**4.4: notification of competence**

When you are appointed as a principal designer and you realise that you no longer have the competence required in relation to any of the design work you must notify your client.

This letter can used to advise your client of instances where you are no longer competent to continue as the principal designer.

Dear [client details]

**Re: Principal designer competence**

Further to our appointment to fulfil principal designer duties in connection with [project details] (“the Project”), in accordance with Regulation [11(1)(a)] of the Dutyholder Regulations, we are writing to advise you that we no longer satisfy the requirements of Regulation [9(1)] of the Dutyholder Regulations in respect of the design of [the Project] [the following elements of the Project :]

We welcome the opportunity to discuss the above to agree options for [how we may continue] [our replacement] as the principal designer for the Project.

Kind regards