

PROFESSIONAL PRACTICE READING LIST 2011/12: REVISED DECEMBER 2011

This reading list has been given to the library by the course tutor. Please note that the library holds as many items as possible from this list, however if any items are not held in the library's collection, these may be requested via Inter-library loan at the issue desk.

Some items may be shared with other programmes or located in other parts of the library. For location details please consult the online library catalogue.

Please note that Building Regulations and JCT Contracts are available online, with Full Text download, in Construction Information Service which is on the library website under Online Resources.

PART 3

- * Part 3 Handbook: Questions of Professional Practice. Stephen Brookhouse. RIBA
- * Working Out in Architecture. Alastair Robertson. AA

PROFESSIONAL

- * ARB. Architects Code Standards of Conduct and Practice. ARB.
- * RIBA. Code of Professional Conduct and Standard of Professional Performance. RIBA.
- * Lewis, R K. Architect? A Candid Guide to the Profession. MIT.

LAW

- * English Law - Smith & Keenan
- * The Architects Act 1997. HMSO.
- * Speaight, A & Stone, G. Architect's Legal Handbook. Butterworth.
- * Uff, J. Construction Law. Sweet and Maxwell.

TOWN AND COUNTRY PLANNING

- * Cullingworth, B. Town and Country Planning in the UK.
- * Salt, A & Brown, H. Planning Applications: The RMJM Guide. Blackwell Science.
- * Suddards, R W. Listed Buildings: The Law and Practice of Historic Buildings, Ancient Monuments and Conservation Areas.

BUILDING REGULATIONS

- * Building Regulations: Complete Package. HMSO. – **AVAILABLE ONLINE IN CONSTRUCTION INFORMATION SERVICE – ON LIBRARY WEBSITE UNDER ONLINE RESOURCES.**
- * Billington, MJ, Simons M W & Waters, J R. Building Regulations Explained and Illustrated. Blackwell Science.

ACCESSIBILITY

- * CAE. Designing for Accessibility. RIBA.

HEALTH AND SAFETY

- * Construction (Design and Management) Regulations 2007. HSE
- * CIRIA. CDM Regulations: Work sector guidance for designers. CIRIA.
- * RIBA. Model Safety Policy with Safety Codes for Architects Engineers and Surveyors. RIBA.

PROJECT MANAGEMENT

- * Lupton, S. Architects Job Book. RIBA.
- * Green, R. Architect's Guide to Running a Job. Architectural Press.
- * Cox, S & Hamilton, A. Architect's Guide to Job Administration: The Party Wall etc Act 1996. RIBA.
- * NJCC Codes of Procedure for Single Stage Selective Tendering, for Two
- * Stage Selective Tendering, and for Selective Tendering for Design and Build. RIBA. (3 publications).

THESE 3 NJCC PUBLICATIONS ARE OUT OF PRINT AND NOT AVAILABLE FOR PURCHASE – IF YOU WOULD LIKE AN INTERLIBRARY LOAN PLEASE ASK AT THE ISSUE DESK.

- * Murray, M & Langford, D. Architect's Handbook of Construction Project Management. RIBA.
- * CIOB. Code of Practice for Project Management For Construction and Development. Blackwell Science.

PRACTICE MANAGEMENT

- * Lupton, S. Architect's Handbook of Practice Management. RIBA.
- * Willis, AJ & Chappell, D. The Architect in Practice. Blackwell Science.
- * Littlefield, D. The Architect's Guide to Running a Practice. Elsevier.
- * Phillips, R. The Architect's Plan of Work. RIBA.

ARCHITECT CONTRACT

- * RIBA. A Client's Guide to Engaging an Architect, RIBA.
- * Construction (Design and Management) Regulations 2007. HSE
- * RIBA. The Architects Contract: Guide to RIBA Forms of Appointment. RIBA.
- * SFA/08 Standard Form of Agreement for the Appointment of an Architect RIBA
- * Small Works, SW/99 (2004) RIBA
- * ACA98 The Appointment of a Consultant Architect for Small Works, Works of Simple Content and Specialist Services (2000 Revision) – ***THIS IS OUT OF PRINT AND NOT AVAILABLE FOR PURCHASE – IF YOU WOULD LIKE AN INTERLIBRARY LOAN PLEASE ASK AT THE ISSUE DESK***

BUILDING CONTRACT

- * Chappell, D, Marshall, D, Powell-Smith, V & Cavender, S. Building Contract Dictionary. Blackwell Science.
- * Clamp, H & Cox, S. Which contract?: Choosing the appropriate building contract. RIBA.
- * RIBA. Guide to selecting the appropriate JCT form of contract. RIBA. (FREE Download)
- * Elkington, J. Brief summary of JCT Forms of Contract. RIBA. (FREE Download).
- * Chappell, D. Understanding JCT Standard Building Contracts. Spon.
- * Standard Forms of Building Contract (JCT & NEC) .All current forms
- * Jamieson N. 'RIBA Good Practice Guide: Inspecting Works'. RIBA

JCT 11 Forms of contract: - *THESE JCT 11 AND JCT 05 FORMS OF CONTRACT ARE ALL AVAILABLE ONLINE WITH FULL TEXT DOWNLOAD IN CONSTRUCTION INFORMATION SERVICE WHICH IS ON THE LIBRARY WEBSITE UNDER ONLINE RESOURCES*

- * JCT 11 Minor Works Building Contract (MW)
- * JCT 11 Intermediate Building Contract (IC)
- * JCT 11 Standard Building Contract (SBC/XQ)
- * JCT 11 Design and Build Contract (DB)
- * JCT 11 Minor Works Building Contract with Contractors Design (MW/D)

JCT 05 Contracts (Including Revision 2 Update):

- * JCT 05 Minor Works Building Contract (MW)
- * JCT 05 Intermediate Building Contract (IC)
- * JCT 05 Standard Building Contract (SBC/XQ)
- * JCT 05 Design and Build Contract (DB)
- * JCT 05 Minor Works Building Contract with Contractors Design (MW/D)

NEC Contracts:

- * The New Engineering Contract (NEC2): Box Set of 18 documents. Thomas Telford Publishing
- * NEC3 Engineering and Construction Contract Guidance Notes
- * NEC3 Engineering and Construction Contract
- * NEC3 Engineering and Construction Contract Option C Target Contract with Activity Schedule
- * NEC3 Engineering and Construction Contract Option A Priced Contract with Activity Schedule
- * NEC3 Professional Services Contract

DISPUTE RESOLUTION

- * Henchie, N. Adjudication for Architects. RIBA. (FREE Download)
- * Harris, B, Planterose, R, & Tecks, J. The Arbitration Act 1996: A Commentary. Blackwell Science.
- * Stephenson, D. Arbitration Practice In Construction Contracts. Blackwell Science.
- * Hibberd, P & Newman, P. ADR and Adjudication in Construction Contracts.