Application for a *Notice of Determination* in accordance with section 18(6) of the Building Control Act 2007 for:

New company formations, applications to register new business names or change of company or business name in the Register of Companies.

**Section 1 Guidance Note**

Any reference to “Applicant” in this application form means a body corporate, firm or partnership which wishes to carry on business under a name, style or title containing the word “architect” or any cognate description or other grammatical form of the word “architect”.

By completing this form the Applicant is applying for a Notice of Determination permitting it to practice or carry on business under the name(s), style(s) or title(s) proposed in section 2 of this application form subject to the opinion of the Registrar of Companies.

Section 18(1) of the Act provides for a prohibition on the practicing or carrying on of business by a person under any name, style or title containing the word “architect” unless that person is a registered architect.

Section 18(3) of the Act provides that this prohibition does not prevent a body corporate, firm or partnership from carrying on business under a name, style or title containing the word “architect” if the business is under the control and management of one or more registered architects and that in all the premises where its business relating to architecture is carried on, it is by or under the supervision of a registered architect.

Section 18(6) of the Act specifies that the RIAI may by Rules provide that the exemption in section 18(3) shall not apply to a body corporate, firm or partnership unless it has provided the RIAI with the information necessary for determining whether section 18(3) applies.

The Council of the RIAI passed the Rules for Practice Titles (the Rules) as provided for by section 18(6) of the Act requiring businesses to provide the RIAI with such information necessary for determining whether section 18(3) applies. The Rules are available to view on [www.riai.ie](http://www.riai.ie).

Any Notice of Determination that issues subsequent to a successful application is sufficient evidence for the purpose of proving to the Registrar of Companies that the Registrar of Architects has determined that the Applicant’s use of the word “architect” is permissible under the Rules and should not be considered undesirable as per section 26(5) of the Companies Act 2014.

For the purposes of registering a company or business name with the Registrar of Companies the Notice of Determination is valid for 2 months from the date of issue.

Please complete this form legibly in blue or black pen.
**Section 2  Details of applicant business**

Name of principal registered architect(s) seeking to form new company or register business name:

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**Proposed business type:**

- Limited Company/Teoranta Ltd/Teo ✔
- Partnership ☐
- Designated Activity Company DAC ☐
- Sole trader ☐

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Proposed company name:

and/or

Proposed business name(s):

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Proposed registered address of company or business name:

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Contact phone number(s):

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Proposed primary trading address: (if different to proposed registered address)

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**Section 3  Details of registered architect(s) who will control and manage the Applicant so far as it relates to the practice of architecture**

<table>
<thead>
<tr>
<th>Registered architect</th>
<th>Architect’s Registration number</th>
<th>Proposed percentage shareholding</th>
<th>Management position</th>
</tr>
</thead>
</table>
Section 4  Proposed corporate structure

Is the main business of the Applicant proposed to be the practice of architecture?  Yes ☐  No ☐

If no, please give details of the proposed business structure:

Will the Applicant be partially or wholly owned by another company?  Yes ☐  No ☐

If yes, please provide the following information with regard to the parent company:

Parent company name:

Registration number:  Business type:

Registered address:

Set out the relationship between parent company and the Applicant including percentage shareholdings:

Does the Applicant propose to operate branch offices?  Yes ☐  No ☐

If yes, please list the address of each proposed office and the supervising registered architect responsible for each office:

Address  Registered architect  Architect’s registration no.
Obligations of the Applicant

The Applicant shall inform the Registrar of Architects of any material change relating to the name, control or management of its/his/her business as stated on the within application for a Notice of Determination regarding the application of section 18(3) of the Building Control Act 2007. Failure to notify the Registrar of any material change may invalidate any Notice of Determination issued as a consequence of the information provided on the within application and may therefore expose the business to the possibility of prosecution under section 18(1) of the Building Control Act 2007.

Section 18 of the Building Control Act 2007 provides that a person who makes use of a certificate issued under section 18 with intent to deceive shall be guilty of an offence and shall be liable, on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months or both.

Declarations

I declare that all of the information supplied as part of this application is, to the best of my knowledge, true in every respect and that all relevant matters have been disclosed.

I agree to the RIAI retaining the information submitted for the purpose of maintaining a database of company and business names for statistical reporting and for use in relation to any future application, should this application be unsuccessful.

Signed ___________________________ Date __________

Payment

A fee of €25 is payable on application to cover the cost of processing and evaluating the application for a Notice of Determination.

Methods of Payment

Pay by Electronic Funds Transfer - Please ensure that your name and if you are a member your Membership ID is clearly shown on the remittance advice. Send your electronic payment to:

BIC: BOFIIE2D
IBAN: IE34BOFI90001710053149
Bank Details: Bank of Ireland, College Green, Dublin 2

Pay by Post – Send this application form, together with a crossed personal cheque, money order or postal order, made payable to Royal Institute of the Architects of Ireland to: The Registrar, RIAI, 8 Merrion Square, Dublin 2.

Pay by Phone – credit and debit card payments can be made by calling the Membership Officer on +353 1 676 1703. Please have your card details to hand.

Pay in Person - Pay by cash, credit or debit card in person at the RIAI, 8 Merrion Square, Dublin 2 between 9.00am and 5.00pm Monday – Friday (excluding Public Holidays).

The completed application form together with any necessary documentation and the appropriate fee should be sent to:

The Registrar
RIAI
8 Merrion Square
Dublin 2