



Application form for Principal Designer Registration – Non 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 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

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.**

Context (500 words max)

1 - Project/s summary demonstrating experience.

I have worked within the industry for [REDACTED] and have been a CIAT Chartered Technologist since [REDACTED]. Working at [REDACTED] I have progressed from [REDACTED] to [REDACTED], [REDACTED] and am now a [REDACTED] with the practice. I continue to work on a wide variety of Non HRB projects within various sectors, including residential, commercial, leisure, and education but have specialisms within building conservation and ecclesiastic projects. I work within all stages of the RIBA plan of work, leading design teams and managing all design work, consultants and clients through the design process. I also undertake contract administrator duties for projects on site and have experience of undertaking the role of Principal Designer under the CDM-2015 regulations.

With the BSA 2022 legislation for non-HRB's coming into effect in October 2023, I was keen to ensure the practice was well placed and ready to prove competency in undertaking the PD role. As part of the management team within the practice, I became practice lead on ensuring competency can be met and developed protocols to be adopted practice wide. For non-HRB projects the requirements are very much aligned with the work and processes I have carried out historically on all my projects.

I have undertaken the role of Principal Designer under the BSA 2022 on a number of projects including (but not limited to) the following:

[REDACTED]: Following appointment to undertake the PD role under the BSA 2022, I have progressed the design and coordinated a team that includes engineers and [REDACTED] consultants, along with liaising with the schools existing suppliers in terms of fire safety and security. At present I am liaising with

the client to establish a programme for procurement/site works that ensures the school can continue to operate safely.

██████████: I am carrying out all technical design work and am the appointed PD under the BSA 2022 and CDM 2015 for a new build Events Building with the grounds of a Grade 1 listed castle. Coordinating a design team comprising structural engineers, ██████ consultants & Fire engineers along with managing the client's interior design team, I am also managing the programme and phasing works to allow the castle to remain open to the public

██████████: Single storey extension to domestic dwelling. I was appointed PD under the BSA 2022 and carried out all design work, coordinated details provided by the engineer and liaised with the Approved Inspector and Principal Contractor.

██████████: Whilst not undertaking the PD-BR role, I am lead designer, contract administrator and PD for CDM. The initial contractor went into administration in February 2024, therefore I have led the client into re-establishing site works with a new contractor and managed issues relating to compliance caused by the previous contractor.

2 - Supplementary/supporting evidence.

Evidence from the above (and other projects) has been included in my submission - please refer to the submitted "Evidence Contents" sheet and completed competency matrix for details.

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.*

Being part of the management team within the practice I am jointly responsible for assessing competence within the office in order to ensure we are suitably qualified and experienced to take on any project we are looking to tender or looking to work on. This also includes managing my own competence which has been gained through my experience working within the industry for over 25 years, undertaking regular, structured CPD and also attendance on relevant courses. I would not undertake any role within a project where competence and experience could not be met.

With the inception of the BSA 2022, I became the practice lead for ensuring competence could be met in undertaking the Principal Designer role. This is limited to non-HRB projects where the competence & experience required aligns with duties that I have carried out as lead designer on projects (*Evidence A*). The PI insurance held by the practice also limits us to work on non-HRB projects.

I advise clients when consultants are required to carry out duties that are beyond my competence (*Evidence B*) and only work with consultants and contractors that I (or the practice) has worked successfully with before – we continually update a practice database of consultants and contractors (*Evidence C*).

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

I only engage with work that relates to my competence and level of experience to ensure that I can carry out my duties professionally. In instances where I do not believe my duties can be carried out either through my own competence, organisational capacity or due to a client being unable to provide the required support following my advice, I have turned down the opportunity to undertake the design work (*Evidence D*).

With non-HRB projects occurrence reporting is voluntary (VOR) whereas for HRB's occurrence reporting is mandatory (MOR). Within practice I carry out Quinquennial Inspections on listed premises, most notably in connection with Churches where I identify defects and also areas where fire safety and structural integrity are affected, reporting these to the building owner(s) (*Evidence E*).

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.

At the start of every project I develop a strategy brief that amongst other things outlines the responsibilities of the client, designers and contractors. This also identifies survey areas or details of information required by the design team to effectively carry out their duties. I assist the client in obtaining the required information either through my own work (measured surveys, condition surveys) or by procuring surveys / assessments on their behalf (*Evidence F*). When engaging with other designers, I will develop letters that outline the specifics of the role in relation to that particular project in order to achieve compliance (*Evidence G*).

Liaison with principal contractors is what I do as part of my lead designer and contract administrator duties on projects. All relevant information is issued to contractors at the start of their involvement as part of the strategy brief (*see Evidence E*) along with the strategy brief. I liaise with all parties through meetings, site inspections and workshops, minuting discussions and providing file reports which include comments and outcomes of issues relating to compliance along with responding to contractor RFIs (*Evidence H*).

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.

During the early stages of all projects I establish clear objectives and identify the roles and responsibilities for all design team members and duty holders (*Evidence F*). These are recorded in the project strategy brief which is issued to all parties along with strategies around collaboration, coordination and document transmittal (*Evidence F*).

I carry out coordination of design work throughout, providing comments back and challenging designers on issues relating to their design or when further information is required to achieve compliance (*Evidence I & L*).

Through my experience in project delivery on site and as contract administrator, I have often challenged work carried out by a Principal Contractor where it affects regulatory compliance, resulting in formal notification and a request for work to be stripped back and carried out correctly (*Evidence J*).

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

Principal Designers under the BSA 2022 should plan, manage and monitor all design work to ensure regulatory compliance as required under section 11M of the legislation within “The Building Regulations etc (Amendment) (England) Regulations 2023”. Through my work as a [REDACTED] Chartered Architectural Technologist and Principal Designer under CDM 2015, I have gained the necessary knowledge, experience and competence to carry out the duties required under the BSA 2022 (sections 11F & G of the above stated legislation), particularly on non-HRB projects and projects relating to Building Conservation.

I assist the client in their duties, provide support to other designers and ensure the project is strategically planned & coordinated to ensure regulatory compliance (*Evidence F*), providing stage reports documenting the design process up to planning submission, building regulation submission and tender issue (*Evidence K*).

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

As stated in B1, Principal designers must plan, manage and monitor all design work as stated within Chapter 4 of above stated legislation. Under paragraph 11M the Principal Designer should also coordinate all matters relating to design in order to ensure compliance under the relevant requirements & regulations should the work the design relates to be built. I ensure that designs are structured with compliance in mind prior to planning submission and identify areas where compliance is required under the Approved Documents as noted in my pre-planning reports (*Evidence K*).

Where other designers are part of the design team, I coordinate the design and challenge designs where required to ensure compliance is being met (*Evidence I & L*).

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.

The duties identified in Chapter 4 paragraphs 11J to 11M of the legislation referenced in B1 & B2 align with the duties I have historically carried out as Lead Designer, Technologist & Principal Designer (CDM 2015), and as such I believe that I am suitably competent to undertake the duties of Principal Designer under the BSA 2022.

My work is based through knowledge of the Approved Documents & British Standards which I use to ensure design compliance is achieved (*Evidence U*), along with using consultants to provide designs/specifications where specialisms are required (*Evidence G*). At the outset of all projects I advise the client of their duties (*Evidence M*) and also provide details of the Principal Contractors duties under the BSA 2022 within tender documentation (*Evidence N*).

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

I plan every project around a clients brief and develop a project strategy brief (*Evidence F*) that identifies all key objectives & requirements including the scope of works, budgetary constraints, programme (inclusive of any sectional completion objectives) and the need for designers competent within their field and with relevant experience in order to achieve regulatory compliance, generally using only consultants with a proven record with the practice (*Evidence C*). To ensure an external consultant has relevant capacity to undertake duties, I outline the project brief and specific requirements within enquiry letters (*Evidence G*). I have previously challenged the programme requirements of a client prior to the design phase commencing under the grounds of needing time to sufficiently coordinate work to ensure the design(s) are compliant with planning legislation and the Approved Documents (*Evidence O*).

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

As part of the practice management team I am fully aware of the limitations within the PI cover the practice holds, which limits us to architectural design work on non-HRB's only (*Evidence A*). Often the needs of a project are such that consultants are required to provide designs which fall outside our PI cover, I therefore recommend to clients the need to appoint sufficiently experienced and competent designers (*Evidence B*) in order to minimise risk in compliance and maintain updated records of consultants that identify competence and any limitations (*Evidence C*). On projects where we are asked to provide a designer's warranty, I ensure this is checked by our insurance provider (*Evidence P*) prior to undertaking any design work to ensure we can suitably deliver the expectations of that warranty.

C:3- create strategies for managing design work compliance

I develop a project strategy brief at the onset of every project (*Evidence F*) which confirms details of protocols for managing the design and coordination of the design. This will include regular design team meetings (*Evidence Q*), coordination workshops and also a clear strategy for document transmittal and appraisal. I also confirm the need for stage reviews which allows me to develop a stage report prior to relevant submissions (*Evidence K*).

C:4-apply understanding of how to manage the recording, maintenance and approval of evidence of design work compliance

As with C3, the strategy brief I develop confirms protocols for coordination of all designs through various means inclusive of design team meetings, workshops and emailed correspondence (*Evidence F*). Where comments are made on drawings and specifications, these are issued to all team members by way of a record. I produce stage reports (*Evidence K*), minutes of design team meetings (*Evidence Q*) and also develop project trackers (*Evidence R*) that identify areas of compliance where further information is necessary, including any comments provided by the BCO or Approved Inspector. This is updated regularly until all items are approved or closed out.

C:5-understand the effect of designers' duties and, in the context of a specific project, their contracted responsibilities

To manage a project effectively requires full understanding of the duties & responsibilities of all designers, contractors and the client along with their contractual obligations. I work within all RIBA stages of work, often taking a project from inception through to post completion and assist clients with forming a competent design team to ensure compliance with regulations can be achieved (*Evidence F* – [REDACTED]).

C:6-analyse ways to identify and manage gaps in designers' competencies, capabilities, or capacities sufficient to coordinate design work compliance

On specific projects, where there are gaps in competence within the design team that could compromise achieving compliance, I advise the client as to the requirement to appoint suitably competent & experienced designers (*Evidence B*). Additionally, I assist in maintaining up to date records within the practice of consultants including their competence and limitations (*Evidence C*).

C:7-analyse how to monitor identified risks to compliance and control changes affecting design work compliance

As a lead designer, Technologist and Principal Designer (CDM) I have provided & managed risk registers that identify risks associated with construction. These include mitigation measures that are to be adopted by all designers & contractors working on the project (*Evidence S*). Additionally, I provide building control trackers (*Evidence R*) that identify risks to compliance and any changes affecting design/scope are noted in my stage reviews (*Evidence K*). Amended drawings / documents are issued complete with drawing registers (*Evidence T*).

C:8-evaluate how to manage the process for achieving consensus from designers that coordinated design work is compliant

The consultants I engage with on projects are suitably competent and experienced and are often consultants I am familiar with through past projects. During projects I chair design team meetings (*Evidence Q*) where we discuss the design, identify areas of concern through coordination and confirm actions for all designers to achieve compliance. A stage review is provided to show coordination is complete (*Evidence K*).

<p>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:</p>
<p>D:1-understand the purpose, structure and scope of technical guidance, and standards governing building design and construction compliance with all relevant requirements</p>
<p>Having worked within architectural design for ■ years I have built up experience and competence to understand the purpose, structure and scope of technical guidance along with building standards. I have good knowledge of the Approved Documents along with British Standards which I use to develop designs to show compliance against a number of requirements from structure and energy use through to health and safety both during construction and in use of the finished building (<i>Evidence U</i>). Through my conservation work I also use ICOMOS technical guides to achieve regulatory compliance which ensures the protection of historically sensitive assets.</p>
<p>D:2-understand how to find and apply information in technical guidance, and standards sufficient to:</p> <ul style="list-style-type: none"> <i>i) appraise and challenge designers’ evidence of design work compliance with all relevant requirements;</i> <i>ii) manage design work compliance when different packages of design work are coordinated and when design work is coordinated with building work; and</i> <i>iii) contribute to identifying risks to compliance.</i>
<p>Through my knowledge of technical guidance including but not limited to the Approved Documents and British Standards I am able to appraise, coordinate and challenge designer’s submissions in order to achieve compliance, as proven within my submitted evidence (<i>see Evidence I, L & Q</i>). I manage design work through communication & coordination with designers (<i>Evidence Q</i>) and identify risks to compliance along with routes to compliance within project trackers (<i>Evidence R</i>).</p>
<p>D:3-evaluate the potential impact of identified risks on design work compliance with all relevant requirements</p>
<p>Through project coordination, communication with designers and liaison with Approved Inspectors I identify risks within trackers (<i>Evidence R</i>) which also provides routes to compliance as part of risk evaluation against potential impacts. This also applies to project health & safety where I identify risks to construction, identifying the potential impacts (<i>Evidence S</i>).</p>
<p>D:4-understand general principles of construction sufficient to appraise Principal Contractors’ comments about compliance with all relevant requirements</p>
<p>My knowledge of the principles of construction is underpinned through my experience, being a Chartered Architectural Technologist and as demonstrated within the evidence submitted for Sections A-C of this application. Having undertaken Contract Administrator duties I am suitably experienced and competent to appraise Principal Contractors comments & concerns both during meetings and also during site inspections where I identify areas affecting compliance (<i>Evidence H & J</i>).</p>

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.*

I develop strategies at the onset of all projects and these are documented within the strategy brief that I prepare and issue to all team members (*Evidence F*). Strategies include communication of design elements, document transmittal and change control with confirmation that these elements are to come through me to ensure the design is controlled. Any changes that affect the design and compliance are documented within my stage reports (*Evidence K*) and drawing issue registers which are issued to all parties electronically (*Evidence T*).

Number of words (n.b. references are not to be counted and should only further support your statement and experience): Context 1 & 2: 496; Sections A-D: 1991 (2101 including Evidence references)

Section C: Declaration of applicant

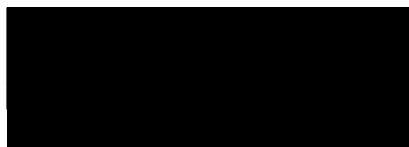
I submit this form as an accurate record in support of my application for the specific purpose of assessing my eligibility to be on the publicly available PD Register of the Chartered Institute of Architectural Technologists. I am aware that falsifying information in this application may result in investigation 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 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.