

**BOARD NOTICE 122 OF 2015****SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION****Annual Update of the Professional Fees Guideline  
Issued in terms of section 34(2) of the  
Architectural Profession Act, 2000 (Act No. 44 of 2000)**

The Professional Fees Guideline provided in Tables 1 and 2 below and the guideline for reimbursement of expenses in Table 3 below must be read in the context of the Framework for the Professional Fees Guideline published by the Council in Board Notice 122 of 2015. This Board Notice replaces the Professional Fees Guideline published in Board Notice 194 of 2011 and is applicable from date of publication of this Notice.

**TABLE 1: PROJECT COST-BASED FEE**

COST BRACKET	VALUE OF WORKS		PRIMARY FEE	PLUS SECONDARY FEE	
	FROM	TO		ADD %	ON BALANCE OVER
	A	B	C	D	E
1	R 1	R 200 000	R 18 000	14,00%	R 1
2	R 200 001	R 650 000	R 46 000	13,50%	R 200 001
3	R 650 001	R 2 000 000	R 106 750	12,00%	R 650 001
4	R 2 000 001	R 4 000 000	R 268 750	10,50%	R 2 000 001
5	R 4 000 001	R 6 500 000	R 478 750	10,00%	R 4 000 001
6	R 6 500 001	R 13 000 000	R 728 749	9,50%	R 6 500 001
7	R 13 000 001	R 40 000 000	R 1 346 249	9,00%	R 13 000 001
8	R 40 000 001	R 130 000 000	R 3 776 249	8,50%	R 40 000 001
9	R 130 000 001	R 260 000 000	R 11 426 249	8,25%	R 130 000 001
10	R 260 000 001	R 520 000 000	R 22 151 249	8,00%	R 260 000 001
11	R 520 000 001	R 1 040 000 000	R 42 951 249	7,75%	R 520 000 001
12	R 1 040 000 001		R 83 251 249	7,50%	R 1 040 000 001

**Formula:**

$$\begin{aligned} \text{Professional Fee} &= \\ &= \text{Primary Fee (C) for applicable Cost Bracket of Value of Works} \\ &+ \\ &+ \text{Secondary Fee for applicable Cost Bracket of Value of Works} \\ &\text{calculated as (Applicable Value of Works minus Column E) x \% in terms of Column D} \end{aligned}$$

**Example:**

For Value of Works of		R 3 000 000
Primary Fee	is	R 268 750
Secondary Fee	is	(R 3 000 000 – R 2 000 001) x 10.50% R 999 999 x 10.50% R 104 999.90
Professional Fee	=	Primary Fee + Secondary Fee R 268 750 + R 104 999.90 R 373 749.90

The project cost based fee in Table 1 is based on the full scope of standard services being provided.

TABLE 2: TIME-BASED FEE

Principal / Staff Category	Experience / Work Context	Rate Per Hour (excluding VAT)	Rate Per Hour (excluding VAT)	Rate Per Hour (excluding VAT)
		Method 1 - Gross Annual Remuneration	Method 2 – Guideline Rate Calculated by SACAP	Method 3 - DPSA Hourly Fee Rates for Consultants
1. Principal; Partners & Equity Holders	Specialist	22.5% per R100.00 or part thereof of total annual cost of employment	R 2963	Commensurate with Level 14, 15 and 16 salary bands
	>10 years' experience	20% per R100.00 or part thereof of total annual cost of employment	R 2381	Commensurate with Level 14 and 15 salary bands
	<10 years' experience	18.5% per R100.00 or part thereof of total annual cost of employment	R 1779	Commensurate with Level 12, 13, 14 salary bands
2a. Salaried Staff	Associates and managers	17.5% per R100.00 or part thereof of total annual cost of employment	R 1267	Commensurate with Level 11, 12, 13 salary bands
2b. Salaried Staff	Registered architectural professionals performing work of an architectural nature and carrying direct responsibility for activities related to a project	16.5% per R100.00 or part thereof of total annual cost of employment	R 854	Commensurate with Level 9, 10, 11, 12 salary bands
2c. Salaried Staff	Registered architectural professionals performing work of an architectural nature under direction and control	15% per R100.00 or part thereof of total annual cost of employment	R 512	Commensurate with Level 7, 8, 9, 10 salary bands
2d. Salaried Staff	Staff performing work under direction and control to support architectural work outputs	12.5% per R100.00 or part thereof of total annual cost of employment	R 362	Commensurate with Level 6, 7, 8 salary bands

TABLE 3: GUIDELINE FOR REIMBURSEMENT OF EXPENSES

DISBURSEMENT EXPENSE ITEM	GUIDING PRINCIPLE FOR REIMBURSEMENT OF EXPENSES
<b>SPECIALISED PROFESSIONAL AND OTHER SERVICES</b>	
Payments made on behalf of client for fees and other charges for specialised professional and other services	At cost. Plus a minimum of 10% for attendance where a project cost-based fee applies and/or where there is no time-based reimbursement for attendance.
<b>TRAVEL</b>	
Travel time	For a time-based fee, rates such as issued by the Department of Public Works, or similar.
	For a project cost-based fee, 100% of hourly rate for travel greater than 1 hour and 50km per trip (being 2 hours and 100km per return trip) or as negotiated between the client and the architectural professional.
Travel mileage	Rates such as the 'Rates for Reimbursable Expenses' issued by the Department of Public Works, or the disbursement tariffs issued by the Department of Transport, or employee guidelines issued by the South African Revenue Services, or the vehicle rates calculator of the Automobile Association (AA), or similar.
Parking	At cost.
Toll fees	
Car hire	
Airfare	
Train	
Bus	
Taxi	
<b>SUBSISTENCE</b>	
Accommodation	At cost. As per standard prescribed by client, though usually at least 3 star.
Subsistence allowance	Rates such as the 'Rates for Reimbursable Expenses' issued by the Department of Public Works, or the disbursement tariffs issued by the Department of Transport, or employee guidelines issued by the South African Revenue Services, or similar.
Special daily allowance	
<b>POSTAGE</b>	
Postage	At cost.
Special postage	At cost. Plus a minimum of 10% for attendance where a project cost-based fee applies and/or where there is no time-based reimbursement for attendance.
Courier	
<b>DOCUMENTATION</b>	
Typing of original/master per A4	Rates such as the 'Rates for Reimbursable Expenses' issued by the Department of Public Works, or the disbursement tariffs issued by the Department of Transport, or similar.
Duplicating on white paper (A3 & A4 sizes)	
Duplicating on coloured paper (A3 & A4 sizes)	
Duplicating in colour (A3 & A4 sizes)	
Document binding	
Duplicating of drawings (A3 to A0 sizes)	
Plotting on 80g plain paper (A3 to A0 sizes)	
Plotting on 80g plain paper in colour (A3 to A0 sizes)	
Plotting on quality paper (A3 to A0)	
Plotting on quality paper in colour (A3 to A0)	
Purchase of document required for project	
CD with project-related information	
<b>SPECIAL QUOTES</b>	
Maps	At cost. Plus a minimum of 10% for attendance where a project cost-based fee applies and/or where there is no time-based reimbursement for attendance.
Models	
Presentation materials	
Photography	
Artwork	
<b>OTHER</b>	
Any other disbursement requested by and/or agreed to by the client	At cost. Plus a minimum of 10% for attendance where a project cost-based fee applies and/or where there is no time-based reimbursement for attendance.