**2.4: notice of designated individual**

If your practice is appointed as an organisation to fulfil the principal designer duties under the regulations then you must designate an individual or individuals with the task of managing your practice’s functions as the principal designer. Before doing this you must take all reasonable steps to satisfy yourself that the individual or individuals you propose to designate has the relevant competence to lead, oversee and manage the function of principal designer on behalf of your practice to ensure the principal designer duties are fulfilled in relation to the specific design work for your project.

This notice can be used to record the details of any individuals you designate to fulfil the principal designer duties on behalf of your organisation, together with those individuals’ personal competence statement (PCS), to confirm details of the same to your client who may request confirmation of the details of any designated individuals as part of their duty to satisfy themselves that you are competent under the regulations.

**principal designer – designated individuals**

Date:

Project details (“the Project”):

Client:

The following individuals have been designated to 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”) on behalf of [insert organisation name] in respect of the design of the Project.

Name: Name:

Title: Title:

Date: Date:

PCS Dated: PSC Dated:

Name: Name:

Title: Title:

Date: Date:

PCS Dated: PCS Dated: