

# Standard Letters in Architectural Practice

By David Chappell



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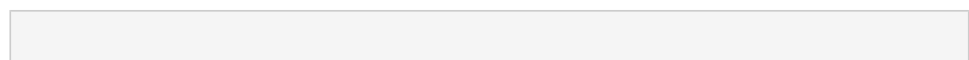
This book provides over 300 standard letters for architects and contract administrators to use at all stages of contract administration. The letters are grouped into sections which correspond with the RIBA Plan of Work: the aim is to cover all the common situations encountered in practice.

This Fourth Edition has been revised to take account of the extensive changes to virtually the whole of the JCT suite of building contracts. Unless otherwise stated, all letters are suitable for use with:

- ? JCT Standard Building Contract (SBC)
- ? JCT Intermediate Building Contract (IC)
- ? JCT Intermediate Building Contract with contractor's design (ICD)
- ? JCT Minor Works Building Contract (MW)
- ? JCT Minor Works Building Contract with contractor's design (MWD)
- ? JCT Design and Build Contract (DB)
- ? GC/Works/1 (1998) With Quantities Contract

The latest edition also takes account of the CDM Regulations 2007, the revised RIBA Code of Conduct and its associated guidance notes, and the RIBA standard agreements for the appointment of an architect issued in 2007.

Architects and contract administrators spend a great deal of time writing letters of various types. Many of them are routine and repetitive in character, but they require proper consideration if potentially dangerous liability situations are to be avoided. The book will be of use not only to architects and contract administrators but also to project managers and employers' agents.



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## **Editorial Review**

### Review

"Organised in an extremely user-friendly manner ... invaluable for contractors, building surveyors and project managers." (*Building Engineer*, October 2008)

### From the Back Cover

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### About the Author

**David Chappell** BA(HonsArch), MA (Arch), MA (Law), PhD, RIBA has 50 years' experience in the construction industry, having worked as an architect in the public and private sectors, as contracts

administrator for a building contractor, as a lecturer in construction law and contract procedures and, for the last twenty years, as a construction contract consultant . He is currently the Director of David Chappell Consultancy Limited and frequently acts as an adjudicator. He was Professor and Senior Research Fellow in Architectural Practice and Management Research at The Queen's University Belfast and Visiting Professor of Practice Management and Law at the University of Central England in Birmingham. David Chappell is the author of many articles and books for the construction industry. He is one of the RIBA Specialist Advisors and lectures widely.

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