**Covering fee appointments between £10k - £50k**

for project work up to £384,000 based on a fee of 13%

*In order to streamline and standardise the process of appointing a Quinquennial Inspector*

*it is proposed that all churches adopt a standardised procedure.*

**Inspectors are requested to complete the information below and return to the PCC as soon as is convenient**

|  |
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| **SECTION 1 – DETAILS OF CHURCH** |
| Name of church |  |
| Address |   |
| Listing Grade  |  |
| Contact  |  |
| Contact email |  |

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| --- |
| **SECTION 2 – DETAILS OF INSPECTOR** |
| Name of Inspector |  |
| Professional title *e.g. Architect, Surveyor* |  |
| Qualifications  |  |
| Membership of Professional bodies |  |
| Conservation Accreditation |  |
| No. yrs Conservation Accreditation held |  |
| Name and address of Practice/Company  |  |
| Previous experience of obtaining faculty consent |  |
| No of years experience of working on Listed Churches (N/A for unlisted churches) |  |

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| **SECTION 3 – QUINQUENNIAL INSPECTION COSTS AND FEES** |
| Quinquennial Inspection and report in accordance with Diocesan scheme | £  |
| Is the cost of a follow up meeting with churchwardens(s)/walk-round at the church (max 2 hours on site) included in the inspection charge? | YES / NO |
| If not, what would the additional cost for this be? | £ |

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| **SECTION 4 – FEES FOR WORK ARISING FROM THE INSPECTION** |
| Usual charging regime for QI repair works | Hourly rate / Percentage / Flat fee / other (please state) |
| State how site visits are charged:  | Hourly rate / Flat fee / other |
| Hourly rate | £ |
| Fee percentage for repair works arising from QI |  |
| Rates for out of pocket expenses not included in hourly rate/lump sum fee (state what these are) | State rates and what they would be charged for e.g. miles @ £0.45/mile |
| Is VAT chargeable on fees and expenses | Yes / No |
| % fee split between pre-contract and post-contract work  |  |
| *pre-contract = all work up to and including faculty / List B approval stage**post-contract = administration and oversight of the building contract, including site works* |
| Is the inspector prepared to offer free advice over the telephone with general building related matters to a reasonable level? | Inspector to insert short statement defining what is considered reasonable |
| Give example of similar churches in the diocese, or nearby, where the inspector is presently appointed |  |
| Contact details so references can be taken up |  |
| Describe how you undertake the QI process following appointment | Insert short statement |
| Please provide a previous Quinquennial Inspection report from a similar church | Sent electronically / by post |