

Namibia Institute of Architects

8 Koch Street
PO Box 1478
Windhoek, Namibia
Tel: +264 61 231559
Fax: +264 61 232007
Email: admin@nia.org.na

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Hangala Group (Pty) Ltd
Hangala Properties
333 Sam Nujoma Drive
Vivo House
Klein Windhoek
Namibia

Introduction to the Namibia Institute of Architects & the Namibia Council of Architects and Quantity Surveyors: Stakeholder Advice from the Namibia Institute of Architects

This letter serves as an information circular to your esteemed organization for the development of the newly serviced residential area of Auasblick Extension 1.

The purpose of this document is to assist & guide your organization in identifying registered architectural practices whilst highlighting the benefit of using registered architects. Further, using a registered practice ensures compliance with the building regulations of the City of Windhoek (COW), promotes good practice in line with the industry's ethical regulations and adherence to the Architect's and Quantity Surveyors' Act 13 of 1979.

The Namibia Council of Architects and Quantity Surveyors (NCAQS) is mandated to protect the public from persons performing duties reserved for Architects and Quantity Surveyors, The NCAQS is the statutory(legal) body that has been given the authority by law (the Minister of Works and Transport) to establish and to control.

The Namibia Institute of Architects, (NIA) is a statutory body that was established in terms of the Architects and Quantity Surveyors Act. The NIA exists to serve the interest of architects in Namibia, to further and promote good architecture and ensure sound architectural practice among the Namibian Architectural Profession and the general public of Namibia.

What is an Architect?

An Architect is a professionally registered person, trained and experienced in the design, planning and construction methods of the built environment, ranging from houses to large commercial buildings, interior design, external landscaping and city planning. In order to provide this service, the Architect is required to undertake such through their practices registered with both the NCAQS & NIA.

ANNEXURE 1
MINIMUM FEES CHARGEABLE BY ARCHITECTS

The value of an Architect on residential projects

When embarking on the journey to construct a building, it's highly recommended to use expert advice and guidance, so as to minimize your risk and maximize your investment potential to ensure a successful project venture. An Architect will assist you in;

1. Setting a viable brief and budget for the project
2. An Architect is an adviser who is able to translate your requirements into reality by becoming the creative interpreter of your needs and aspirations, yet the role of a designer is only one facet of the Architect's service.
3. An Architect is able to assist you in the selection of other consultants that may be required as part of the team needed to ensure the successful completion of a building project
4. An Architect is able to lead the professional team by fulfilling the role of principal agent,
5. ensuring that all contributors (such as surveyors and engineers) are working together towards a common goal and to the benefit of the project.
6. An Architect is able to interpret the myriad of standards and regulations which must be adhered to as part of the Statutory Approval process.
7. Furthermore, Architects are trained to make sure the building contract is followed, as they act on your behalf as your principal agent, thereby guiding the building delivery process to a successful completion.

Billing by an Architect

All Architects are bound by a minimum fee scale and calculate their fees in accordance with the Act. Architects charge the client in work stages, particularly 5 work stages with payments as indicated in the table below:

Work Stage	Stage %	Cumulative %
Stage 1 - Appraisal and definition of the project	5	5
Stage 2 - Design Concept of the project	15	20
Stage 3 - Design Development of the project	15	35
Stage 4 - Approvals and technical documentation	40	75
Stage 5 - Contract administration and inspection	25	100

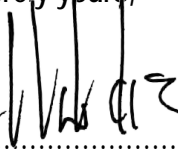
The fees are calculated as a percentage of the cost of the works, as outlined in a Tariff of Fees table as issued by the NIA and attached to this letter (Annexure 1).

In Conclusion

Construction of a building can be a daunting and challenging task; however, our professionals are available to ensure that this process is not only seamless, but also financially viable. The choice to use registered Architectural Practices adds value to the proposed dwelling as the consultant is well versed in the design aspect of the consultation process. The NIA highly recommends the use of registered architects and we invite you to visit the link, <https://nia.org.na/index.php/discover-architects/> for the full list of registered architectural practices.

We trust the content of this letter has clearly outlined the role of architects in the development of building projects and should you have any further queries, do not hesitate to contact the NIA.

Sincerely yours,



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NIA PRESIDENT
MR. VERNON M. MWAZI

ANNEXURE 1

PERCENTAGE FEES FOR WORKS

Cost of Works (in Namibian Dollars)	Column A Fee for buildings other than simple or complex (in Namibian Dollars)	Column B Fee for simple buildings (in Namibian Dollars)	Column C Fee for complex buildings (in Namibian Dollars)
0 to 440,000	0.00 + 7.5% of cost	0.00 + 6.5% of cost	0.00 + 8.50% of cost
440,001 to 880,000	2,200.00 + 7.0% of cost	2,200.00 + 6.0% of cost	2,200.00 + 8.00% of cost
880,001 to 1,760,000	4,400.00 + 6.75% of cost	4,400.00 + 5.75% of cost	4,400.00 + 7.75% of cost
1,760,001 to 3,520,000	8,800.00 + 6.5% of cost	8,800.00 + 5.5% of cost	8,800.00 + 7.5% of cost
3,520,001 to 7,040,000	17,600.00 + 6.25% of cost	17,600.00 + 5.25% of cost	17,600.00 + 7.25% of cost
7,040,001 to 14,080,000	35,200.00 + 6.0% of cost	35,200.00 + 5.0% of cost	35,200.00 + 7.0% of cost
14,080,001 to 28,160,000	70,400.00 + 5.75% of cost	70,400.00 + 4.75% of cost	70,400.00 + 6.75% of cost
28,160,001 to 56,320,000	140,800.00 + 5.5% of cost	140,800.00 + 4.5% of cost	140,800.00 + 6.5% of cost
56,320,001 to 112,640,000	281,600.00 + 5.25% of cost	281,600.00 + 4.25% of cost	281,600.00 + 6.25% of cost
112,640,001 to 225,280,000	563,200.00 + 5.0% of cost	563,200.00 + 4.0% of cost	563,200.00 + 6.0% of cost
Over 225,280,000	0.00 + 5.25% of cost	0.00 + 4.25% of cost	0.00 + 6.25% of cost

NOTE: These fees are applicable as from 01 October 2003