

# Application form for Principal Designer Registration



The Principal Designer (PD) Register is open to Chartered Architectural Technologists practising in industry who undertake the role of PD under the Building Safety Act 2022.

To apply please confirm your eligibility:



Please confirm which registration you are applying for:



Principal Designer for non-HRBs.



Principal Designer for HRBs.

In doing so, I agree to fulfil the **Institute's PD Competency Framework** requirements for registration as selected above.

## Application

Applicants are required to:

- complete all sections of this form;
- include relevant and focused information and supporting project based evidence demonstrating experience in line with the Institute's PD Competency Framework; and
- pay the £200 (non-HRB) or £350 (HRB) fee<sup>1</sup>.

## Assessment

A Panel will review and assess each application and has three options:

1. **Pass:** the candidate is accepted onto CIAT's PD Register/s and will be listed on a publicly available Register as being competent to either work on non-HRBs or HRBs. CIAT reserves the right to invite any applicant to interview for non-HRB registration. All applications for HRB registration will require an assessment interview.
2. **Defer:** the application does not satisfy the criteria or provide sufficient information for the Panel to make an informed decision. Should the first submission be deferred, the candidate will have the opportunity to make two further submissions for the written/portfolio at no additional charge.
3. **Refer:** the application does not satisfy the criteria following three submissions or after Assessment Interview. Guidance on remedial actions and a timeframe outlining eligibility to re-apply will be provided. All subsequent submissions will require a new application and the appropriate fee .

The decision of the Panel will be communicated accordingly and is final with no right of appeal.

## Section A: Personal details

Full name	
Membership number	
Email address	
Telephone number/s	

<sup>1</sup> £200 fee for non-HRB registration includes a £75 application and a £125 assessment fee, £350 fee HRBs includes a £75 application and £275 assessment fee. Applicants that applied for HRB and have passed the assessment will also be included on the publicly available non-HRB Register. These fees are only application for financial year 2024/2025 and are subject to change on 1 May 2025.

I understand that if I wish to change which registers I appear within (i.e. non-HRB to HRB) at a later date that, a new application must be made.

**Section B: Supporting statement 2500 words (+/- 10%) per application for registration – non-HRB and/or HRB**

The supporting statement must include:

- **Context:** Information about you and a brief overview of your experience working on non-HRB and/or HRB projects.
- **Summary of how the applicant meets the performance criteria** as outlined in PAS 8671 and The Building Regulations etc. (Amendment) (England) Regulations 2023 (or any subsequent amendments/updates). **Evidence must be provided to support this summary and clearly labelled. Please refer to the Applicant Guidance document for a full outline of the requirements.**

The application for the PD Register should be a concise, honest and insightful written account of your current experience of working on either non-HRBs or HRBs and how you satisfy the Institute's PD competency framework.

Acceptance onto the Register is based on the applicant successfully meeting the performance criteria as set out in PAS 8671 by providing suitable evidence of them meeting these through their own portfolio of similar project types (i.e. non-HRB or HRB buildings). **The purpose of providing evidence is to add value to your statement. Therefore, supporting documentation is mandatory and should be carefully considered to ensure it is relevant to the application and type of PD competence you wish to be assessed against.**

Where relevant, you can include links to websites or make reference to other documents within the written statement. **All additional documentation, references or links must be relevant, focused and succinct.**

**Context**

**1 - Introduce your role and function as a PD to date.**

I have been working in architectural technology for over 20 years and have worked on a variety of projects from small extensions to large commercial and domestic developments. Since 2015 I have operated my own practice and have had extensive experience in running projects from inception to completion. Since the Building Safety Act only came in to force in October 2023, we have not seen a project through as Principal Designers under the Building Safety Act, in part due to the ambiguity around proving competency. However, non-HRB work, such as we undertake is very closely aligned with the job we already do in terms of design responsibility and contract administration and may of the process align with the work I do as a Principal Designer under CDM 2015. I have undertaken a lot of work in relation to the BSA legislation and the Principal Designer for BSA in my roles at CIAT, including looking at detail at the legislation and the requirements around guidance for our members. As such, I consider I am knowledgeable in regard to the legislation and the requirements around PD, Designers, Principal Contractors and Clients responsibilities. Whilst the majority of my work is domestic in nature, one off houses, small developments, extension, refurbishment and alterations, I also have considerable commercial experience. My commercial experience includes industrial buildings, hotels and hospitality, offices and healthcare. As a CDM principal designer I have undertaken work from small domestic project to overseeing the demolition of a large complex hotel in the centre of a City.

**2 - Project Case Study.**

Whilst not acting as principal designer for the BSA, I am acting as PD for CDM and Lead Designer on a mortuary extension to a local hospital. This is a £500,000 plus alteration involving multiple specialists and complicated phasing arrangements. As part of my role we have had to work with the our client who are the facilities managers, their client, who are the NHS Trust and specialist cold store/fridge manufacturers. In

order to facilitate those areas out with our expertise, we have brought in structural, mechanical, Electrical and Fire Engineers to assist us with the project. This is a great example of the co-ordination, communication and oversight that would be required as the BSA PD. We are currently at Tender stage and have shared electronic folders to provide design team and contractors with the full existing and proposed information on the project.

**Behavioural competence:**

**A1.** I continually evaluate the limits of my own and my organisational competence against prospective contracts, ensuring that we are sufficiently experienced to undertake any work for which we are commissioned. My own competence is aligned with over 20 years in industry, including continued professional development to improve knowledge and my own adherence to the CIAT code of Conduct, especially clauses A4 and A5 as demonstrated in my terms and conditions (*see evidence A*) I clearly outline the requirement for 'other professionals' such as Structural Engineers, which will be required as part of any works as being outside our area of competence. Since October 2023 we have avoided taking on the BSA PD role whilst clarification around the role and the regulatory and insurance implications were resolved. However, as my work as a Principal Designer for CDM 2015, I would not undertake the role where the nature of a contract would prevent me from fully discharging my obligations for life of the project period or be it out with my area of competence. I only work with consultants and contractors through which we have evaluated competence via examples of previous successful work, correct and valid insurance or suitable professional memberships (*see evidence B*). I advise clients as to the appointment of suitable consultants (and the benefits of direct appointments, especially for domestic projects) and competent contractors.

**A2.** I formally accept or decline work via my appointment documents and or other communication (*see evidence A and C*) I will not tender for any projects that I could not adequately resource through competence, insurance or available work hours. We are aware of safety occurrence reporting for fire and structural issues using Collaborative Reporting for Safety Structures UK (Cross-UK). Voluntary reporting for non-HRB and mandatory for HRB's.

**A3.** In my work as a designer and a principal designer for CDM I have assisted clients with providing information to duty holders by use of formal letters (*see evidence D*) and by physically undertaking survey work and statutory enquiries on their behalf. Likewise I work with other duty holders (such as designers) to ensure regulatory compliance (*see evidence E*). As a designer and contract administrator and Principal Designer for CDM I routinely liaise with principal contractors to ensure that information is suitably shared across the design team, enabling all to fulfil design and regulatory compliance. I have years of experience of working with principal contractors on projects, including logging and recording work on site and in meetings (*see evidence F*).

**A4.** I often challenge designers and other stakeholders to rework designs in order to ensure compliance, most notably but not limited to, structural engineering (*see evidence G and H*). I have extensive experience of administering formal contract arrangements and agreeing responsibilities (*see evidence I – pre start minutes*). I have not often had to deal with much related to unethical behaviour and misconduct, partially due to the vetting system of consultants and contractors. However, an example that I could give for which there is limited evidence is my refusal to work with a particular builder on any project due to their illegal and unethical procedures dating back to the late 2000's. I have more recently had to deal with non-compliance issue and attached is an email demonstrating that we would not issue an form of certification to a client on the grounds of non-compliance work in the building (*see evidence J*).

**Legislative and regulatory framework for compliance**

**B1** – The legislation for the Building Safety Act 2022 is located on the government website alongside the secondary legislation (commencement regulations, Building Safety Regulations for Building Control and Higher Risk Buildings and other secondary legislation). Issues relating to duty holders and competence and the additional duties of a Principal Designer are outlined in detail in paragraphs 11A-Q (specifically 11M for Principal Designers) of The Building Regulations etc. (Amendment) (England) Regulations 2023 which is operative legislation for the BSA roles.

The work I undertake as competent Chartered Architectural Technologist on non-HRB projects involves ensuring that the design intent is such that it will be able to comply with relevant regulations through

experience and co-ordination (including but not limited to the Building Act 1984, The Building safety Act, The CDM Regulations, Health & Safety at Work Act and the Building Regulations). As such I have the required knowledge set to ensure the full project conforms with requirements as demonstrated by our Building Regulations submissions (*see evidence K*).

**B2** - Principal designers must plan, manage and monitor the design work during the design phase and coordinate matters relating to the design work comprised in the project so that all reasonable steps are taken to ensure that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements. I use regulations daily to satisfy design requirements as all design work is produced from the outset with compliance in mind. I am comfortable challenging the design compliance of others as referenced in evidence *G & H* and as evidenced in *K*, produce detailed plans based on legislation as demonstrated by overheating calculations relating to window design.

**B3** – As referenced under section B1, I am familiar with the legislation and regulations that apply to satisfy the BSA PD role. To design project compliance I work within the approved documents (*detailed advice on how to meet the legal requirements of the building regulations for some common situations*) regulations and with experts in the various fields of compliance (for instance fire and electrical). I already review and monitor projects in relation to the building and CDM regulations, which requires knowledge of a range of issues and the ability to challenge compliance and request alteration for safety and in use consideration as evidenced by a project assessment for CDM (*see evidence L*). I have produced and issue guidance to our clients in respect of their duties under the relevant regulations (*see evidence M & N*) in compliance with the CDM regulations and chapter 4 paragraph 11K (1) and follow the ‘additional duties of designers’ as outlined in the secondary legislation. This demonstrates an understanding of how the PD and other duty holders are expected to perform their duties.

#### **Management of design work Compliance**

**C1.** I work within clients requirements in terms of project briefs on every project undertaken, including aesthetic requirements, financial requirements and time requirements. These are generally laid out in detail in our fee proposals and also entered into our project management software (*see evidence A*). During our recent project to extend a mortuary I was required to programme stages and activities and this is included as part of the submission which demonstrates the ability to plan and programme activities and stages (*see evidence O*). I meet statutory requirements by a combination of the information contained within the fee proposal (*see evidence A*), drawing work (*see evidence K*), specific advice on CDM and the BSA (*see evidence M & N*) with suitable advice provided for the duration of the project. I assess organisational capability through a combination of enquiries to appropriate bodies (*see evidence B*) by fixed approaches to companies with a detailed brief to assess whether they have the capabilities to undertake the work requested (*see evidence P*) and more often the use of companies which we have long established record with for similar successful projects. I assess human resources on a project by project basis, evidenced by my own fee proposals (*see evidence A*) and the extent of the design teams that I put together as demonstrated in design team minutes (*see evidence F*) in order to achieve design delivery and compliance.

**C2.** I have a strong awareness of relevant insurance, warranties and legal limitations, including any exclusions on my own PII. As such, we recommend the use of specialists where required in areas whereby our insurance would not cover works, such as fire protection specification on buildings over 11 metres (*see evidence P*). I regularly assess consultants appointments, working only with those with the organisational capacity, experience and relevant insurances to undertake work. We advise our clients in regard to project procurement in relation to the risks to design compliance. For instance, employing a specialist supplier in one singular area of expertise may compromise other regulations, an example of this would be our work on our mortuary extension to ensure that they do not compromise existing services or fire protection.

**C3.** Design development compliance is a fundamental part of my everyday work and I manage it through regular reviews, design meetings and correspondence (*see evidence F*). As demonstrated in the evidence, design team meetings are a holistic review of every consultants input to achieve regulatory and brief compliance at each stage of the process.

**C4.** There are strong similarities of process with my current work as a designer and a Principal Designer for CDM in terms of my system of control, recording, maintaining and managing evidence of design work

compliance. Primarily control is established through regular design and project meetings (*see evidence F*), project reviews, correspondence, the use of shared electronic folders and information. Further to this, I work closely with building control from the outset of a project to establish any regulatory criteria as early as possible in the process (*see evidence Q with project details and referencing a meeting we had to discuss the project*).

**C5.** I manage design projects from inception to completion regularly, operating under a variety of procurement and contract types. My understanding of the role of BSA PD is outlined in section B and aligns closely with my roles as contract administrator and CDM PD on projects. (*see evidence I for pre-contract minutes, evidence S for contract minutes and evidence T for an email sorting issues prior to completion*). I use meetings and written communication to inform the client about any areas affected by the contractual designers duties and obtain additional input to ensure compliance. In *evidence F*, I reference both the building safety act, CDM regulations and the need for a fire engineer to be included in the project.

**C6.** I review projects to analyse and manage gaps in order to co-ordinate design work client as demonstrated in *evidence F and P* where a fire risk engineer is brought on to the project to fulfil a gap in the design team.

**C7.** I have considerable experience in monitoring risks to compliance through my work as a CDM PD and as a designer (see evidence I and V) demonstrating the identification and control of risk. Likewise I control changes through the use of risk registers and drawing issue sheets and drawing revisions (*see evidence K & U*) both internally and from external consultants.

**C8.** I often bring in consultants at different stages of the design process as indicated in design team minutes (*see evidence F*) where a number of consultants have been brought into the design team following assessment of the project to extend the mortality. The input from these consultants is assessed during design reviews and meetings. As lead designer and often CDM principal designer I incorporate the work of other designers into the package and review for compliance throughout the project.

#### **Technical framework for compliance**

**D1.** I have a strong understanding of structure, fabric, services and the anatomy and physiology of building typology design and how it relates to the purpose and performance in use. This is underpinned by a first class degree in Architectural Technology, over 20 years in industry and my additional qualifications as an on construction domestic energy assessor and my work as a PD for CDM 2015. This combined allows me to understand the purpose and cope of technical guidance and building design standards. The collection of evidence presented demonstrates a holistic knowledge of the key themes and processes.

**D2.** As demonstrated in the submitted evidence (*especially evidence K*) my core work is applying technical guidance and standards to projects and how it relates to regulatory compliance. This further allows me to successfully manage design work compliance with all relevant requirement incorporating different packages of design work. Combined I am more than capable of appraising and challenging designers evidence of compliance and have done so for many years.

**D3.** My *submitted evidence* demonstrates that I am able to evaluate any potential impact of identified technical (and indeed safety) risk on design work compliance with all relevant requirements. I consider this my core activity in regards to the projects I work on.

**D4.** I have a strong understanding of the principles of construction (*see evidence K*) and how it relates to the appraisal of the principle contractors work. Further to this, I am experienced in inspecting site work (*see evidence W*) and conveying comments on compliance to the PC. My experience on taking projects through to completion demonstrates my ability to co-ordinate design work with building work on site and identify any risks to compliance.

**D5.** As demonstrated, I use a number of building information management systems and strategies to control changes affecting design work compliance with all relevant requirements. These include, but are not limited to, meetings, written communication, drawing packages, drawing issues sheets and risk registers. Further to this I use management software on all my projects (*see evidence X*) to monitor stages and create ownership of items related to compliance.

**Supplementary/supporting evidence.**

- A. Formal appointment letter
- B. Enquiry from Fire Knowledge Website
- C. Decline of work email
- D. Principal designer letter to client responsibilities
- E. Principal designer letter to consultant
- F. Example of contract minutes
- G. Email regarding structural integrity of windows
- H. Email with questions following engineer drawing review
- I. Pre contract minutes
- J. Building non-compliance email
- K. Building control submission drawings for detached house
- L. Project assessment document for CDM
- M. Client letter building safety act domestic
- N. Client letter building safety act commercial
- O. Mortuary extension programme
- P. Fire risk engineer letter
- Q. Building Control Surveyor Letter
- R. Example of building control plan check
- S. Site meeting minutes
- T. Completion email
- U. Drawing issue sheet
- V. Risk register
- W. Site visit report
- X. Management software image
- Y. Health and safety folder directory image

**Number of words (n.b. references are not to be counted and should only further support your statement and experience):**

**Section C: Declaration of applicant**

I submit this form as an accurate record in support of my application for the specific purpose of assessing my eligibility to be on the publicly available PD Register of the Chartered Institute of Architectural

Technologists. I am aware that falsifying information in this application may result in investigation under the [Code of Conduct](#) and possible referral to the Conduct Committee.

I agree to accept the decision of the Institute regarding my eligibility for the PD Register and I am aware that the application and assessment fees are non-refundable.

If successfully on the PD Register, I will continue to abide by the rules and regulations specified in the [Code of Conduct](#) and any other directive issued by CIAT.

I will keep CIAT informed of any change in my circumstances in writing which may affect my Registration.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Disclosure - Data Protection Act 2018**

All personal data will be held in accordance with the Data Protection Act 2018. If you have any queries or requests, please contact [membership@ciat.global](mailto:membership@ciat.global) or refer to the Institute's Privacy Statement at <https://architecturaltechnology.com/privacy-policy.html>

**N.B.** You cannot elect to be excluded from CIAT related mailings (via post or email).

The decision of the Panel will be confirmed in writing (via email) within 28-days and **you will be added onto the publicly available PD Register** to confirm your competence as a PD for non-HRB or HRB projects. You will be able to use the descriptor and logo as a CIAT Certified Principal Designer, which you should use in conjunction with the protected descriptor and logo as a 'Chartered Architectural Technologist'. You are encouraged to use these whenever possible and appropriate.

**Checklist for applicants:**

- all sections of the application form are complete;
- application contains relevant supporting information/documentation to corroborate your suitability as detailed in Section B;
- pay the £200 or £350 fee electronically at [architecturaltechnology.com](http://architecturaltechnology.com).