**2.1: lead designer agreement**

If you are appointed as a designer in connection with a small project involving only one contractor but several designers, the lead designer will be expected to be the principal designer under the Dutyholder Regulations. If it is not clear whether you have been appointed as the lead designer, and therefore the principal designer for your project, you should agree and confirm this in writing with the other designers and provide a copy of such agreement to your client.

This client letter can be used to advise your client of your agreement with the other designers confirming which designer shall act as the lead designer and principal designer for your project.

Dear [client details]

**Re: Lead designer and principal designer services**

Further to our appointment to provide architectural services in connection with [project details] (“the Project”) and our client care letter dated [date] advising you of the statutory duties under the **Construction (Design and Management) Regulations 2015** (“the CDM Regulations”) and **The Building Regulations etc. (Amendment) (England) Regulations 2023** (“the Dutyholder Regulations”), please find attached a copy of the agreement we have reached with the other designers confirming that [insert name] shall perform the lead designer services for the Project and shall fulfil the principal designer duties under the CDM Regulations and Dutyholder Regulations.

If you have any queries or concerns regarding the above please do not hesitate to contact me.

Kind regards

**lead designer agreement**

Date:

Project details (“the Project”):

Client:

We, the undersigned, hereby confirm agreement that [insert name] shall be deemed to be the lead designer for the Project and shall fulfil the duties of the principal designer set out in the **Construction (Design and Management) Regulations 2015** (“the CDM Regulations”) and **The Building Regulations etc. (Amendment) (England) Regulations 2023** (“the Dutyholder Regulations”).

Signed: Signed:

For and on behalf of [insert name] For and on behalf of [insert name]

Date: Date:

Signed: Signed:

For and on behalf of [insert name] For and on behalf of [insert name]

Date: Date: