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

**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.

**Application**

Applicants are required to:

* Complete all sections of this form;
* Include a 2 page CV outlining their relevant experience working on 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 £150 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 HRBs. 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**

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

**Section B: Supporting statement of 1000 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 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 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. 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 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:4-** analyse their understanding of the legislative and regulatory framework related to designing HRBs, including in relation to prescribed procedures and information |
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| **B:5-** evaluate duties of other duty holders in the context of HRB projects for the ways they could affect thePrincipal Designer’s duties and design work compliance |
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| **Competency C: Management of design work Compliance:** Principal Designers must be able to apply generalprinciples 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:9-** evaluate the system of regulated procedures and information related to working on HRBs and theirimplications for the performance of the Principal Designer’s duties, including contributing to the goldenthread of information, reporting safety occurrences to the Building Safety Regulator, and making competence and compliance declarations |
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| **C:10-** evaluate ways to establish and maintain throughout the construction phase a system for inspecting HRB design work for safety occurrences and promptly reporting safety occurrences |
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| **C:11-** create ways to instruct reporting persons about the system for mandatory safety occurrence reporting related to working on HRBs. |
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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:6-** evaluate building safety risks in connection with the regulated system of mandatory safety occurrencereporting sufficient to report events related to structural safety, fire safety and other prescribed matters in HRBs |
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| **D:7-** evaluate the potential during inspections of design work throughout the construction stage for new building safety risks to emerge and for the assessed severity of potential impacts of all risks to change, including to become safety occurrences |
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| **D:8-** evaluate design work compliance sufficient to follow prescribed procedures for declaring compliance |
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| **D:9A-** contribute to the collation, accurate maintenance, and accessibility of digital records in the golden thread of information |
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| **D:9B-** arrange the establishment and maintenance of the mandatory occurrence reporting system. |
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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 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 with a **time and date for your Professional Review Interview (PRI)**. If successful at your PRI, 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 and 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 HRBs.
* Application contains relevant supporting information/documentation to corroborate your suitability as detailed in Section B.
* £150 fee paid electronically through architecturaltechnology.com.