



## The RIBA/BIDA Form of Appointment for Interior Design Services (ID/05)

The RIBA/BIDA Form of appointment for Interior Design Services (ID/05) is the latest addition to the RIBA suite of forms of appointment.

The Form has been developed jointly by the Royal Institute of British Architects (RIBA) and the British Interior Design Association (BIDA). Until now interior designers and architects providing interior design services have had to prepare bespoke forms of appointment on a job-by-job basis. The Form, which is based on the RIBA form, *Conditions of Engagement for the appointment of an Architect* (CE/99), has been specifically written to meet the needs and requirements of professionals undertaking interior design projects and covers a comprehensive range of services. In addition to carrying out design services, there is provision for the Designer to:

1. Act as lead consultant;
2. Procure furnishing, fittings and equipment (FF&E) as an agent, or supply FF&E as a principal (retailer);
3. Oversee, at arms length, the execution of building work as contract administrator, or to undertake and be responsible for simple building works and/or decorations (contractor).

The form uses the term 'Designer' to cover the appointment of Interior Designers, Interior Decorators and/or Architects and comprises:

- **The Form itself, which includes:**
  - the conditions of Appointment; and
  - annexes for use if the Designer carries out building works and/or supplies furniture and furnishings.
- **Optionally detached (for, say, small projects):**
  - a Services Schedule; and
  - a Schedule of Fees and Expenses.
- **Always detached:**
  - notes on how to use and complete the Form;
  - a Model Letter to a Domestic Client; and a Model Letter to a Non-Domestic Client.

The RIBA/BIDA Form of appointment for Interior Design Services will prove an invaluable and much needed tool for interior designers, interior decorators and architects – or indeed anyone carrying out interior design work of any description.

*'This joint initiative is something that will benefit both professionals. There are many architects who work in the interior design field, and this Form will be more suitable for them to use'*

**George Ferguson**, President, Royal Institute of British Architects

*'This should prove an invaluable tool in clarifying the relationship between designer and client.'*

**Diana Yakeley**, Development Director, British Interior Design Association

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# RIBA/BIDA FORM OF APPOINTMENT ORDER FORM

To purchase the RIBA/BIDA Form of appointment for Interior Design Services (ID/05) please complete the form below and return with payment to:

British Interior Design Association,  
109-111 The Chambers, Chelsea Harbour,  
London SW10 0XF

Alternatively, fax the completed form to: 020 7349 0500 or email it to: [enquiries@bida.org](mailto:enquiries@bida.org)

Name: ..... Company Name: .....  
Telephone No: ..... Email address: .....  
Address: .....  
.....

**Payment:**  
**£17.50 + VAT (£20.13 incl. VAT)**

This form **MUST** be accompanied by either a cheque or Credit/Debit card details.

**Cheque** I enclose a cheque for £..... made payable to BIDA Ltd.

**Credit/Debit Card** Please charge my: Visa Credit  Visa Debit  Mastercard  £.....  
(tick as appropriate) Switch  Issue No. (Switch only)

**(There is an Administration charge of 3.5% on all Credit Cards)**

Card No:  Issued: / Expires: / Security No:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_