

**ANTIGUA AND BARBUDA**



**ARCHITECTS (PROFESSIONS) REGULATIONS, 2025**

**No. 3 of 2025**

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**ANTIGUA AND BARBUDA****ARCHITECTS (PROFESSIONS) REGULATIONS 2025****ARRANGEMENT OF REGULATIONS****REGULATIONS**

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**ANTIGUA AND BARBUDA**  
**ARCHITECTS (PROFESSIONS) REGULATIONS 2025**  
**STATUTORY INSTRUMENT**

**No. 3 of 2025**

**ARCHITECTS (PROFESSIONS) REGULATIONS 2025 made in exercise of the powers contained in section 87 of the Architects (Professions) Act 2018, No. 21 of 2018.**

**1. Citation**

These Regulations may be cited as the Architects (Professions) Regulations 2025.

**2. Interpretation**

In these regulations—

“Act” means the Architects (Professions) Act, 2018;

“Council” means the Council of Architects of Antigua and Barbuda established under section 5 of the Architects (Professions) Act, 2018;

“architecture” means a service related to the art and science of designing buildings and structures for human habitation and use including—

- (a) planning, designing or giving advice on the design of or on erection, construction or alteration of, or addition to buildings, monuments and bridges;
- (b) preparing plans, drawings, detail drawings, specifications, graphic or other representations for the design of or for erection, construction or alteration of or addition to a building;
- (c) inspecting work and assessing the performance of work under a contract for the erection, construction or alteration of or addition to a building;
- (d) urban planning and landscaping architectural services; or
- (e) interior planning, interior architecture;

“Association of Architects” means the Association of Architects of Antigua and Barbuda established under section 4 of the Architects (Professions) Act 2018;

“licence” means a licence to practice as an architect which is issued under section 25 of the Architects (Professions) Act 2018;

“insurance” or “professional liability insurance” means the insurance that is required under section 29 of the Architects (Professions) Act 2018;

“member”, in relation to the Architects Association, means a person who is registered as an architect under section 18 of the Architects (Professions) Act 2018;

“Minister” means the Minister of government responsible for legal affairs;

“practice of architecture” means rendering one or more of the following professional services to clients—advice, consultation, evaluation, planning, design, and minor engineering services, inspection of construction, and any other services wherein expert knowledge, skill and experience are required in connection with the erection, enlargement, conservation, restoration or alteration of any building or buildings or the equipment or accessories thereof, or with the creation of the built environment, coordination of technical documents prepared by others, construction economics, contract administration and project management;

“Professional Degree” means Bachelor of Architecture or its equivalent awarded upon completion of a program comprising a minimum of five years full time study at a university, college, school of architecture or other institution of higher education that is empowered or accredited under the laws of the country where it operates to confer such qualification in architecture;

“Register of Architects” means the Register of Architects kept and maintained by the Registrar appointed pursuant to section 11 of the Architects (Professions) Act 2018;

“Registrar” means the Registrar appointed under section 11 of the Architects (Professions) Act 2018;

“responsible control” means the degree of control over and detailed knowledge of the content of technical submissions during their preparation that is ordinarily exercised by architects applying the required professional standard of care but does not include reviewing, or reviewing and correcting, technical submissions after they have been prepared by others;

“Tribunal” means the Professional Regulations Review Tribunal established under section 45 of the Architects (Professions) Act 2018;

### **3. Professional Liability Insurance Requirements**

(1) An architect shall maintain professional liability insurance with an insurer licensed to carry on business in Antigua and Barbuda, against errors and omissions arising from architectural services, with a liability limit of not less than two hundred and fifty thousand Eastern Caribbean dollars (EC\$250,000) per claim and an aggregate limit of five hundred thousand Eastern Caribbean dollars (EC\$500,000) per annum.

(2) The insurance policy shall include a provision requiring the insurer to notify the Council immediately upon cancellation or expiration of the policy.

(3) In the case of architectural services provided by a firm, partnership, or corporation, the insurance policy shall name both the architect and the entity as insured parties, or separate policies shall be maintained for each.

#### **4. Conditions for obtaining a licence**

(1) As a precondition to being licensed to practise architecture, every applicant shall:

- (a) submit a completed application form provided by the Council;
- (b) pay to the Council a non-refundable application fee, and upon successful completion of the examination, a licence fee and stamp fee, which is refundable if a licence or stamp is not granted;
- (c) provide evidence that the applicant is not subject to any disciplinary proceedings for contravention of architectural legislation in any country recognized by the Council;
- (d) submit evidence satisfactory to the Council that the applicant is of good character, if requested by the Council;
- (e) provide evidence of professional liability insurance as prescribed by these Regulations;
- (f) make themselves available for an interview, if requested by the Council.

(2) An applicant who has never held a licence to practise architecture in Antigua and Barbuda or another country recognized by the Council shall also:

- (a) submit evidence of having completed a minimum of 5,600 hours of practical work experience that meets the requirements of the Intern Architect Program published by the Council;
- (b) successfully complete the Examination for Architects in Antigua and Barbuda administered by the Council.

(3) An applicant who is currently licensed to practise architecture in another country recognized by the Council shall:

- (a) provide satisfactory evidence that they currently hold a valid licence to practise architecture in that country;
- (b) provide evidence of good standing with each licensing authority from which they hold a current licence; and

- (c) except for an applicant who is a citizen of any country that is a member state of any Organisation of Eastern Caribbean State (OECS) country, successfully complete the Examination for Architects Registration administered by the Council.

(4) An applicant who previously held a licence to practise architecture in Antigua and Barbuda or another country recognized by the Council but has not practised within the last twenty-four (24) months shall undertake and complete any courses required by the Council.

(5) To renew a licence, every applicant shall:

- (a) submit a renewal application in the form provided by the Council no later than 30<sup>th</sup> November of the current year;
- (b) pay the prescribed licence renewal fee;
- (c) provide evidence of having completed the Continuing Professional Development requirements established by the Council;
- (d) provide evidence of current professional liability insurance as required by these regulations.

(6) Where the Council reasonably believes that there is a breach of any provision of the Act, these Regulations, or the Code of Ethics during the licensing or renewal process, the Council may suspend processing the application or deny a licence until satisfied that the breach has been rectified.

(7) A licence issued by the Council shall expire on December 31 of the year of issue unless otherwise revoked by the Council.

(8) Where a complete application for renewal of a licence is received by the Council no later than November 30<sup>th</sup>, the current licence shall not expire until the Council has made a decision on the application.

(9) The Council shall make every reasonable effort to process a completed application within 30 days of its receipt, and where additional time is required, the Council shall notify the applicant in writing and state the reasons for the delay.

## **5. The Use of Stamp and Seal**

(1) Every registered architect shall obtain a seal or stamp authorized by the Council, which shall include:

- (a) the architect's name and registration number;
- (b) space for the architect to sign and date each time the seal or stamp is applied.

(2) An architect shall apply their seal or stamp to all final technical submissions required by authorities having jurisdiction over the project, including drawings, plans, specifications, and reports prepared by the architect or under their responsible control.

(3) A draft document or work-in-progress document shall be clearly marked with the term "DRAFT" or "WORK-IN-PROGRESS DOCUMENT" and shall not bear the architect's seal or stamp.

(4) An architect may seal or stamp a document only if:

- (a) it was prepared by the architect personally;
- (b) it was prepared under the architect's responsible control;
- (c) it contains limited portions of design work prepared by another architect, provided the sealing architect has reviewed, coordinated, or integrated that work into their own technical submissions; and

## **6. Foreign Architects Registration**

(1) Subject to the Act, a foreign architect who undertakes an architectural commission in Antigua and Barbuda is required to obtain temporary registration with the Council.

(2) An applicant for temporary registration shall:

- (a) be over the age of twenty-one (21) years;
- (b) possess an approved architectural qualification and have at least three (3) years of practical experience;
- (c) not be ordinarily resident in Antigua and Barbuda;
- (d) provide evidence of being bona fide engaged to perform architectural work in a consultative capacity for a specific project;
- (e) apply for temporary registration linked and restricted to that specific project;
- (f) be associated with a registered architect in Antigua and Barbuda for the duration of that project; and
- (g) pay the prescribed temporary registration fee as determined by the Council.

(3) Persons who are temporarily registered shall not enter into general practice and may only engage in the specific project for which they are registered unless otherwise authorized by the Council.

(4) A person temporarily registered as an architect is subject to the provisions of the Act and these Regulations as a fully registered person.

(5) A person who intends to apply for temporary registration shall submit to the Council:

- (a) proof of place of residence;
- (b) proof of date and place of birth;
- (c) original or certified copies of their architectural qualifications;
- (d) confirmation of current licence or registration to practise architecture in their home jurisdiction;
- (e) a copy of a professional liability insurance certificate from their home jurisdiction meeting the requirements prescribed by these Regulations.

(6) A temporarily registered architect shall not engage in "touting" for business as prohibited under section 26(2) of the Act.

## **7. Filing of an allegation**

(1) When the Council receives an allegation against an architect, it shall notify the architect in writing within thirty (30) days of receipt of the allegation.

(2) The architect shall have thirty (30) days from the date of notification to respond in writing to the allegation.

(3) The Chairperson of the Complaints and Investigation Committee shall inform both the respondent and the complainant within thirty (30) days of receiving the allegation whether the Committee intends to conduct an investigation under section 33 of the Act.

## **8. Appointment of an adjudication tribunal**

An adjudication tribunal shall be appointed within 30 days of the receipt of the charges by the disciplinary panel.

## **9. Adjudication tribunal hearing date**

(1) The Adjudication Tribunal shall set a hearing date:

- (a) within one hundred and twenty (120) days after the decision of the Complaints Authorization Committee that grounds exist to start a disciplinary proceeding; or

(b) within ninety (90) days after the complaint is referred to the Disciplinary Panel.

(2) The Chairperson of the Adjudication Tribunal may, with the agreement of the respondent and the Council, extend the period referred to in sub-regulation (1).

## **10. Decision of the adjudication tribunal**

The written decision and any orders of the Adjudication Tribunal shall be provided to the Council, the respondent, and the complainant within ninety (90) days of the completion of the hearing.

## **11. Protection of the title 'Architect'**

(1) An individual commits an offence if he or she:

- (a) uses the title "Architect" or "Registered Architect" without being registered under the Act;
- (b) advertise or hold themselves out as providing architectural services without being registered;
- (c) use any name, title, or description that implies they are an architect without being registered.

(2) A firm, partnership, or corporation commits an offence if it offers or provides architectural services without having a registered architect as a nominee responsible for the control and management of the architectural practice.

(3) Any advertisement of architectural services by an individual or entity shall include the name and registration number of the registered architect responsible for those services.

(4) A person commits an offence if they offer architectural services to be provided by a third party who is not a registered architect and are reckless as to whether the provider is registered.

(5) Offences under this regulation are subject to penalties as prescribed by the Act.

## **12. Exemptions**

The following are exempt from these Regulations:

(1) Use of the term "architect" in the context of computer systems architecture or software architecture.

(2) Use of the term "architectural" by suppliers of goods related to architecture to indicate their business.

(3) Use of the terms "architectural assistant," "architectural technician," or "architectural drafter" by employees working under the supervision of a registered architect.

(4) Use of the title "Architect" by a foreign architect when:

- (a) the use is accompanied by an indication of the jurisdiction where they are registered; and
- (b) the foreign architect has notified the Council in writing of their intention to use the title within Antigua and Barbuda.

### **13. Types or divisions of individual registration**

(1) The categories of individual registration are as follows:

- (a) practising Architect: an architect who holds a current licence and is engaged in the practice of architecture.
- (b) non-practising architect: an architect who has retired or is not currently engaged in the practice of architecture.
- (c) temporary registration: may be granted to a person who has architectural qualifications and practical experience in another country that demonstrates they are capable of practising architecture in Antigua and Barbuda with the same level of competence expected of registered architects. Temporary registration:
  - (i) shall be project-specific and time-limited as determined by the Council;
  - (ii) may be subject to conditions imposed by the Council.

(2) An architect wishing to change their practising status shall notify the Council in writing and comply with any requirements specified by the Council.

### **14. Professional Code of Conduct**

(1) The Code of Ethics approved by the Council shall be binding on all registered architects.

(2) The Code of Ethics shall be published and made available to all registered architects and the public.

(3) The Code of Ethics is admissible as evidence in any disciplinary proceedings against an architect.

### **15. Schedule of Fees**

The fees payable under these Regulations are as prescribed in the Schedule hereto and may be amended by the Council from time to time.

## **16. Continuing Professional Development**

(1) Every practising architect shall complete a minimum of twenty (20) hours of Continuing Professional Development activities annually, as prescribed by the Council.

(2) Acceptable Continuing Professional Development activities include, but are not limited to:

- (a) attendance at workshops, seminars, or conferences related to architecture;
- (b) participation in professional courses or training programs;
- (c) publication of articles or research papers in recognized architectural journals;
- (d) teaching or lecturing in accredited architectural programs.

(3) Architects shall maintain records of their Continuing Professional Development activities and submit evidence of completion to the Council upon renewal of their licence.

## **17. Transitional Provisions**

(1) Architects currently practising in Antigua and Barbuda at the commencement of these Regulations shall, within six (6) months, comply with all requirements set forth herein.

(2) The Council may, upon application, grant extensions or exemptions as deemed appropriate during the transitional period.

## **18. Appeals Process**

(1) An architect aggrieved by a decision of the Council or an Adjudication Tribunal may, within thirty (30) days of receiving notice of the decision, appeal to the Tribunal established under section 45 of the Act.

(2) The appeals process shall be conducted in accordance with the procedures set forth in the Act and any applicable Regulations.

## **19. Data Protection and Confidentiality**

(1) The Council shall ensure that all personal data and confidential information obtained in the course of its functions are handled in accordance with applicable data protection laws.

(2) Members of the Council, committees, and tribunals shall maintain confidentiality of all sensitive information, except as required by law.

**20. SCHEDULE**

Fees Payable under these Regulations are as follows—

<b>FEE</b>		<b>AMOUNT</b>
1.	Application Fee (non-refundable)	EC\$750.00
2.	Licence Fee (initial registration)	EC\$1,000.00
3.	Licence Renewal Fee	EC\$1,000.00
4.	Temporary Registration Fee (per project)	EC\$2,500.00
5.	Stamp/Seal Fee	EC\$200.00
6.	Examination Fee	EC\$882.50
7.	Penalty for Late Renewal (per month)	EC\$100.00

**Hon. Sir Steadroy C.O. Benjamin KGCN,**  
*Attorney General and  
Minister with responsibility Justice,  
Legal Affairs, Labour and National Security.*