Appendix C [**Sample Appointment Letter for a Principal Contractor**](#Sampleletterpc)

**Template for Appointment Letter Principal Contractor**

Date………..

**(e.g. Name of Designated Principal Contractor)**

**(Title of Designated Principal Contractor)**

South Tyneside Council / Homes

Address

Address

Address

Tyne & Wear

Postcode.

Dear (**Title of Designated Principal Contractor)**

**Re: <Project Name>**

**construction (design & management) Regulations 2015**

**letter of appointment – PRINCIPAL CONTRACTOR**

As a Client Representative, acting on behalf of (**South Tyneside Council / South Tyneside Homes)**, in accordance with Regulation 5 of the Construction (Design and Management) Regulations 2015, I hereby appoint you to perform the role of Principal Contractor in relation to the aforementioned project with immediate effect.

Under this appointment you will be required to fulfil the requirements of Regulations 12-15 and Parts 4 & 5 inclusive of the Construction (Design and Management) Regulations 2015. Your appointment will remain for the duration of the project or until otherwise notified of any change by ourselves.  
  
We would be obliged if you would acknowledge your acceptance of this appointment in writing and return it to ourselves at your earliest convenience.

Should you have any queries or concerns with regards to the above, then please do not hesitate to contact us.

Yours sincerely

**Client Name**

**Client Role/Title**

South Tyneside Council / Homes

Address 1

Address 2

Address 3

Tyne & Wear

Postcode

Tel: 0191)

Fax: (0191)

Mob:

Enc.