**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**

|  |  |
| --- | --- |
| **SECTION 1 – DETAILS OF CHURCH** | |
| Name of church |  |
| Address |  |
| Listing Grade | I / II\* / II / unlisted |
| Contact |  |
| Contact email |  |

|  |  |
| --- | --- |
| **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) |  |

|  |  |
| --- | --- |
| **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? | £ |

|  |  |  |
| --- | --- | --- |
| **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 | |