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| **Application form for**  **Principal Designer Registration – Non HRB** |  |

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Description automatically generated**The Principal Designer (PD) Register is open to Chartered Architectural Technologists practising in industry who undertake the role of PD under the Building Regulations etc. (Amendment) (England) Regulations 2023.**

**To apply please confirm your eligibility:**

❑ I am a Chartered Architectural Technologist

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 a 2 page CV outlining their relevant experience working on Non HRBs;
* 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 fee.

**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 work on Non HRBs. CIAT reserves the right to invite any applicant to interview for Non HRB registration.
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**

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| Full name |  |
| Membership number |  |
| Email address |  |
| Telephone number/s |  |

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

**Section B: Supporting statement of 2000 words (+/- 10%) for Competencies A-D per application for registration.**

The supporting statement must include:

* **Context 1 and 2**: Information about you and a brief overview of your experience working on Non HRB projects. *This section can include a maximum of 500 words in addition to the above word count.*
* **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 Institute PD Competency Framework and Candidate Guidance Notes for a full outline of the registration process and requirements.***

The application for the PD Register should be a concise, honest, and insightful written account of your current experience of working on Non 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 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.**

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| **Context (500 words max)**  **1 *-*** *Project/s summary demonstrating experience.*  **2 -** *Supplementary/supporting evidence.* |
| **Competency A: Behavioural competence:** Principal Designers must be able to demonstrate behaviour in accordance with legal duties and the “behavioural competencies” set out in BS 8670-1:2024, or any code of professional conduct aligned to BS 8670-1:2024. |
| **A:1-** Evaluate the limits of their own competence and, if relevant, their own organisational capability sufficient  *i. not to take on a specific Principal Designer duty holder role when the needs of the project in question are beyond the Principal Designer’s competence and, if relevant, organisational capability; and*  *ii. ask for help from other appropriately competent persons when needs emerge during a project that can no longer be met by the Principal Designer’s competence or, if relevant organisational capability.* |
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| **A:2-** Demonstrate the integrity to refuse to accept design work for building work that cannot conform to relevant requirements and to report safety occurrences to relevant parties |
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| **A:3-**Evaluate how to cooperate with all duty holders in a way that achieves design work compliance  *i. assisting clients to provide information to duty holders; and*  *ii. liaising with Principal Contractors to share relevant information, and having regard for the Principal Contractor’s comments in relation to compliance.* |
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| **A:4-** Apply interpersonal communication skills  *i. encourage designers to perform their own duties, including to cooperate with other duty holders;*  *ii. challenge designers to rework designs if evidence of design work compliance is insufficient; and*  *iii. challenge the Principal Contractor’s comments if they compromise design work compliance.* |
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| **Competency B: Legislative and regulatory framework for compliance:** Principal Designers must be able to apply the legislative and regulatory framework related to how designers and design work meet legal requirements. |
| **B:1-**apply understanding of the duties and behaviours required of Principal Designers |
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| **B:2-**apply understanding of the purpose, structure, and scope of the legislative and regulatory framework to appraising and challenging evidence of design work compliance |
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| **B:3-**understand how to find and apply information in the legislative and regulatory framework governing:  *i. how design work, including HRB design work, if built, is expected to comply with relevant requirements; and*  *ii. how Principal Designers and other duty holders are expected to perform their duties, follow prescribed*  *procedures, and comply with legislation, including when working on HRB design work.* |
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| **Competency C: Management of Design Work Compliance:** Principal Designers must be able to apply general  principles of management to plan design work compliance, and to manage, monitor, and coordinate designers and design work in relation to compliance during the design phase. |
| **C:1-**demonstrate an understanding of how clients’ project briefs, key performance indicators, programmes,  designers’ competence requirements, and, if relevant, their own organisational capability can affect design work compliance |
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| **C:2-**demonstrate an understanding of how the scope of relevant insurances, the limitations of relevant warranties, the terms and conditions of appointments, and the allocation of risk in appointments and contracts can impact on design work compliance |
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| **C:3-** create strategies for managing design work compliance |
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| **C:4-**apply understanding of how to manage the recording, maintenance and approval of evidence of design work compliance |
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| **C:5-**understand the effect of designers’ duties and, in the context of a specific project, their contracted responsibilities |
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| **C:6-**analyse ways to identify and manage gaps in designers’ competencies, capabilities, or capacities sufficient to coordinate design work compliance |
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| **C:7-**analyse how to monitor identified risks to compliance and control changes affecting design work compliance |
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| **C:8-**evaluate how to manage the process for achieving consensus from designers that coordinated design work is compliant |
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| **Competency D: Technical Framework for Compliance-** Principal Designers must be able to understand general principles of building design, general principles of construction, and the “core criteria for building safety” set out in BS 8670-1:2024 sufficient to: |
| **D:1-**understand the purpose, structure and scope of technical guidance, and standards governing building  design and construction compliance with all relevant requirements |
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| **D:2-**understand how to find and apply information in technical guidance, and standards sufficient to:  *i) appraise and challenge designers’ evidence of design work compliance with all relevant requirements;*  *ii) manage design work compliance when different packages of design work are coordinated and when design work is coordinated with building work; and*  *iii) contribute to identifying risks to compliance.* |
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| **D:3-**evaluate the potential impact of identified risks on design work compliance with all relevant requirements |
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| **D:4-**understand general principles of construction sufficient to appraise Principal Contractors’ comments about compliance with all relevant requirements |
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| **D:5-** understand information management systems sufficient to arrange for the establishment and  maintenance of ways to:  *i) record strategies for achieving design work compliance with all relevant requirements;*  *ii) manage the strategies; and*  *iii) control changes affecting design work compliance with all relevant requirements.* |
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| **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**

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| 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](https://architecturaltechnology.com/about/code-of-conduct.html) 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](https://architecturaltechnology.com/about/code-of-conduct.html) 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 [pdregister@ciat.global](mailto:pdregister@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 working days, and once registered, **you will be listed at** <https://architecturaltechnology.com/resources/building-safety-hub/ciat-principal-designer-register.html> to confirm your competence as a PD for Non HRB projects. You will be able to use the descriptor and logo as a registered ‘CIAT 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.
* Include a 2 page CV outlining their relevant experience working on Non HRBs.
* Application contains relevant supporting information/documentation to corroborate your suitability as detailed in Section B.
* £200 fee paid electronically through architecturaltechnology.com.