



Architects Registration Board

7 Portland Place
London W1B 1PP

Telephone 020 7580 5861
Facsimile 020 7436 5269
e-mail info@arb.org.uk
website www.arb.org.uk

Date 15 April 2009
Ref KH

Dear Ian

Freedom of Information Request

Thank you for your recent request for information, in which you requested the following:

1. A copy of the dated Board minute which shows the "prescribed period" for payment under the Architects Act section 8.
2. A copy of the dated Board minute which shows this amount of £86 as being the "further prescribed fee" under the same section of the Act.

I will deal with each one of your requests in order.

1. As you may be aware the Board's General Rule 17 specifies "for the purposes of section 8 (2) of the Act, the prescribed period will be a minimal of 90 days after the sending of the written demand".

Having traced this information back, I can confirm that the Rule was first introduced in 1997 when the Board's General Rules were first consulted on. At that time, the Rule stated "For the purposes of section 8 (2) of the Act that the prescribed period shall be 90 days after the sending of the written demand". In September 2004, an amendment was made to the Rule which added the word "minimum" into the Rule.

For your information, I have enclosed a copy of the relevant minutes.

2. The Board's General Rule 18 states "For the purposes of section 8 (3) of the Act, re entry to the Register following removal of non payment of the retention fee shall be subject to payment of the retention fee and a further fee as determined by the Board. The Registrar may at his or her discretion waive the whole or part of the further fee after consideration of the circumstances effect in any particular case".



On 16 July 2000, the Board agreed the attached fee schedule, which specifies how the relevant prescribed fee applies, dependent on the circumstances of the architect being reinstated. There have been no further amendments to the structure of the prescribed fee, which simply mirrors the annual retention fee of the relevant year.

For your information, I have enclosed a copy of the relevant minutes.

I hope the information is of assistance, do not hesitate to contact me if I can clarify matters further.

Yours sincerely

A handwritten signature in black ink, appearing to be 'KH', is written over a circular stamp or watermark. The signature is fluid and cursive.

Karen Holmes
Deputy Registrar and Head of Registration

Minute – April 1997

Draft Rules

The Registrar told the meeting that each body on the list supplied by the DoE had been consulted and where comments had been received these were shown as tabled papers. Following debate and amendment the General Rules, PCC Rules and Investigation Rules were approved. Miss Connie Higgins was appointed to the Chair of the Investigations Panel.

Minute – July 2000

Minutes of the Finance and Establishment Committee of 8 March 2000

The Board then discussed the revised fee structure and approved the recommendations, based on a retention fee of £55 in 2001. Michael Dewy drew the Board's attention to the guidelines of travel and subsistence allowance; in particular, that attendance allowance had been amended to £100 per day or part thereof for attendance at each meeting or function and that motoring expenses had been amended to reflect the normal practice. He asked that members submit claim forms within one month of the meeting which would assist the office in cost analysis and budget.

Minute – September 2004

Changes to the Election and General Rules

The Chairman expressed his gratitude to all the consultees for the time and effort which had been spent in examining the Board's proposals and for the helpful and constructive comments which had been provided.

(a) Election Rules

The Chairman introduced the paper and advised the Board that the Electoral Reform Society had made a later suggestion in respect of how to deal with the votes relating to a candidate who died following the circulation of ballot papers but before completion of the count. The Chairman suggested that, as a matter of principle, votes for that candidate would be disregarded. This was agreed by the Board.

The Board approved the new election rules, which would now be submitted to the Privy Council for approval.

(b) Amendment of the General Rules

The Chairman introduced the paper and the Board considered the proposed new rules. Following extensive debate, the Board agreed to the changes to the General Rules proposed in the paper before it subject to the following changes:

- At Rule 4(iv) add to the first paragraph so it reads "...on behalf of the Board in implementing its policies".
- At Rule 7(ii) and 7(iii) remove the words "in which the member concerned cannot vote".

Review of Fees

Appendix D

Registration Fees

Description of Fee	Current Amount	Proposed Amount
Reinstatement after non-payment under 2 years	3 X Annual Retention Fee	2 X Annual Retention Fee
Reinstatement after non-payment over 2 years	3 X Annual Retention Fee	3 X Annual Retention Fee
Reinstatement after resignation from the Register, under 2 years	1 X Annual Retention Fee	1 X Retention Fee
Reinstatement after resignation from the Register over 2 years.	1 X Annual Retention Fee	2 X Retention Fee

Assessment Cancellation Fees

Description of Fee	Current Amount	Proposed Amount
Cancellation up to 4 weeks prior to interview.	Not applicable	15% Administration Charge
Cancellation or postponement within 2 weeks of interview.	Not applicable	50% Administration Charge
Non attendance at interview.	Not applicable	Full payment incurred

Part 3 Oral Assessment

Description of Fee	Current Amount	Proposed Amount
Part 3 Initial Assessment (if applicable)	Not Applicable	£375.00
Part 3 Oral Interview	£60.00	£1200.00