

**ARCHITECTS AND QUANTITY SURVEYORS REGISTRATION BOARD**

**APPLICATION FORM FOR REGISTRATION OF PROJECTS BY ARCHITECT'S & QUANTITY SURVEYOR'S FIRMS**

In view of regulating the built environment and safeguarding the public in general, it is the requirement of the law as provided under S.5 (1) (d) and S.34 (5) of the Act. No 4 of 2010 that Architectural and Quantity Surveying firms register with the Board their construction projects within 30 days after securing the project and that the signboard has a valid Board's logo issued by the Board.

Please duly fill the information required hereunder in order to collect the Board's Logo to be placed on the Construction Site Signboard..

**1.0 Information about the client**

NAME -----  
P.O.BOX NO.-----E-MAIL-----  
TEL.NO.-----

**2.0 Information about the Project**

2.1.1 NAME OF THE PROJECT -----

2.2 PHYSICAL LOCATION

PLOT NO. -----BLOCK NO ----- STREET/AREA -----  
DISTRICT ----- REGION -----  
BUILDING PERMIT No.-----

2.3 SCOPE OF THE PROJECT:

HORIZONTALLY (NUMBER OF UNITS) -----; VERTICALLY (NUMBER OF FLOORS)-----  
TOTAL GROSS FLOOR AREA OF THE PROJECT .-----  
ESTIMATED TOTAL COST OF THE PROJECT. TSHS-----

**3.0 Information about the Architects involved in the project**

3.1 NAME OF THE ARCHITECTURAL FIRM (PRE CONTRACT):

-----

3.1.1 PRE CONTRACT PROJECT ARCHITECT (AUTHOR):

NAME: -----P.O-BOX NO. -----TEL. -----

3.2 NAME OF ARCHITECTURAL FIRM (POST CONTRACT):

-----

3.2.1 NAME OF THE PROJECT ARCHITECT (POST CONTRACT):

NAME----- P.O BOX NO-----TEL:-----

**4.0 Information about the Quantity Surveyors involved in the project**

4.1 NAME OF THE QUANTITY SURVEYING FIRM (PRE CONTRACT)  
-----

4.1.1 PRE CONTRACT PROJECT QUANTITY SURVEYOR (AUTHOR):  
NAME: -----P.O BOX NO. -----TEL. -----

4.2 NAME OF THE QUANTITY SURVEYING FIRM (POST CONTRACT)  
-----

4.2.1 NAME OF THE PROJECT QUANTITY SURVEYOR (POST CONTRACT)  
NAME----- P.O BOX NO-----TEL:-----

**5.0 Other Parties in the Post Contract Stage:**

5.1 PROJECT STRUCTURAL ENGINEER -----  
BOX NO. ----- TEL. NO.-----

5.2 PROJECT MECHANICAL AND SERVICES ENGINEER -----  
BOX NO. ----- TEL. NO.-----

5.3 PROJECT ELECTRICAL ENGINEER -----  
BOX NO. ----- TEL. NO.-----

5.4 PROJECT MAIN CONTRACTOR -----  
BOX NO. ----- TEL. NO.-----

**6.0 Particulars of the Architect collecting the Logo**

PROJECT ARCHITECT. ----- FIRM'S STAMP:  
SIGNATURE----- DATE -----

**7.0 Particulars of the Quantity Surveyor collecting the Logo**

PROJECT QS. ----- FIRM'S STAMP, SIGN  
SIGNATURE----- DATE -----

---

**FOR OFFICIAL USE ONLY**

8.0 Total Gross Floor Area Of The Project. -----

9.0 Approved Estimated Total Cost Of The Project. Tshs -----

**10.0 Logo Fee Amount Chargeable:**

FOR ARCHITECT TSHS -----

FOR QUANTITY SURVEYOR TSHS -----

**11.0 Authorising Officer:**

11.1 NAME TITLE SIGNATURE  
-----  
DATE-----

**12.0 Officer issuing the Logo:**

12.1 NAME-----OFFICE STATION-----SIGN.-----DATE: ----

12.2 NUMBER OF THE LOGOS ISSUED:  
ARCHITECT: -----  
RECEIPT NO.-----  
QUANTITY SURVEYOR -----  
RECEIPT NO.-----

12.3 NUMBER OF THE ARCHITECT'S SITE INSTRUCTION. BOOK ISSUED: -----

**NB: Items 1 to 7 must be duly filled by the Architect and Quantity Surveyor.**

**This Form must be accompanied with the following documents:**

- Copies of Agreement (relevant pages, i.e cover page, names of parties, scope of job, professional fees and signatory page) between Architect & Client/ Contractor, Quantity Surveyor & Architect/ Client/ Contractor/ Project Manager
- Copies of Architectural Drawings, as approved by Local Government, especially Site layout, Ground Floor plan, Typical floor plan, Section and General elevation.
- Copy of building permit, corresponding to the drawings.
- Letter of Consent from Authors of Drawings (for cases of Post Contract services)
- Copies of relevant pages of the Bills of Quantities i.e. cover page, preliminary section, describing project and parties involved and general summary.