



ENTRANCE CRITERIA AND APPLICATION GUIDANCE

**HOW TO COMPLETE THE
PRINCIPAL DESIGNER BUILDING REGULATIONS
(England)
APPLICATION FORM
FOR INCLUSION IN**

THE APS PDBR REGISTER

April 2026

1. APPLICATION PROCESS STAGES

APS recommends that you check the membership pages of our website for the most up to date form as previous versions will not be accepted.

- a) Demonstration of entrance criteria by completion of application form together with relevant documentation/fees and submission of practical project evidence.
- b) Successfully undertake a ZOOM/TEAMS interview, and
- c) Payment of first year's annual subscription to the Register

Applications have a timescale of up to 6 weeks from the date of acknowledgement by the membership department of receipt of the application with evidence and the notice of outcome. This allows for the assessment of evidence, requests for clarification or additional evidence and an interview. The applicant is responsible for making themselves available for discussion and interview as requested by the assessor. If the application assessment period extends beyond 8 weeks, APS is entitled to consider the application as unsuccessful. In exceptional cases and at the discretion of APS, an application can be "parked" if requested in writing by the applicant.

Your documents will be stored for up to 10 weeks from date of receipt, after which they will be destroyed.

2. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions where applicable.

Part 1

Please complete this section fully with your personal details. You must include at least one contact telephone number and one contact email address. Please also tick home or work for the address to which we will post mail.

Preference Boxes – Only one option may be chosen within the Main Profession and please carefully indicate your experience in building typologies. Do not tick typologies in which you have no experience as this will be tested at interview.

Part 2

Qualifications

Please list your qualifications – this is for background information and is not part of the assessment.

Experience

What we are looking for in the Experience section is a narrative description of your experience against the 4 key competence elements listed in PAS 8671. This is part of the assessment and gives applicants the opportunity to describe their experience relative to the core elements of PAS 8671.

Experience as a Designer in the Construction Industry

What we are looking for is your work experience in relation to design work in compliance with Building Regulations in England. This should not be a list of your employments, but you can name specific projects and the dates to which your involvement relates. These activities can include management of the process.

CPD and Training

Please submit your full CPD history for the last 2 years and list all training courses attended relevant to Building Regulations. You can include training related to The Building Safety Act and associated secondary Regulations, APS Building Safety Act Webinars etc.

Part 3 - Project related experience

Please ensure you complete your time commitment to design roles and then all columns in relation to each project listed.

Part 4 - Practical Evidence

Please ensure that the evidence provided is sufficient for an assessor to be confident of the applicant's overall proficiency in each capability area. This may be achieved through a single piece or multiple pieces of evidence, provided it is clear to the assessor how the evidence provided meets the requirement. Each capability area requires supporting evidence to be submitted according to the file protocol described on the form. You must complete the file reference within the **Evidence Required** column so that it is clear which document supports which capability area.

The purpose of the evidence sections 4a and 4b is to allow an applicant to support their PAS 8671 narratives with documentary evidence that reflects the typologies and scale of work that they undertake. The applicant should assess what evidence relating to building control and building regulations (England) they need to support their narrative responses – evidence may not be required against all questions. Evidence provided from individuals discharging the Principal Designer role must be relevant to building regulations compliance. Understandably there will be areas where evidence may not be available for confidentiality reasons and / or loss of evidence due to job changes but this doesn't prevent the applicant from providing a written summary/statement for the relevant question that can be discussed at interview.

The APS assessor assigned to the application will be able to assess the applicant's competence based on their narrative, evidence submitted and the interview but may ask the applicant to provide additional evidence or narrative to support the application during the initial assessment and prior to the interview.

Note of caution: Please do not use the same evidence time after time. APS is looking for the breadth and depth of knowledge and experience with building regulations relative to the type of work in which the applicant engages.

PLEASE NOTE: All file names must be **short** – particularly evidence file names which should be shortened to the smallest possible size. If file names are too long, we are unable to download the evidence from Dropbox/we transfer/email attachments. **We do not require reams and reams of evidence for Part 4 as this is what the assessor will touch on during your assessment and interview. Evidence** must be in folders as per the application section referred to in column 1 of Part 4. A separate folder should be used for the evidence if you require to be assessed for HRBs. **Please only use short file names throughout.**

Part 5 - Application Fee and Declaration

Application Fee

This fee covers the application process and is non-refundable. It is not a membership subscription fee: a separate fee will be requested for inclusion in the APS PDBR Register.

Method of Payment

Payment is by BACS only. An invoice will be issued by email once the application has been verified. Payment is due on receipt of the invoice.

Declaration

Please sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that you acknowledge that APS reserves the right to verify any information.

3. SUBMITTING YOUR APPLICATION

You must remember to submit the following with your application:

- **Non-members only.** Copies of qualification certificates and/or current membership cards
- CPD history list for previous 2 years
- Part 4 supporting evidence
- The application form needs to be returned as a **Word document** and **not** a PDF.

Missing items will result in a delay in processing your application and your application will not be processed unless accompanied by the application fee.

Please email your application to membership@aps.org.uk and ensure that total file size does not exceed 15mb. Anything larger should be sent via an online transfer service such as Dropbox, WeTransfer, One Drive etc.

4. VIRTUAL (ZOOM or TEAMS) INTERVIEW

Once you have passed the initial assessment, and if applicable, the examination, we will arrange for an Assessor to contact you directly to arrange a suitable date and time to carry out the virtual interview. The interview should last no longer than around 45/60 minutes and will explore your application in the context of your design and building regulations experience and the evidence supplied. APS will notify you of the outcome once the assessor's recommendation has been received.

5. ENTRY TO THE APS PDBR REGISTER

In order to be included in the Register, you must pass all the relevant stages above and then pay your first year's annual subscription.

6. CONTACT DETAILS

If you are unsure of any aspect of applying for inclusion in the APS Register, please call the Membership Department on 0131 442 6600 or email membership@aps.org.uk

7. GDPR

Personal data is gathered in accordance with the General Data Protection Regulation 2018. Please view the APS Privacy Policy here: <https://www.aps.org.uk/privacy-policy>