

Architect Appointment & Planning Approval Checklist

Use this before appointing the architect / planning team. The scope should match the actual authority and project model.

1. Professional verification

☐	Registration / licence required for the intended statutory work is verified.
☐	Relevant experience with the project type and planning authority is checked.
☐	Key team / specialist consultants and availability are identified.

2. Scope

☐	Survey / base data responsibilities are stated.
☐	Feasibility and planning assumptions / limitations are stated.
☐	Concept, sanction / submission drawings and revision responsibilities are stated.
☐	NOC / specialist coordination and authority follow-up responsibilities are stated.
☐	CC stage, inspection, completion and OC support responsibilities are stated.

3. Commercial & programme

☐	Professional fee, taxes and reimbursables are clear.
☐	Authority fees / premiums / TDR / specialist fees are clearly excluded or included.
☐	Deliverables and milestone timeline are documented.
☐	Major redesign / additional services / termination are defined.

4. Record control

☐	All sanctioned drawings / approval letters / conditions are stored centrally.
☐	Revision history is maintained so site teams use the current approved set.
☐	Completion / as-built / OC records are included in project close-out.

Record: Project / Society _____ Date _____ Reviewed by _____