

## 10 Questions when Choosing an Architect

### 1 Are they professionally qualified?

Is your architect registered?

A registered Architect is professionally qualified, has appropriate insurance and is bound by the Architects Act 2003 and its Code of Conduct.

### 2 Do you know their speciality?

Like most people architects work best in their area of speciality, for some this is retail, others commercial, hotels, medium density housing or ecologically sustainable development.

### 3 Are they keen and available?

Is your architect keen to tackle your project, happy with your budget, the timetable and able to fulfill your brief - all the way to the end of the job?

### 4 Have you seen their work?

It's always a good idea to see one or two of the architect's completed projects in person - if not then photos, articles, drawings etc... An architect who looks after their portfolio shows a lot of pride in their work.

### 5 Is your project their scale?

Aim to find an architect who's frequently working in your scale of work, ie: alterations & additions over \$500k. If they prefer smaller or larger jobs, they might find it difficult setting aside time for your project if more attractive work becomes available.

### 6 Are they personally suitable?

Working with an architect can often be a very personal experience - hire someone you like and feel comfortable discussing your life and habits with.

### 7 Do they have references?

Have you asked your prospective Architect for a short list of previous clients with contact numbers so you can contact them. Find out if they would recommend or use them again.

### 8 Do they have local knowledge?

If your architect has recent local experience & knowledge of the many council controls & other issues particular to your area, you may have a better chance of getting your design approved. Having local knowledge doesn't mean that they must live locally as most Architects will regularly work in many local council areas. This is also a factor that many people over rate when choosing their architect.

### 9 Can they offer the whole service?

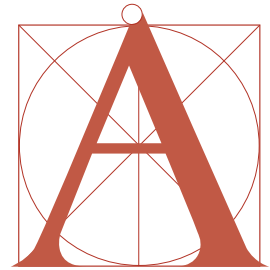
Aim to find an architect that is willing & experienced in full service, i.e. some architects won't do Contract Administration, while others are not geared for giving interior fit-out advice or preparing detailed fit-out documents for areas such as kitchens, bathrooms etc..

### 10 Have you compared their quotes?

Every architects scope and service varies person to person, just as your brief is unlike many others. Because of these differences it may be difficult comparing 'apples with apples'. Look for an architect who is able to tailor their service to your needs now and be able to adjust it later if the need arises.

Prepared by

Adam Pressley FRAIA, Principal & Nominated Architect  
NSW #6007 © All Australian Architecture



**ALL AUSTRALIAN  
ARCHITECTURE**

Suite 206, 20 Dale St  
Brookvale NSW 2100

P: 02 9938 5180

F: 02 9938 5189

M: 0412 348 575

[info@aaarchitect.com.au](mailto:info@aaarchitect.com.au)

[www.aaarchitect.com.au](http://www.aaarchitect.com.au)

ABN 95 492 673 232

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Nominated Architect  
NSW Reg. No. 6007



**Member**  
Australian Institute  
of Architects