

Date …………………..

[Title and Name of Client]

[Address]

Dear [Client/Client Representative Name]

Re: [Project Name]

# Construction (Design & Management) Regulations 2015 – Division of Client Duties

This document is intended for use in single contractor projects which fall under the Construction (Design & Management) Regulations 2015 and where the duties of the client are being shared between two organisations, pursuant to CDM 2015 Regulation 4(8). This document is intended to record the arrangements for splitting the Client duties, as agreed at the meeting / discussion on xx /xx/2020. No primacy is intended or inferred between Clients, unless stated.

Record the details of the individual and body represented by each Client, and indicate by means of a tick in the box corresponding to the Client whom is assuming the responsibility for that provision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Client A |  |  | Client B |  |
| Name |  |  | Name |  |
| Address |  |  | Address |  |
| Email |  |  | Email |  |
| Phone |  |  | Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Duty | Client A | Client B | Do by date\* |
| Appoint a Designer |  |  |  |
| Appoint a Contractor |  |  |  |
| Ensure there are arrangements in place for managing and organising the project |  |  |  |
| Allow adequate time |  |  |  |
| Co-operate with the Designer to enable the development of Pre Construction Information |  |  |  |
| Communicate with your Designer and building Contractor throughout the project |  |  |  |
| Ensure adequate welfare facilities on site |  |  |  |
| Ensure a Construction Phase Plan is in place |  |  |  |
| Keep the Health and Safety file |  |  |  |
| Protecting members of the public, including your employees |  |  |  |
| F10 Notification of project to the HSE if applicable |  |  |  |

\*not essential but may be useful to help clients to plan and coordinate.

Notes (if required):

Please confirm that you agree to the arrangements outlined in the table above to satisfy your shared duties.

Yours sincerely,

Signature & date - Client A Signature & date - Client B