Principal Designer Preliminary Appointment Notice

Relevant Extracts from the Construction (Design & Management) Regulations 2015:

Reg 5 - Appointments of the principal designer and the principal contractor

1. Where there is 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 must appoint in writing -
   1. A designer with control over the preconstruction phase as principal designer; and
   2. A contractor as principal contractor.
2. The appointments should be made as soon as is practicable, and in any event, before the construction phase begins.
3. If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in Regulations 11 and 12.

Reg 8- General duties

1. A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary-to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.•
2. A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).
3. A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).
4. **Client:** Horniman Museum and Gardens
5. **Project Title:** Gardens toilet refurbishment
6. **Location: The** Horniman Museum + Gardens, 100 London Road, SE23 3PQ
7. **Statement of Appointment:** I confirm that subject to the subsequent issue of formal appointment documents including schedules of services and schedules of payments, etc. where applicable, **NAME** is appointed as Principal Designer for the above project until such times as instructed to the contrary by me or an authorised deputy.

Signature: � ....................................,..............................

Name:

Position:

Date:

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