in newsletters and industry publications, and through discussions with other professionals and specialist sub-contractors we work with.</p> <p>To ensure quality assurance of the work my team and I produce, and to make sure that our services standards are consistent and at their best, I have set up the following practices within my business:</p> <ul style="list-style-type: none"> - I have produced checklists and documented processes for my team to follow. For example, survey checklist, pre-construction checklist, new client enquiry checklist, building contract checklist, etc. (Appendix 3E) - Weekly client updates (Appendix 2F & 2L: Section 1.3) - Weekly review of all projects with my team using Trello boards where we can track tasks to do, delegated, or be completed, and assign priority labels to each. - I regularly sit down and review the work and drawings produced by my team before being formally issued. <ul style="list-style-type: none"> • <i>Demonstration of an ability to identify personal development needs, plan to meet these needs and achievement of these aims.</i> <p>I must admit that the going through the application process for MCIAT accreditation has been quite insightful as it has forced me to reflect on the level of knowledge and skills which I have developed and rely on daily.</p> <p>As a result of this, I have decided to explore courses in sustainable architecture as I feel this is an area which I'd like to have a better understanding, particularly given the increased awareness on climate change issues which have gained interest and momentum around the world due to the recent bushfires in Australia (Jan 2020).</p> <p>Normally, I would look to improve my knowledge in a particular area or topic when the need arises. Or, when something comes up on a project which makes me think it would be helpful to have more in-depth knowledge on a particular subject (this is often how our CPDs are planned)... (Appendix 3B)</p> <ul style="list-style-type: none"> • <i>Development of personal continuing professional development (CPD) goals.</i> <p>My main goal for this this year is to achieve MCIAT status to progress my career and be able to demonstrate my credibility within the industry to future clients and other professionals who I interact with.</p>

	<p>Following this, I also intend to apply for MCIOB status, and attain registration with BIID for the same reasons as above.</p> <p>I would like to continue to support my team and encourage their professional development by being a mentor and allowing them the time to take part in training & courses. I arrange quarterly reviews with them to identify any areas of concern or key issues and support them with this.</p> <p>I intend to continue with relevant CPDs and have put together a schedule for the year ahead (Appendix 3B). Both RIBA & CIOB have some very good online courses which will form much of this given the current social distancing measures.</p> <p>Lastly, I'd like to attend a JCT Training course with my team so that we are all up to date and have a full understanding of the Building Contracts available, all the clauses, and how contracts should be administered in order to avoid common pitfalls or breaches of contract.</p>
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SECTION H: Declaration of applicant

I submit this form and additional documentation as an accurate record in support of my application for election or re-election to Chartered Membership of the Chartered Institute of Architectural Technologists. I fully understand the requirements for membership as set out in the Code of Conduct. I agree to accept the decision of the Institute regarding my eligibility for election.

Any evidence of plagiarism will be classed as an automatic referral and any fees paid forfeited. It could also result in your file being passed to the Chief Executive and Honorary Secretary for further investigation under the Institute's Code of Conduct.

If elected to Chartered Membership, I will continue to abide by the rules and regulations specified in the Institute's Charter, Byelaws, Regulations* and Code of Conduct, and any other directive issued by CIAT. If you do not have a copy of these, please contact the Membership Department.

I will keep CIAT informed of any change in my circumstances in writing, which may affect my membership.

Prior to attending the interview any applicant in private practice as sole practitioner, partner, principal, director or LLP member, this includes advice/services to friends or family, paid or unpaid, full or part time, must obtain formal registration with the Institute by completing the Practice Profile Form for profile candidates, obtaining approval of their business stationery and providing evidence of current professional indemnity insurance showing expiry date.

Only applicable to Associate or Technician members:

In compliance with the Institute's Code of Conduct I confirm that I am not offering architectural services or advice.

*Available from CIAT on request or from http://www.ciat.org.uk/en/the_institute/about-ciat/ciats-charter/

Signature of applicant: _____ Date: ____/____/____

Disclosure

All personal data will be held in keeping with General Data Protection Regulation principles. If you have any queries or requests then contact membership@ciat.org.uk. Our Privacy Policy can be viewed at ciat.org.uk/privacy-policy.html — **NB** You cannot elect to be excluded from CIAT related mailings (via mail or email).

Section I: Declaration of Referee

I am a current Chartered, Corporate or full member of CIAT or a construction related Institute and am willing to act as referee in support of this applicant, as I consider him/her to be suitable for election or re-election to Chartered Membership. The information on this form is, to the best of my knowledge and belief, correct. I am not related to the applicant.

Signature of referee: _____ Date: ____/____/____

Name of referee:

Job title of referee:

Professional qualification/s of referee:

Email of referee:

Address of referee:

Checklist for applicants:

- all sections of the application form are complete
- enclosed copies of academic qualification(s) and/or professional qualification(s)
- x2 supporting evidence on a CD or USB memory stick
- enclosed the appropriate £350 fee (cheques can be made payable to CIAT)

Please return this form to:

Membership Department
Chartered Institute of Architectural Technologists
397 City Road
London
EC1V 1NH, UK

For any queries please contact the Membership Department

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CIAT Representative	Decision	Date	Name and signature
Central Office	Checked and approved		
Member Panel	Refer/Defer/Pass		