

FORM	VERSION
PDAF	02



Appendix L – Principal Designer Appointment Form (PDAF)

1.0 INTRODUCTION

- 1.1 GHVDC require evidence that a Principal Designer (PD) has been appointed for every Self-Build project. This needs to cover the Pre-construction phase for both Golden Brick & Superstructure. More than one PD can be appointed consecutively, so long as there is always a PD for the project and the duration of each PD's appointment is clear.
- 1.2 The Construction (Design and Management) Regulations 2015 (CDM) set out the legal requirements as to who can be a PD, their role and their appointment.
- 1.3 Key regulations are:
- 2(1) defines a PD as a designer appointed under regulation 5(1)(b) to perform the duties in regulations 11 & 12.
 - 2(1) defines a designer as any person who in the course or furtherance of a business (a) prepares or modifies a design, or (b) arranges for, or instructs any person under their control to do so.
 - 8(1) requires the PD to have the necessary skills, knowledge and experience to undertake role.
 - 8(2) requires a designer not to accept the PD role unless they have the necessary skills, knowledge and experience.
 - 8(3) does not require a Self-Builder to check the potential PD has the necessary skills, knowledge and experience.
 - 7(2) operates in the event a self-builder either (a) fails to appoint a PD (GHVDC require an appointment to be made) or (b) makes an invalid appointment of a person who cannot act as PD (i.e. person not acting in course or furtherance of a business/ do not have necessary skills knowledge or experience), to make as PD 'the designer in control of the pre-construction phase of the project'.
- 1.4 It is for those acting on behalf of or instructed by a Self-Builder to be satisfied they understand their potential and actual legal obligations.
- 1.5 GHVDC's position in respect of the Self-Builder and appointment of a PD is:
- Self-Builders are unlikely to meet the CDM requirements to be PD.
 - Designers must be satisfied that they have the skills, knowledge and experience to act as PD before accepting appointment.
 - The Designer in control of the pre-construction phase of project is the statutory PD if no valid appointment is made by the Self-Builder.
 - The duration of PD's appointed by the Self-Builder must be clear.



FORM	VERSION
PDAF	02



- The pre-construction phase for Golden Brick and superstructure works must be covered by a PD, whether by one or more than one consecutive appointment being made.

2.0 CONFIRMATION TO GHVDC ON APPOINTMENT AS PRINCIPAL DESIGNER

2.1 I Confirm that:

- I have read and understood the Introduction section overleaf.
- I have read and understood the CDM provisions relating to Principal Designer.
- I understand the PD role will cover both Golden Brick and superstructure elements unless the terms of my appointment have stated otherwise.
- I have the necessary skills, knowledge and experience to be a PD.
- I will discharge fully the role of Principal Designer according to CDM requirements, including by reference to the guidance notes contained in HSE publication L153 'Managing Health and Safety in Construction' (Free from HSE at: <http://www.hse.gov.uk/pubns/books/l153.htm>)
- I understand that if my appointment should be terminated before conclusion of the project, CDM regulation 7(2) will apply if I remain the designer in control of the pre-construction phase.

I (full name/company name)

.....

Have been appointed as Principal Designer by (name of client)

.....

For plot (number).....

For the following duration: (delete which **does not** apply)

(a) entire project, or

(b) from (date)..... until (date) or

(c) from (stage)until (Stage).....

Signature:	
Full Name:	
Company Name and Address: (if applicable)	

A copy by email of this completed confirmation must be sent your Development Liaison Manager (DLM) within 1 week of the appointment.

