Appendix D [**Sample Appointment Letter for a Principal Designer**](#Sampleletterpd)

**Template for Appointment Letter Principal Designer**

Date………

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

**(Title of Designated Principal Designer)**

South Tyneside Council / Homes

Address

Address

Address

Tyne & Wear

Postcode.

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

**Re: <Project Name>**

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

**letter of appointment – PRINCIPAL DESIGNER**

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 Designer in relation to the aforementioned project with immediate effect.

Under this appointment you will be required to fulfil the requirements of Regulations 11-12 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.