



GUIDANCE

PRINCIPAL DESIGNER BUILDING REGULATIONS (England)

THE APS PD BR REGISTER

The APS Application Process and Sample Assessor Feedback Sheet

April 2026

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The APS Application Process and Feedback Sheet

The Application process and registration requirements under consideration align with PAS 8671:2022 Built environment – Framework for competence of individual Principal Designers – Specification which, has been mapped to BS 8670-1:2024 – TC Competence frameworks for building safety - Core criteria. Code of practice.

It is important that the Applicant acknowledges the expectations for assessment are considered against the standards presented in PAS 8671:2022 and that the APS have developed their framework accordingly.

You, the Applicant, must also acknowledge that you are making a personal statement of your own, individual skill, knowledge, experience and behaviours (SKEB) within the APS Application. If called into question, you are responsible personally for making certain what you provide is a true statement of facts as they apply to your SKEB.

Whilst the application form allows for you to provide information and evidence in support of your statements such as qualifications, training, CPD, work and project experience and provisions are made for you to reference them in the application, the most critical aspect of the application is the statements, supported by objective evidence.

Remember, this application relates to your SKEB of the Building Safety Act 2022, The Building Act 1984 and the legislation relevant to those acts, in particular:

- The Building Regulations 2010
- The Building Regulations etc. (Amendment) (England) Regulations 2023
- The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023

This list is not exhaustive as legislation made under the Health and Safety at Work etc. Act 1974, including the Construction (Design and Management) Regulations 2015, may be applicable.

PAS 8671:2022 - Annex A.4 - Levels of understanding and adoption

To assist assessors, it is expected that the Applicant should have reviewed PAS 8671 and in particular, Annex A, specifically; A.3 and A.4 which provides guidance for assessment. Note the second paragraph of Annex A.3, “They should appraise their knowledge, skills, experience and record of behaviour honestly, in reference to actual situations where they demonstrated the required competences to the required level”. The required level Para (A.4) is where the supporting objective evidence in Part 4 of the submission comes into use.

The PAS 8671 Narrative must be a personal statement for each of the criteria, indicating where the supporting objective evidence provides justification for the personal statement.

As the Applicant, you are reminded of the need to equate what you are stating to the requirements of PAS 8671:2022 - Annex A.4 - Levels of understanding and adoption which are the measure your application will be assessed against.

The competence thresholds in this PAS are phrased using verbs that map to Bloom’s Taxonomy. Bloom’s Taxonomy is a widely adopted hierarchical model used to classify educational learning objectives into six levels of complexity and specificity. In the cognitive domain, this ranges from remembering basic facts to being able to create new information.

Bloom's Taxonomy: From lowest to highest, the headline verbs are:

- a) remembering;
- b) understanding;
- c) applying (and "demonstrating");
- d) analysing;
- e) evaluating;
- f) creating.

Wherever possible, each competence listed in this PAS contains one of these verbs, which in turn indicates the level of understanding required. The verb "demonstrating" is also used, which is equivalent to the level inferred from "applying".

You must consider the references when making your statements for the application.

Evidence in Support of your Statements

You must consider the levels of understanding and adoption as mentioned above when considering the appropriate evidence to provide in support of your application. Your evidence should be objective leaving no doubt that it supports the statements. In particular, your evidence in Part 4a: General (non-HRB) Principal Designer: Threshold Competence for All Buildings on the APS application form and Part 4b Additional Competence (SKEB) for Higher Risk Buildings (HRBs).

It must be clear where such evidence supports your statements so that the assessment of your application can be considered against the requirements of PAS 8671:2022 as briefly explained here.

Information Provided in the Application and Critical Assessment

Considering the APS Application Form as presented to Applicants

All Parts of the application should be as complete as possible.

Part 1 - Personal Details

This is mostly self-explanatory.

Where you are asked to, "Please indicate your main profession or background - Please tick one option only", the one that you would consider the most appropriate for what you actually do, not what you believe the PDBR dutyholder should be doing.

Where you are asked to "Please indicate your experience in building typologies" - please tick all that apply.

There is an important note made here in the application which is:

IMPORTANT NOTE: *the details that you state above referring to building typologies are those that relate to your assessment and will be as described in your capability statements below and in Part 3. If you intend to work outside these typologies you will need to advise APS and provide additional information for assessment if requested.*

Part 2 - Qualifications

Note: Information in this section is for record purposes and does not form part of the assessment.

Part 2 - Experience

Note: The PAS narratives are an important part of your application and assessment. Please refer, when appropriate, to objective evidence in Parts 4a and 4b.

As explained, this is where you make your personal statement of your SKEB which will be reviewed by the Assessor in line with the expectations as briefly detailed previously.

You are making personal statements of what you have done to in order to know, yourself, that you can demonstrate your SKEB in relation to complying with the relevant legislation. These are not statements of what someone, as the dutyholder would need to do.

The narrative should be a personal statement of how the Applicant meets the criteria as set out in PAS 8671. The Assessor needs to know what the Applicant has done and how they believe they meet the standards in regard to Building Regulations compliance around the “functional requirements”.

The statement must not generalise what a person might need to do, it must be a statement of what the Applicant has done and has supporting objective evidence in support of. The submission must not read like “how a dutyholder would generally discharge their duties”.

There must be evidence that the Applicant understands and can demonstrate complying with the Building Regulations, in particular structural and fire safety concerns, and not only from a fire risk assessment perspective, but for design compliance.

The objective evidence of the facts you present in these statements must be, wherever possible to do so, supported by information in Parts 4a and 4b where you have carried out acts that might support what you say. Emails, communications, etc.

It is recognised that, to date, not all such evidence will be available for presentation due to circumstances outside the Applicant’s control. The industry has not been asked such questions before. The Applicant may not have access to the information that could have been used as evidence because information was not available as it was created under previous employment, it is commercially sensitive or is under confidentiality restrictions, for example. It is likely, in future, that people undergoing assessment will begin to recognise that they may need to collate and retain objective evidence for assessment and their CPD moving forward, where it is appropriate to retain it.

The Initial Assessment

The allocated APS Assessor responsible for reviewing your application will complete an initial review. If more information or additional evidence is required, contact will be made and where appropriate, time will be allocated for the submission, by the Applicant, of additional information as requested. The Assessor may or may not make contact with the to discuss matters of concern via an on-line meeting.

It should be noted that the assessment process allows for one round of requests for further information and/or on-line meeting (if necessary, mentoring by another assessor who has no previous association with and knowledge of the Applicant). This cannot be a process involving multiple requests for information. If the application or any sections of it are incomplete following this process, it is likely to be rejected. This could be on the grounds of it being administratively incomplete or not meeting the required technical expectations for

application. If the Assessor believes an application is not likely to lead to a successful resolution it may be rejected and reasons for the objection made clear to the APS.

If the Assessor believes that further mentoring would lead to a successful application, the Applicant will be offered additional on-line sessions which will be chargeable at £70 per 30-minute session.

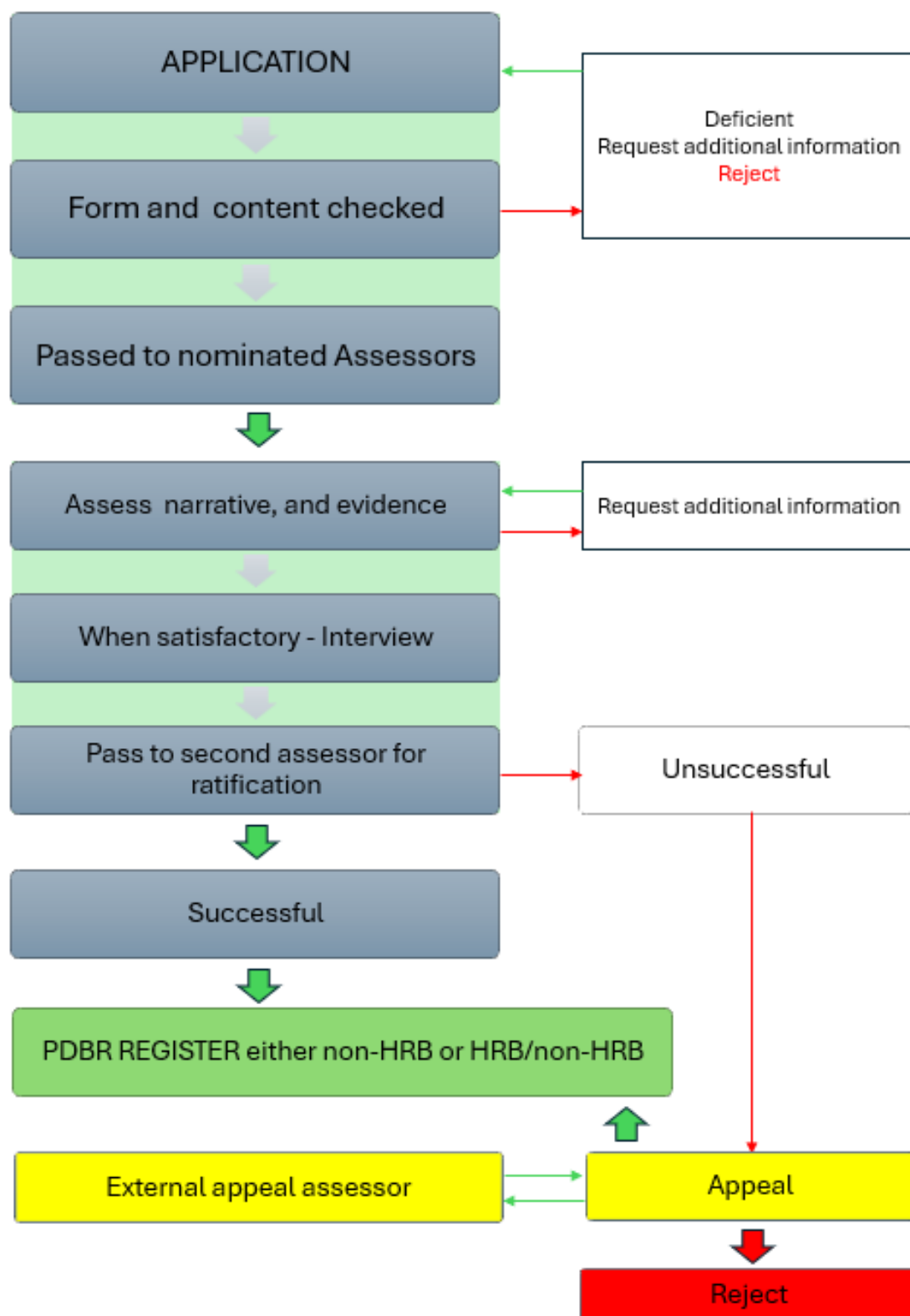
If the application is considered acceptable after the initial review by the Assessor, or after further submissions made in agreement with the Assessor and the APS, the Applicant will be invited for an interview with the Assessor. At this interview, the Assessor will satisfy themselves that the Applicant meets the minimum expectations based on the completed application and that the Applicant's presentation of themselves at the interview is in line with their application and the Assessor's expectations.

It would be difficult for an Assessor to hold an interview until the submission meets the requirements of the Assessor for a successful application.

If it is a successful interview and the application is considered acceptable, the Assessor will make a positive response to the APS.

If, during and following the interview, the Assessor makes a negative judgement on the Applicant's assessment they will respond accordingly to the APS. There should be no more correspondence directly between the Assessor and the Applicant.

PDBR APPLICATION PROCESS



Assessor Feedback Sheet

Part	Application Form	Status	Suitable	Remarks
1	Personal Information	Complete Incomplete	Yes/No	
1	Building Typologies	Complete Incomplete	Yes/No	
2	Qualifications	Complete Incomplete	Yes	Have they provided evidence – copies of their relevant certificates
2	Experience – The PAS8671 Narrative			
	Management of design work compliance	Complete Incomplete	Yes/No	
	Behavioural competence	Complete Incomplete	Yes/No	
	Knowledge, understanding and experience of the legislative and regulatory framework for compliance.	Complete Incomplete	Yes/No	
	Knowledge, understanding and experience of the technical framework compliance	Complete Incomplete	Yes/No	
2	Experience in the Construction Industry	Complete Incomplete	Yes/No	
2	CPD and Training	Complete Incomplete	Yes/No	
3	Project related experience	Complete Incomplete	Yes/No	
4a	General (non-HRB) Principal Designer: Threshold Competence for All Buildings			
	Management of design work	Complete Incomplete	Yes/No	
	Behavioural competence	Complete Incomplete	Yes/No	
	Legislative and regulatory framework for compliance	Complete Incomplete	Yes/No	
	Duties & procedures	Complete Incomplete	Yes/No	
	Technical framework for compliance	Complete Incomplete	Yes/No	
	Part 4b Additional Competence (SKEB) for Higher Risk Buildings (HRBs)			
	Management of design work	Complete Incomplete	Yes/No	
	Behavioural competence	Complete Incomplete	Yes/No	
	Legislative and regulatory framework for compliance	Complete Incomplete	Yes/No	
	Duties & procedures	Complete Incomplete	Yes/No	
	Technical framework for compliance	Complete Incomplete	Yes/No	
4	Application Declaration	Must be made	Yes/No	

Applicants Actions or Next Steps – Advice from the Assessor

Summary

If the evidence is relevant and objective, it will inform the narrative as a personal statement.

There must be sufficient evidence in support of behavioural competence regardless of such evidence often being of a sensitive nature.

The PAS 8671 Narrative is key to a successful application and must be a personal statement of SKEB relating to Building Regulations compliance linked to a range of “functional requirements”. The supporting evidence from the Applicant’s experience in the construction industry (the completed table in Part 3) and relevant objective evidence, SKEB (Part4a) must provide the evidence that supports the narrative – Building Regulations compliance and the “functional requirements”.

Whilst performing to dutyholder role of CDM PD or providing CDM advisory services can be linked to behavioural competence and evidence provided in support of it, the main duty of the PD BRegs relates to the application of Building Regulations compliance.

It is likely that a Applicant’s qualifications provide evidence that they may be able to provide a positive submission if they concentrate on requirements of PAS 8671 along with supporting evidence. The interview should not be at the expense of providing enough suitable and objective evidence.