



Processes for Principal Designer Building Control



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REGISTERED OFFICE

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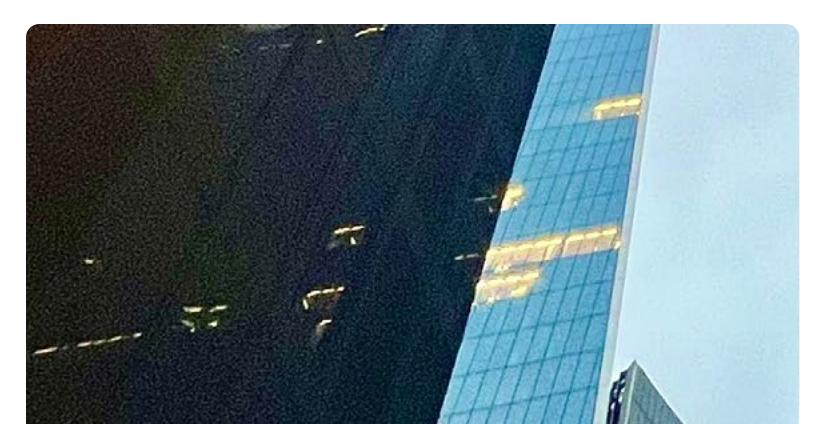
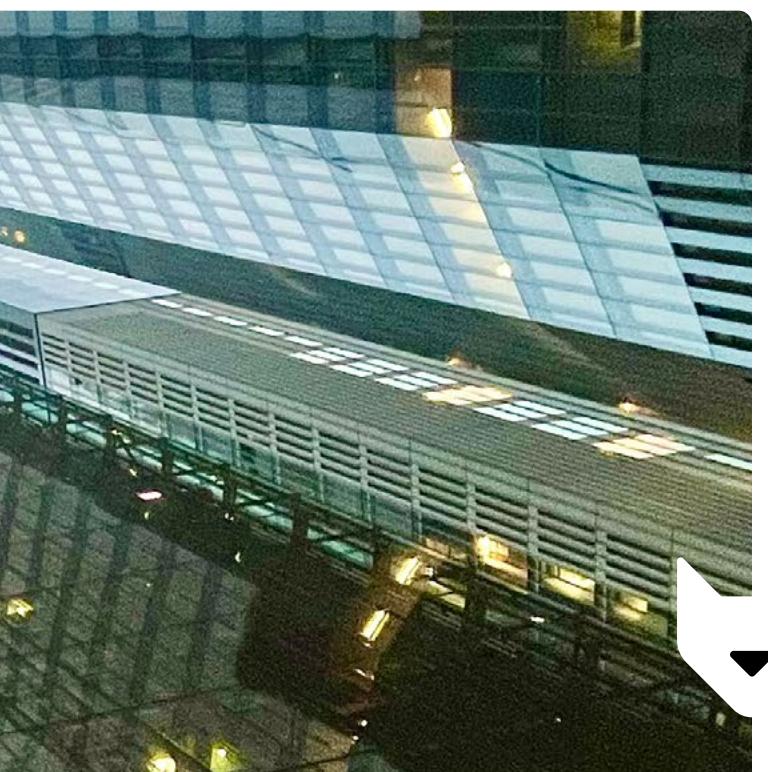
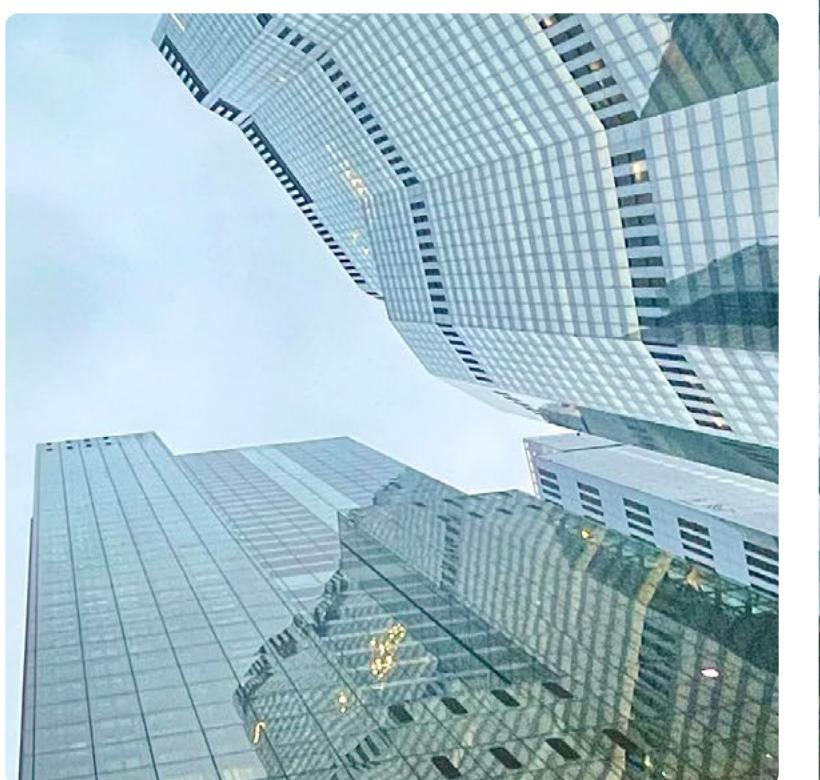
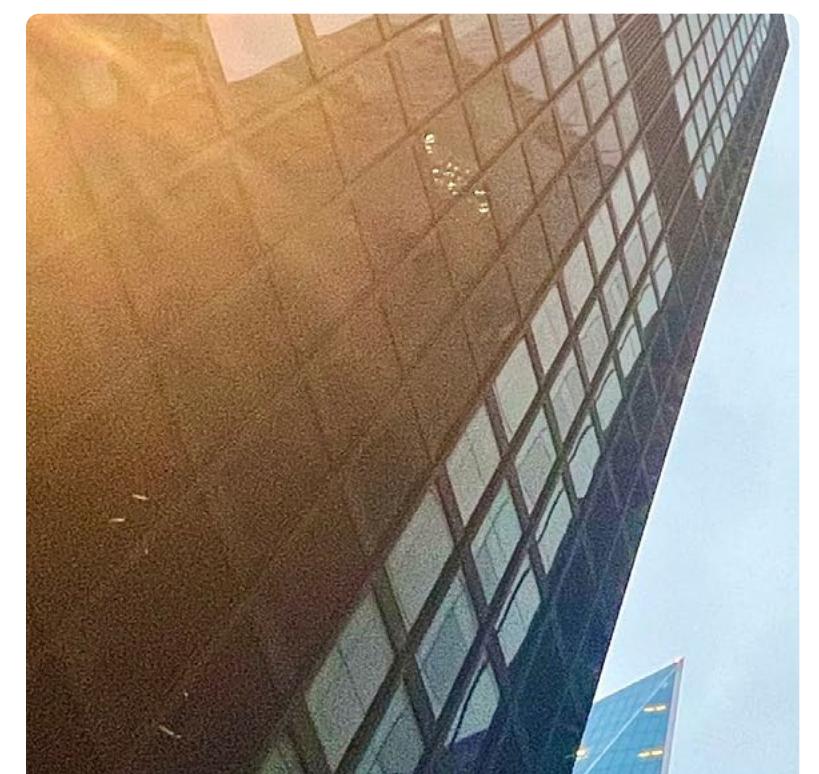
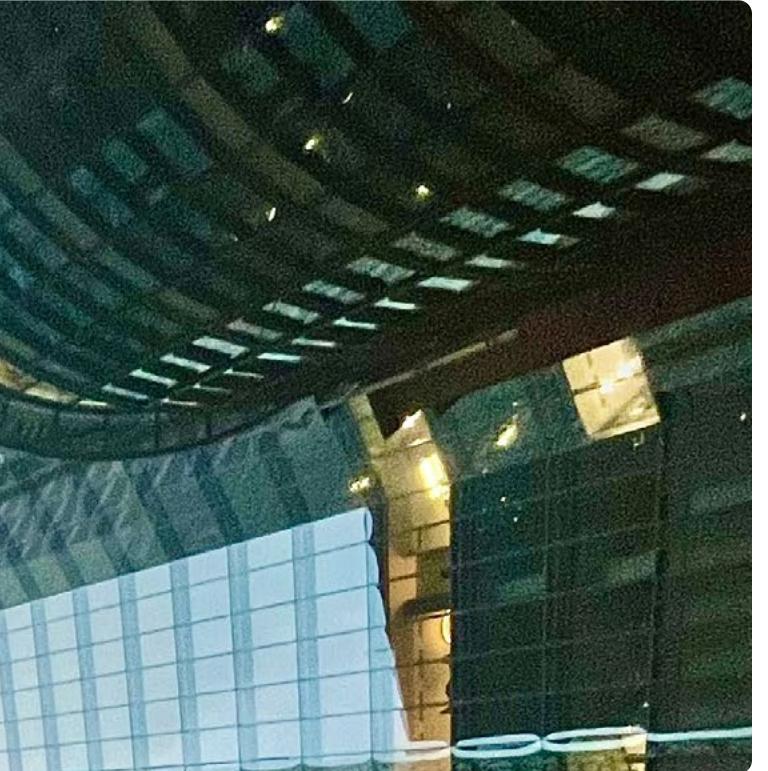
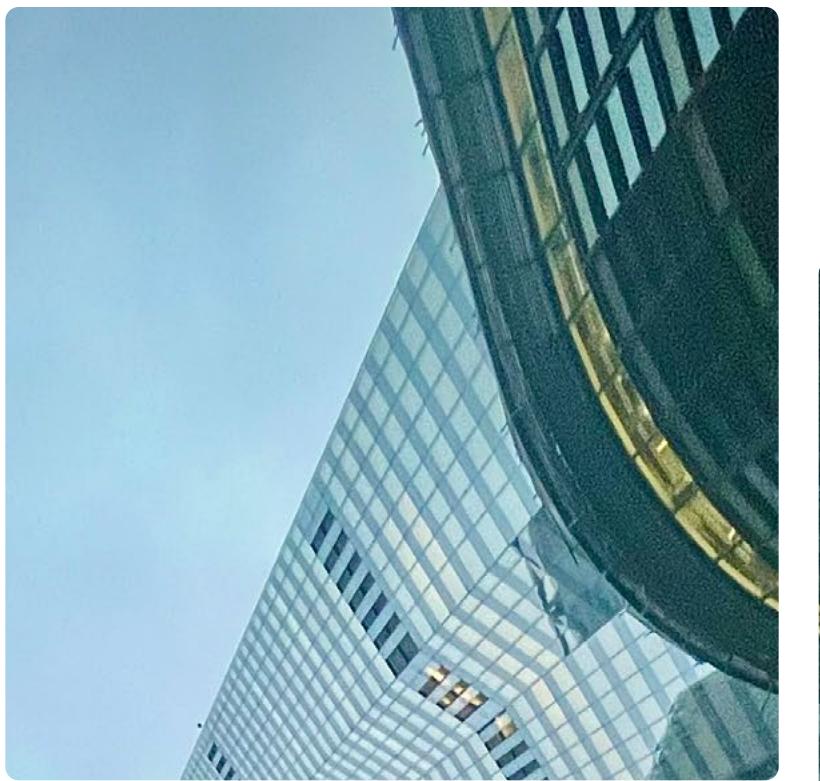
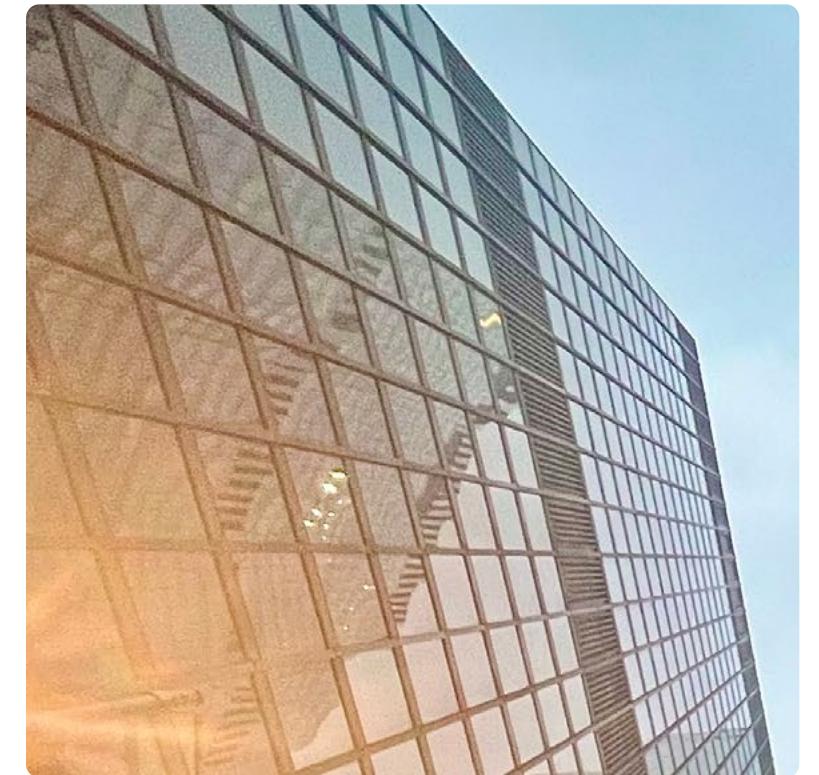
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1.

Is the building a Higher Risk Building (HRB)?

Reference material is available at: GOV.uk





2.

Requirements for a building to need an HRB application

- Is the building over 18m in height to the uppermost floor, or:
- More than seven storeys in height.
- And has at least two dwellings within the building.

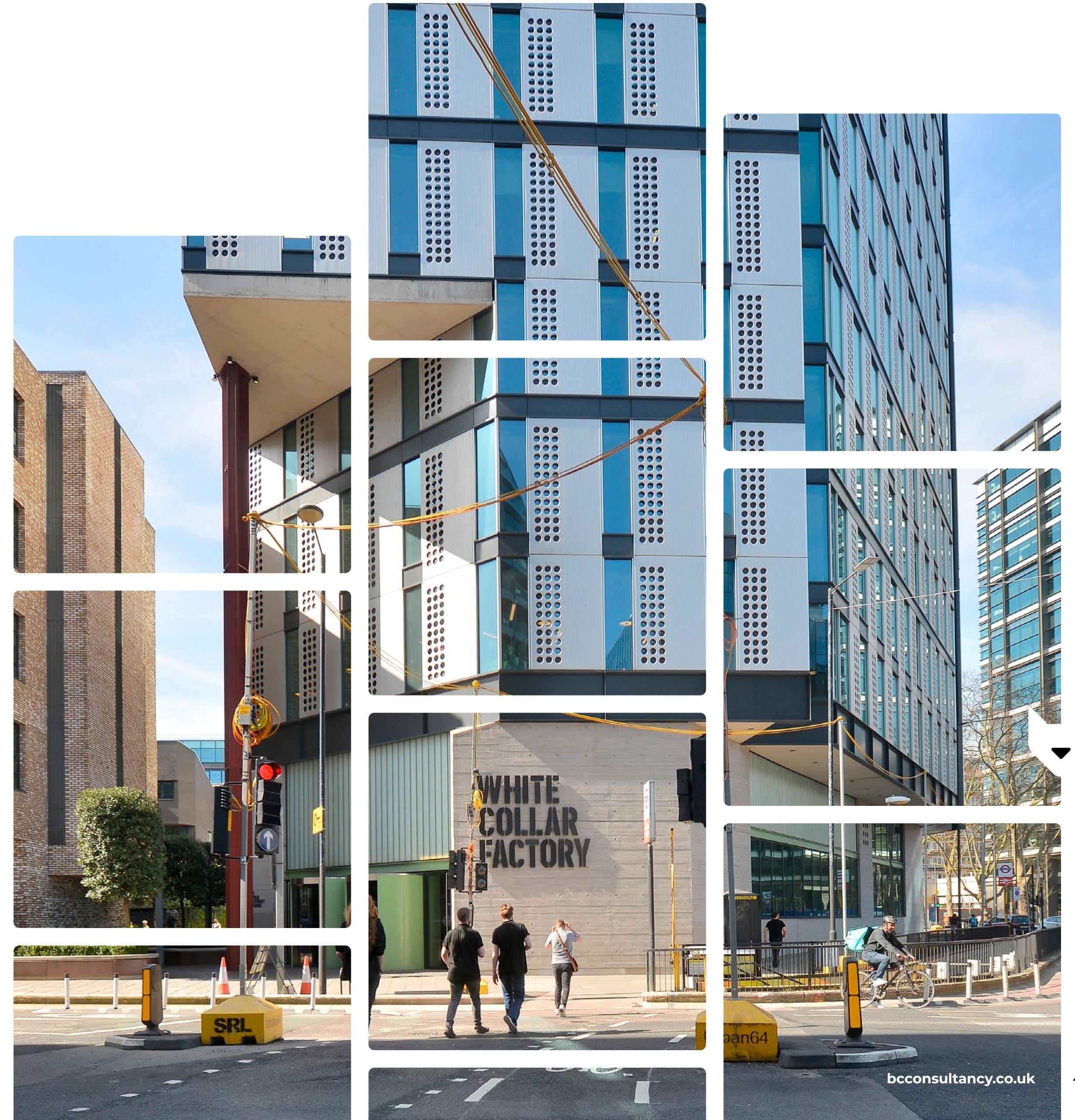
If the above apply, a **Building Regulation Application** is required, which can **only** be to the **Building Safety Regulator** (BSR).





3. **Application Requirements**

A mandatory system is then required to be followed with many pieces of information as well as drawings etc. with specific requirements for uploading to the BSR system.





4. **When is the Principal Designer Building Control service required other than HRBs**

The principal designer Building Control service is required on any project that requires a Building Regulation Application.





5.

Who can carry out the Principal Designer function?

- **Anyone** who has the knowledge to certify that the building complies with the Building Regulations.
- Proof of your ability to carry out the function (qualifications, knowledge of the Project Type, previous examples, ethics etc. in writing).
- An understanding is required by the surveyor of their limitations regarding their own knowledge of the Building Regulations.

Reference: PAS 8671: 2022 Built Environment – Framework for Competence of Individual Principal Designers – Specification





Statement of Competency



BLACK CAT
Building Consultancy

BUILDING SAFETY ACT 2022 STATEMENT OF COMPETENCY

PROJECT DETAILS

Project Title:	
Project Number:	

To comply with the Building Safety Act 2022, contractors and designers must show evidence of competency via the following assessment;

- » Appropriate behaviour;
- » Knowledge of legislative and regulatory framework for compliance;
- » Management of design work compliance; and
- » Awareness of technical framework for compliance.

In order to capture the above information, please complete the following table (where required), and sign, date and return along with the supporting evidence.

STATEMENT OF COMPETENCY

Company / Firm:	
Company Registration Number:	

Company Project Role:	
-----------------------	--

Key Staff Members:	
--------------------	--

Accreditations / Qualifications:	
----------------------------------	--

Can you confirm the company / firm / named staff members have obtained competence via training and ongoing CPD:	
---	--

Please provide evidence of training and statement of continuing CPD.
--

BUILDING SAFETY ACT 2022 STATEMENT OF COMPETENCY

in place relevant to BSA 2022:

se studies:

se study, including photos.

se study, including photos.

ee with its contents.



6.

How do we carry out the function of Principal designer Building Control on HRB projects





7.

Requirements for Non HRBs

Black Cat has a PD system which is currently being set up by Ian and admin so that we have an audit trail if we are asked by the BSR to validate an approval we have carried out.

- Quote response form, the use of this form is to ensure that the information we receive from the client about the building in question is traceable, the form gets the applicant to answer questions to determine whether the building is an HRB and if not the relevant information for us to provide a fee quotation.

There then follows a procedure that is set out in the file structure, which should be followed for **every** project it may seem over the top however an audit trail is required if we want to stay legal.



PD-MPC Form



REPORT ON DEPOSITED PLAN

Address			
Job No			
Amended by	Checked by		
Date	Date		

DESCRIPTION	COMMENT		
General	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check drainage sheet / Coastal location 250m	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Check contaminated land sheet / Maps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Party wall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change of Use Dwelling From: To:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Declaration of compliance			
Part A STRUCTURE			
Foundations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Retaining walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Piers and Buttressing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Movement Joints	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Structural Frame	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roofs / Strengthening / Strapping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Beams, padstones and masonry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cladding / curtain wall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balustrading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disproportionate Collapse APD A1 - Table 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part B Fire Safety			

COMMENT



PD-PCTF form



Plan Check Tracker

Client / Applicant:			
Description of Works:	MC Reference:		
Address of Works:	Process Date:		
Commencement Date:	Lead Surveyor:		
Circulation:	Architect:		

Item No.	Item Description:	Comments:	Date:	Pending	Outstanding	Complete	Actioned By:
1.0				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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19.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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21.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.0				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



PD-CQRF form



Thank you for considering Black Cat Building Consultancy for your next project, in order we ensure the correct scope of service and fee could you tell us a few details about the project.

YOUR PROJECT TITLE / REFERENCE:		DATE:
QUOTE REQUESTED BY:		
Name:		Company:
Address:		Mobile:
Post Code:		Work:
FEE PROPOSAL TO BE ADDRESSED TO: (If different from above)		
Name:		Company:
Address:		Mobile:
Post Code:		Work:
CLIENT DETAILS:		
Name:		
Address:		
Email:		
Contact Number:		
PRINCIPAL DESIGNER /CONTRACTOR DETAILS: (or sole/lead designer)		
Name:		
Address:		
Email:		
Contact Number:		

Checklist of documents required – to be sent with completed quote request form.

<input checked="" type="checkbox"/> Design Programme (include if available)	<input checked="" type="checkbox"/> Construction Programme (include if available)
<input type="checkbox"/> Existing plans/drawings (required)	<input type="checkbox"/> Proposed floor plan/drawings (required)
<input type="checkbox"/> New build elevations and site location plans (required for new build fee requests)	

BUILDING PROJECT	
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the-criteria-for-being-a-higher-risk-	
D	
<input type="checkbox"/> New HRB	<input type="checkbox"/> Existing HRB
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Risk Buildings	
and	
ntary	
l Regulations	



8.

Do we have to inspect the work whilst in progress?

- Once we are happy that the design of the work complies with the Building Regulations it is my belief that we can issue a compliance letter with an information schedule to the client and our requirements for PD are complete, if the building / work is completed in accordance with the compliance letter.

However:

- We believe at Black Cat that to discharge the requirements properly inspection of the work is required. This would be highlighted when giving a quote and would include an inspection schedule with the quote.
- The limitations on inspection would be areas of the work which are critical, for example, structural beams and columns, fire related matters such as cavity barriers and structural fire protection.
- On completion certification is required as are as built drawings generally this would be the CDM / Log Book to comply with regulation 38.



9.

As surveyors need to ask ourselves a number of questions before we undertake any PD role:

- Am I confident that I can understand the Building Regulation requirements for a project that I am working on?
- If not, then a PD should be engaged to carry out that function.
- Be aware that if we approve something that is later found not to comply then we as PD could be found liable to prosecution!!!