



Sphere Architects
Hewitt House
Winstanley Rd
Orrell
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19th May 2026

Project: The Public Hall, 216 Main Street, Billinge, Wigan WN5 7PE

Dear Karen Newton and Colin Betts,

Due to changes to the Building Regulations 2023 this letter is to inform you of your duties as a client.

Prior to undertaking the services in connection with the project we would like to take this opportunity to ensure you are aware of the statutory duties you have as our client under the Construction (Design and Management) Regulation 2015 (CDM Regulations) and The Building Regulation 2010 (building Regulations) as amended by The Building Regulations etc. (Amendment) (England) Regulations 2023.

These regulations create statutory duties for clients, designers and contractors in connection with the design and construction of buildings to ensure that buildings are safe to build, occupy, maintain, demolish and to ensure that they comply with the relevant requirements of the Building Regulations (relevant requirements).

The CDM Regulations and Part 2A Dutyholders and competence) of the Building Regulations state that as a client you must make suitable arrangements for planning, managing and monitoring the Project, including allocating sufficient time and other resources so as to ensure:

As a commercial client your duties under the regulations are to:

- Provide building information and pre-construction information as soon as is practicable to every designer and contractor appointed or considered to be appointed on the project.
- Cooperate with any other person working on or in relation to the project to the extent necessary to enable any person with a duty or function under the regulations to fulfil that duty or function.



We envisage that only one contractor will be working on this project, therefore under the CDM regulations and Building Regulations the contractor will be the Principle Contractor with control over the design work.

As a commercial client you are required to appoint a Principle Designer and a Principle Contractor in writing.

There are two appointments for Principle Designer – Client to appoint contractor for site works for both.

- 1 Principle Designer – CDM Regulations 2015
- 2 Principle Designer – Building Control Regulations 2023

There are two appointments for Principle Contractor – Client to appoint contractor for site works for both.

- 1 Principle Contractor – CDM regulations 2015
- 2 Principle Contractor – Building Control Regulations 2023

We recommend that you appoint a CDM Regulations and Building Regulations principle designer at the earliest opportunity but you must do so before the construction phase begins. If you fail to appoint a competent principle designer, you must fulfil the duties of the principle designer until you appoint another person to the role.

CDM regulations

As designers we will be providing pre-construction health and safety risk assessments. As designers we won't be managing the site or attending regular meetings on site therefore it is the Contractor's duty to provide on-site health and safety information for the client and site team. The Contractor has the expertise of site management and Health and Safety of each trade / site set up.

We will fulfil the duties of pre-construction principle designer up to building control plans approval only. Following on from the changes to the Building regulations 2023 in order for us to carry out the duties of pre-construction principle designer the following additional services are required.

Pre-construction

- Liase with the Principle Contractor to ensure they have all of the relevant information.
- Take on board any comments made by the contractor prior to the construction.
- Attend site meetings **if required** by the client / contractor / building control.
- Review any design changes suggested by manufacturers / structural engineers /contractors to ensure compliance.

Please note that after building control sign off any meeting / discussions and design changes will be an additional charge. Our charge is £80 plus VAT per hour.

Please note the architect can only take on responsibility for principle designer up to building control plans approval prior to work on site starting.. Therefore the client must appoint the contractor as principal designer for the site work.



The project should be built in accordance with the architect's drawings and the architect is not responsible for any changes made by the contractor without prior approval. If site visits are required in order for us to fulfil the duties of pre-construction principle designer we have to make sure there is adequate competence and resources in order for us to do so and we have to agree an adequate fee for the service (building control requirement check). We estimate that the work required for assisting with changes on this project, along with on-site services / questions from chosen contractor, will equate to no more than a total of 8 hours. Work carried out in addition to this will be charged as a time-based service £80 per hour plus VAT for a Senior Architect.

If you have any further questions please ask. We would be grateful if you would confirm in writing that you are aware of your duties. If you would like to discuss how the above may impact on the project or our services more generally, please do not hesitate to contact me.

Yours sincerely

Nicola Atherton

**Bachelor of Arts(Hons)
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