

# DEWSBURY

TOWNSCAPE HERITAGE INITIATIVE

## ARCHITECTURAL SERVICES GUIDANCE

It is a requirement of the THI that all projects employ a registered architect / architectural technologist to produce and oversee schemes on behalf of the Applicant.

The THI Guidance Advice Note 2: Summary of THI Grant Conditions - 10. Professional advice specifications states:

For all projects, you must appoint an appropriately experienced and qualified professional with conservation experience. All professionals must be registered with a relevant professional organisation, such as: the Royal Institute of British Architects (RIBA), the Architects' Registration Board (ARB), or Chartered Institute of Architectural Technologists (CIAT) who are able to prepare working drawings for your project. These fees are eligible as part of the grant aid scheme at a rate of 75%.

**The architectural services fee quote should cover:**

- Preparing any necessary drawings, details and specifications for the required works.
- Liaising with the local planning authority and making any required applications.
- Obtaining three competitive quotations from specialist contractors for the work.
- Assisting with making a grant application to the council.
- Appointing a contractor on behalf of the applicant and administering the terms of a contract or agreement.
- Acting as CDM coordinator and undertaking the necessary duties for such contracts, where applicable.
- Providing project management services to the client for the duration of the contract. (Note: for grants above £25k a registered building surveyor can also be commissioned to provide project management services in addition to the architect.)
- Making site visits to view and monitor the quality of the work.
- Signing off works sufficient for interim payments and issuing a final completion certificate of works.
- Liaising with council THI Officer with regard to the grant payment.



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[www.kirklees.gov.uk/dewsburytownscape](http://www.kirklees.gov.uk/dewsburytownscape)

## Dewsbury THI eligible architects

The council does not approve or promote any of the following architects, nor does it affiliate itself with any specific companies; nor does their inclusion on the list imply that the council recommends them. The inclusion of the architects on the following list is purely for information.

**If you wish to appoint an architect who is not on the list then you should consider the following:**

- The company should be able to indicate a proven ability to deal with historic buildings.
- Ask for a written quotation and it is advisable to gain quotes from several different practices.
- Be registered with the Architects Registration Board (ARB) as part of the Royal Institute of British Architects (RIBA) or Chartered Institute of Architectural Technologists (CIAT).

Should you wish to appoint an architect who is not on the list then please contact the THI Project Officer for advice.

For further information on appointing an architect, advice can be found at:

<http://www.architecture.com/UseAnArchitect/ConservationRegister/Guidanceforclients.aspx>

Please note that the information contained in this guidance note is for general information purposes only. The council endeavours to keep the information accurate and up to date but makes no representations or warranties of any kind to this effect. You should note that the websites referred to in this guidance note are not under the control of the council and their inclusion within it does not necessarily imply a recommendation or endorsement of any views expressed within them.

## List of architectural practices

### **Martin Walsh Associates**

Firth Buildings  
99-101 Leeds Road  
Dewsbury, WF12 7BU

T: 01924 464342

E: [info@martinwalshassociates.co.uk](mailto:info@martinwalshassociates.co.uk)  
[www.martinwalshassociates.co.uk](http://www.martinwalshassociates.co.uk)

### **One 17 Design**

The Dyehouse  
Armitage Bridge  
Huddersfield, HD4 7PD

T: 01484 668000

E: [solutions@one17design.com](mailto:solutions@one17design.com)  
[www.one17design.com](http://www.one17design.com)

### **Jessica Sutcliffe**

4 St. Johns Square  
Wakefield, WF1 2QX

T: 01924 377917

E: [jessicasutcliffe@gmail.com](mailto:jessicasutcliffe@gmail.com)

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### **Mark Brotherton Ltd**

Fox Cottage  
Whitley Road  
Whitley  
Dewsbury  
WF12 0LU

T: 01924 459231

E: [info@foxarchitecture.co.uk](mailto:info@foxarchitecture.co.uk)  
[www.foxarchitecture.co.uk](http://www.foxarchitecture.co.uk)

### **Knox-McConnell Architects Ltd**

9 Victoria Park  
Saltaire, BD18 4RL

T: 01274 773388

E: [info@knoxmcconnell.com](mailto:info@knoxmcconnell.com)  
[www.knoxmcconnell.com](http://www.knoxmcconnell.com)

### **Inc Architecture Ltd**

Freedom House  
25 Back Lane, Grange Moor  
Wakefield  
West Yorkshire, WF4 4EJ

T: 01924 848 427

E: [mail@inc-architecture.com](mailto:mail@inc-architecture.com)  
[www.inc-architecture.com](http://www.inc-architecture.com)