

BUILDING REGULATIONS DUTYHOLDER APPOINTMENTS

PART 2A — FORM

The client's written Part 2A appointment of the principal designer and principal contractor

KD-BR-AP-001 Rev A0

This is the Building Regulations dutyholder regime — Part 2A of the Building Regulations 2010, about the building work meeting the building regulations. It is separate from CDM 2015, which is about health and safety: the CDM 2015 appointments are made on KD-CDM-AP-006. Written for building work in England that is not higher-risk building work: higher-risk building work follows its own procedure under the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 — use the KD-BSA family (KD-BSA-CC-001 to KD-BSA-CL-008) for it. In Wales, Part 2B of the Building Regulations 2010 (in force from 1 July 2026) sets a parallel regime with its own version of reg 16; Scotland and Northern Ireland have their own building regulations.

Building Regulations 2010 reg 11D(1): where there is more than one contractor, or it is reasonably foreseeable that more than one contractor will be working on a project, the client must appoint in writing a designer with control over the design work as principal designer and a contractor with control over the building work as principal contractor — for work that is not higher-risk building work, before the construction phase begins (reg 11D(3)(b)). Before appointing, the client takes all reasonable steps to be satisfied that each appointee meets regs 11F(1) and (2) and, for the principal designer, reg 11G(1), or for the principal contractor, reg 11H(1) (reg 11E(4) and (5)); the appointee's own declaration is KD-BR-CS-002. A client who fails to appoint must fulfil the role's duties until it does (reg 11D(5)). A client is not required to comply with Part 2A where the work consists only of work described in Schedule 4 (reg 11P).

CHECK BEFORE YOU SIGN OR GIVE THIS

The regulations' own wording and time limits govern. Check the current text of the Building Regulations 2010 at legislation.gov.uk before you sign or give this, and take advice where money or liability is at stake. A signature records what the signer confirms; it does not decide whether the work meets the building regulations.

1 THE PROJECT AND THE CLIENT

PROJECT		LOCATION OF THE BUILDING WORK		WORKS START ON
CLIENT	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)	
BUILDING CONTROL ROUTE	BUILDING CONTROL REFERENCE	BUILDING CONTROL BODY		
☐ The client is not a domestic client				
☐ Domestic client — the project is not in the course or furtherance of the client's business (reg 2): section 7 applies				
☐ Checked: no part of the work is higher-risk building work — and the client's arrangements provide for this to be checked periodically (reg 11A(2)(d))				
☐ Local authority route (full plans application or building notice): once it is made or given, each later appointment needs a notice to the relevant authority within 14 calendar days (reg 11O) — KD-BR-CH-005				
☐ Approver route: each appointment needs a notice to the approver shown on the initial notice within 14 days beginning with the date of appointment (Building (Registered Building Control Approvers etc.) (England) Regulations 2024 reg 17) — KD-BR-CH-005				

2 THE APPOINTMENT ROUTE — TICK WHAT APPLIES

- ☐ More than one contractor, or more than one reasonably foreseeable: the client appoints a principal designer and a principal contractor in writing (reg 11D(1)) — sections 3 and 4
- ☐ The client certifies in writing that the CDM principal designer or CDM principal contractor is treated as appointed (reg 11D(2)) — section 5, and the competence steps in sections 3 and 4
- ☐ Only one contractor: it is treated as appointed principal contractor, and the only designer or the agreed lead designer fulfils the principal designer duties (reg 11D(6) and (7)) — section 6

3 PRINCIPAL DESIGNER — APPOINTMENT AND ACCEPTANCE

PRINCIPAL DESIGNER	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)	
DESIGN WORK UNDER ITS CONTROL	APPOINTMENT STARTS	APPOINTMENT ENDS	DESIGNATED INDIVIDUAL	
REASONABLE STEPS THE CLIENT TOOK BEFORE APPOINTING (REG 11E(4))				

Acceptance: we accept appointment as principal designer for the design work stated, under Building Regulations 2010 reg 11D. At the date of this appointment we meet regs 11F(1) and (2) and 11G(1) for that design work (reg 11E(7)(a)); we will notify the client if we cease to (reg 11I(1)(a)); and we will fulfil the duties of a principal designer under Part 2A, including reg 11M.

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

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4 PRINCIPAL CONTRACTOR — APPOINTMENT AND ACCEPTANCE

PRINCIPAL CONTRACTOR	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)
BUILDING WORK UNDER ITS CONTROL	APPOINTMENT STARTS	APPOINTMENT ENDS	DESIGNATED INDIVIDUAL
REASONABLE STEPS THE CLIENT TOOK BEFORE APPOINTING (REG 11E(5))			

Acceptance: we accept appointment as principal contractor for the building work stated, under Building Regulations 2010 reg 11D. At the date of this appointment we meet regs 11F(1) and (2) and 11H(1) for that building work (reg 11E(7)(b)); we will notify the client if we cease to (reg 11I(1)(a)); and we will fulfil the duties of a principal contractor under Part 2A, including reg 11N.

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE
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5 CERTIFICATION INSTEAD OF APPOINTMENT — CDM DUTYHOLDER TREATED AS APPOINTED (REG 11D(2))

Instead of a separate appointment, the client may certify in writing that the person who is the CDM principal designer, or the CDM principal contractor, is treated as appointed as principal designer or principal contractor for the purposes of the Building Regulations 2010 (reg 11D(2)); the certification counts as an appointment under reg 11D (reg 11Q(2)). The roles are not the same: the CDM principal designer is a designer with control over the pre-construction phase for health and safety (CDM 2015 reg 5(1)(a)); the Part 2A principal designer is a designer with control over the design work. The competence steps in reg 11E(4) and (5) still apply — record them in sections 3 and 4.

- ☐ The client certifies that the CDM principal designer named below is treated as appointed as principal designer for the purposes of the Building Regulations 2010
- ☐ The client certifies that the CDM principal contractor named below is treated as appointed as principal contractor for the purposes of the Building Regulations 2010

CDM PRINCIPAL DESIGNER	CDM PRINCIPAL CONTRACTOR	CDM APPOINTMENT RECORD
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6 ONE CONTRACTOR — SOLE CONTRACTOR AND SOLE OR LEAD DESIGNER (REG 11D(6) AND (7))

Where only one contractor is working on the project, that contractor is treated as appointed as principal contractor and must fulfil its duties (reg 11D(6)) — the "sole contractor" (reg 2). If there is only one designer, that designer fulfils the principal designer duties; if there is more than one, the designers agree in writing which of them does (the "lead designer"), and the lead designer gives the client a copy of the agreement (reg 11D(7)).

SOLE CONTRACTOR	SOLE OR LEAD DESIGNER	LEAD DESIGNER AGREEMENT
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7 DOMESTIC CLIENT (REG 11C)

For a domestic client, the duties in regs 11A(1) to (3) (the client's arrangements) and 11E(2) to (5) (the steps before a person carries out work) are carried out by the contractor where there is only one contractor; where there is more than one, by the principal contractor, or by the principal designer where the client and the principal designer agree in writing (reg 11C(1)). If a domestic client does not make the reg 11D appointments, the designer in control of the design phase is the principal designer and the contractor in control of the construction phase is the principal contractor (reg 11C(2)); reg 11D(5) does not apply to a domestic client (reg 11C(3)). The CDM 2015 equivalent is KD-CDM-DC-012.

- ☐ One contractor: the contractor carries out those client duties (reg 11C(1)(a))
- ☐ More than one contractor: the principal contractor carries out those client duties (reg 11C(1)(b)(i))
- ☐ More than one contractor, and the client and the principal designer agree in writing that the principal designer carries them out (reg 11C(1)(b)(ii)) — both sign below

PRINCIPAL DESIGNER — SIGNATURE	DOMESTIC CLIENT — SIGNATURE	DATE OF AGREEMENT
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8 MADE BY THE CLIENT

The appointments, certification or agreement ticked above are made in writing under Building Regulations 2010 reg 11D. They give each appointee its own duties; the client's duties under reg 11A stay with the client (for a domestic client, reg 11C decides who carries them out). If an appointment ends before the end of the project, the client appoints a replacement as soon as reasonably practicable (reg 11D(4)).

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

9 AFTER APPOINTMENT

NOTICE NEEDED?	NOTICE DUE BY	NOTICE GIVEN (DATE / REF)	FILED WHERE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.