



A joint initiative from

RIBA  Shelter

Architect instructions 2011

Thank you for agreeing to take part in this year's scheme.

The matching process

- The RIBA regional offices will match homeowners with architects in the same area. Each homeowner receives details of one architect.
- Your details will be emailed to homeowners and you will receive their details during July. Homeowners should contact you, but feel free to contact them if you wish.
- The consultation, at a mutually convenient time and place, must take place by the end of November 2011.
- Shelter and the RIBA publicity has increased the scheme's popularity, but in some areas homeowner demand may fall short of the number of participating architects. In these areas, every effort will be made to allocate clients to architects as fairly as possible, **however, a match cannot be guaranteed.**

The consultation

Clients will know that the consultation will last one hour, that you are giving up your time for free, and that they can make a suggested donation to Shelter of £40 or more.

Donations

Please ask every client to complete a donation form, filling in his or her name, address, and donation details. Please also ask clients to sign the Gift Aid form if they are eligible (if they have paid income tax or capital gains tax in the past financial year).

Clients can donate online before the consultation. If they have done so, they will have been asked to show you a printout of their donation as confirmation.

What is Gift Aid?

Taxpayers making charitable donations can Gift Aid them, which allows charities to claim back from the Government the 'gross' amount of tax the donors would have paid on an equivalent sum. Gift Aid makes it possible for Shelter to increase the value of donations by at least a quarter, at no extra cost to donors.

The form (and any cheques) should be mailed to:

In England Freepost RRAL-JJJE-HBLR, Shelter, Halifax Road, MELKSHAM SN12 6YY

In Scotland Shelter Scotland, Freepost, Admail ADM3984, EDINBURGH EH1 1ZB

These addresses are valid on any type of envelope. Please mail immediately, rather than waiting until all consultations are completed.

Don't forget to put your RIBA or RIAS member number on your donation forms.

Shelter

More than one million people a year come to Shelter, the housing and homelessness charity, for advice and support via its website, helplines and national network of services. Shelter helps people to find and keep a home in a place where they can thrive, and tackle the root causes of bad housing by campaigning for new laws, policies, and solutions.

During the past 15 years, Architect in the House, run jointly with RIBA, has raised more than £1.1 million for Shelter. Both Shelter and the RIBA thank you for your support.

Any enquiries? Please check our architect FAQs online or email architectinthehouse@shelter.org.uk

Title sponsor



Virgin 265
Sky 246

Associate sponsor

ROCKWOOL



Shelter Registered charity
in England and Wales (263710)
and in Scotland (SC002327)

Royal Institute of British Architects
Registered charity number 210566