## CDM 2015 - Letter - Appointment of Principal Designer

Where the project has more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client is required to appoint a principal designer and principal contractor. These appointments should be in writing.

The principal designer should be appointed as early as possible in the design process, if practicable at the concept stage.

The principal contractor should be appointed early enough in the pre-construction phase to help the client meet their duty to ensure a construction phase plan is drawn up before the construction phase starts.

A sample letter follows. The text may be altered to suit the circumstances and may be sent as an e-mail if preferred.

<Insert date>

<Insert name>

<Insert address>

Dear <Insert name>

**<Insert Project>**

**The Construction (Design and Management) Regulations 2015**

**Appointment of Principal Designer -<Insert Company Name>**

As the client, I write to confirm your appointment as principal designer for the above named project.

This appointment requires that you fulfil the duties of a principal designer as required by the Construction (Design and Management) Regulations 2015.

Enclosed is a copy of this letter, which you should sign to indicate your agreement to this appointment and send back to this office by return.

Yours faithfully

<Signature and printed name required. The letter must be on headed paper and include the date. If sent by e-mail the e-mail must include the appropriate Company e-mail signature>

On behalf of <Compass Group UK & Ireland (delete as appropriate)>

**I agree to the terms of this appointment**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_