



# Extranet User Guide

MD Insurance Services Ltd is the Scheme Administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Ltd is authorised and regulated by the Financial Conduct Authority

# Extranet

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# Getting Started

# 01.

# Extranet

## Features and benefits of the Premier Guarantee Extranet:

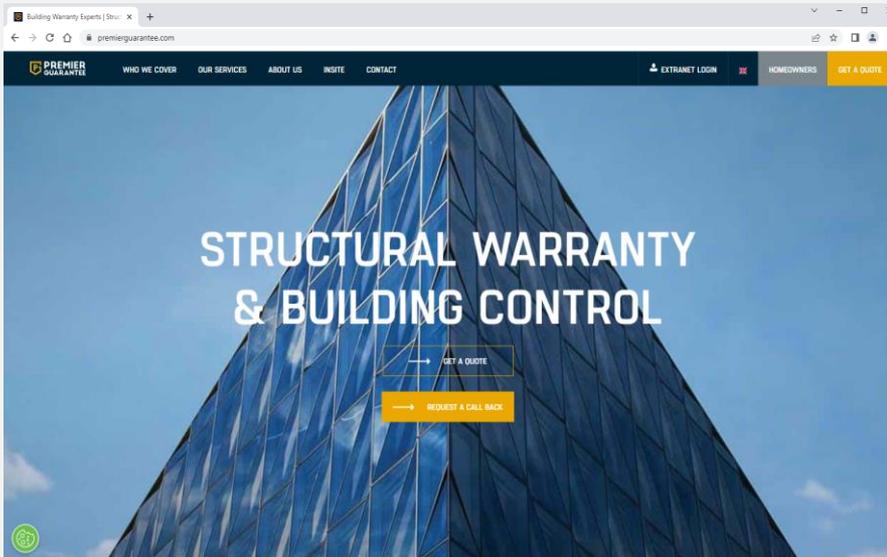
- New intelligent online quote application form
- Download/upload Plot Matrix and faster quote turnaround times
- Issue your own certificates if available
- Download technical summary to share with any relevant third parties
- Input plot addresses and final sale prices
- View, search and respond to any actions which may block Certificates of Insurance from being issued
- Plot level summary of actions outstanding or documents issued
- Respond to actions, upload any documentation required against them and view progress
- Short cut links to filter any urgent actions related to plots due to complete to help you prioritise
- Download all outstanding technical and non-technical actions in Excel format to share with any third parties
- View, add or update any individual office (except registered office) or employee details and grant Extranet access
- View technical documents submitted to us and policy related information issued to you
- View sites relating to multiple Special Purpose Vehicles (SPV) under one Extranet account
- View outstanding payment information to ensure there are no nasty surprises at the end of the process

## If you are a company administrator you will also be able to:

- Set other company administrators
- Add new employees and offices
- Activate/deactivate Extranet users from company employees registered with Premier Guarantee.

For best performance, please use Chrome or Edge to ensure that any pop-ups are enabled. Contact us for any training support.

# Getting Started



## Welcome to the Extranet

To access the Extranet, click the link on the Premier Guarantee website [www.premierguarantee.com](http://www.premierguarantee.com)

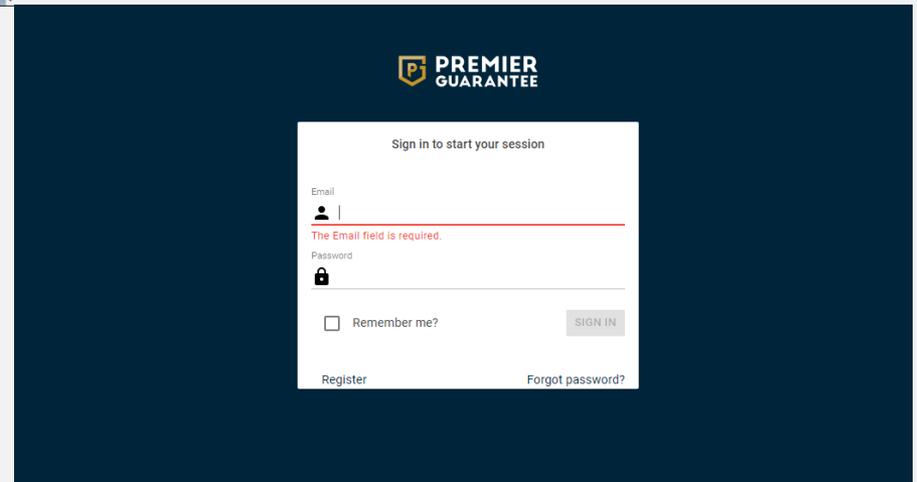
Alternatively, save the following URL into your internet browser favourites list:

<https://extranet.premierguarantee.co.uk>

If you have not received an email granting you access to the Extranet then click the **Register** link on the log in screen and complete and submit the form as requested.

You will receive an email asking you to click and validate your Extranet access. This will take you through to a new screen enabling you to set up your password.

Once this is done, if you have forgotten your password, simply go on to the Extranet login page and click the **Forgot password** link. Enter your email address and click the **Reset my password** button. This will send an email to your inbox for you to click and reset your password. If you have not received this email, please ensure you check your spam filters. Please note that this link will expire within 24 hours.



# Home: Quick Access

PREMIER  
GUARANTEE

HOME

QUOTES

SITES

REPORTING

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

YOUR SITES 2

INCOMPLETE APPLICATIONS (1) >

Registration status ✕  
 Status Not Approved  
 Expiry Date 04/02/2025  
 Fees Due £750.00

YOUR QUOTES AND APPLICATIONS 3

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

MARKETING MATERIALS

YOUR SITES 2

INCOMPLETE APPLICATIONS (1) >

YOUR QUOTES AND APPLICATIONS 3

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

MARKETING MATERIALS

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority

PREMIER  
GUARANTEE

HOME

QUOTES

SITES

REPORTING

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

TERMS OF USE

Visit our resource hub

## InSite

MARKETING MATERIALS

The Extranet **Home** page provides short cut links to all the **Quotes**, **Sites** or **Company** related information you may require. You are also able to access this information via the tabs down the left hand side of the screen.

# Home: Update password and select company to view in this session

- PREMIER GUARANTEE
- HOME
- QUOTES
- SITES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

### YOUR SITES 2

Search

Reference	Site address	Plots	Actions	Urgent actions
<a href="#">PL-PG-10024968</a>	Test Site 4, LL57 2QA	25	9	0
<a href="#">PL-PG-10024969</a>	Test Site 5, WR11 4YD	5	9	0

Showing 1 - 2 of 2 entries < 1 >

### YOUR QUOTES AND APPLICATIONS 3

Search

Reference	Site address	Plots	Status
<a href="#">PL-PG-10024965/1</a>	Test Site 1, Test Town, LE3 3RT	6	Application Pending
<a href="#">PL-PG-10024966/1</a>	Test Site 2, Test, LL18 5UJ	18	Incomplete
<a href="#">PL-PG-10024967/1</a>	Test 3, Town, LL68 9DU	25	Active Quote

Showing 1 - 3 of 3 entries < 1 >

INCOMPLETE APPLICATIONS (1) >

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

Registration s

TE

Test

Click to change your password or log out

Status

Expiry Date

Fees Due

Test Company

Change password

LOGOUT

PREMIER GUARANTEE

Visit our resource hub

# InSite

MARKETING MATERIALS

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You can change your Extranet password or log out of the system by clicking on your initials in the circle in the top right hand corner of the screen. If you are registered under multiple companies, you are able to choose which you want to view from the drop down list. If this has not been enabled, please email [extranet@premierguarantee.co.uk](mailto:extranet@premierguarantee.co.uk) with the Premier Guarantee registration number for each company you wish to be added.

# Home: Update password and select company to view in this session



Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE
GET A CERTIFICATE
TE

HOME

QUOTES

SITES

REPORTING

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

TERMS OF USE

YOUR SITES 2

INCOMPLETE APPLICATIONS (1) >

Registration status

Status

Expiry Date

Fees Due

TE

**Test Employee 1**

Test Company

Company\_NorthWest

Company\_Midlands

Search

Reference	Site address	Plots	Actions	Urgent actions
PL-PG-10024968	Test Site 4, LL57 2QA	25	2	0
PL-PG-10024969	Test Site 5, WR11 4YD	5	2	0

Showing 1 - 2 of 2 entries < 1 >

Search

Reference	Site address	Plots	Status
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PL-PG-10024966/1	Test Site 2, Test, LL18 5UJ	18	Incomplete
PL-PG-10024967/1	Test 3, Town, LL68 9DU	25	Active Quote

Showing 1 - 3 of 3 entries < 1 >

Search

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

MARKETING MATERIALS



Visit our resource hub

**InSite**

MARKETING MATERIALS

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority

Select and click the company you want to view in this session and the Home page and site information will update accordingly. Please note that you will need to repeat the process for each different company by clicking on your initials in the top right hand corner. You are unable to view sites registered under different limited companies together in a consolidated view.

# Home: Get a Certificate

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE

REQUEST CERTIFICATE

CERTIFICATE OF INSURANCE

PLOT INITIAL CERTIFICATE

**YOUR SITES**

Search

Reference	Site address	Plots	Actions	Urgent actions
<a href="#">PL-PG-10024968</a>	Test Site 4, LL57 2QA	25	2	0
<a href="#">PL-PG-10024969</a>	Test Site 5, WR11 4YD	5	2	0

Showing 1 - 2 of 2 entries

**YOUR QUOTES AND APPLICATIONS** 3

Search

Reference	Site address	Plots	Status
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<a href="#">PL-PG-10024966/1</a>	Test Site 2, Test, LL18 5UJ	18	Incomplete
<a href="#">PL-PG-10024967/1</a>	Test 3, Town, LL68 9DU	25	Active Quote

Showing 1 - 3 of 3 entries

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# Home: Get a Certificate

REQUEST CERTIFICATE OF INSURANCE - PL-PG-10024968

**AVAILABLE PLOTS**

Search  **SELECT ALL PLOTS**

Plot Reference	Plot name	Plot address	Date certificate issued	
PL-PG-10024968-2	2			<b>ADD</b> >
PL-PG-10024968-3	3			<b>ADD</b> >
PL-PG-10024968-4	4			<b>ADD</b> >
PL-PG-10024968-5	5			<b>ADD</b> >
PL-PG-10024968-6	6			<b>ADD</b> >
PL-PG-10024968-7	7			<b>ADD</b> >
PL-PG-10024968-8	8			<b>ADD</b> >
PL-PG-10024968-9	9			<b>ADD</b> >

**SELECTED PLOTS**

Search  **REMOVE ALL PLOTS**

Plot Reference	Plot name	Plot address
<b>&lt; REMOVE</b>	PL-PG-10024968-1	1

Showing 1 - 1 of 1 entries < **1** >

**PREVIOUS** < **NEXT** >

Select one, all or however many Plots that the certificates are needed for by clicking the **Add** button against each one, then click **Next** to proceed.

# Home: Get a Certificate

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE

PL-PG-10024968

Sales Account Manager  
Miss Karen Wilson  
0151 6504300

Test Site 4  
Test  
L157 2QA

Plots selected  
1

In order for us to release your certificate(s), we may require additional information. Please call our customer service team on 0151 650 4343 who will review your site and deal with your query quickly and efficiently.

**OUTSTANDING ITEMS PREVENTING YOUR CERTIFICATES BEING ISSUED**

Fees outstanding  
£2,361.62

Escrow fees outstanding  
£0.00

There are changes to this site which still require approval by Premier Guarantee

Search

Action outstanding	Applies to	
Issuance of Warranty Technical Sign Off (Certificate of Approval)	Whole Site	
Receipt of Plot Postal Addresses is required	Whole Site	UPDATE DETAILS
Receipt of a Confirmed Sale Price is required	1 - 6	UPDATE DETAILS
Builder has Outstanding Security Documents	Whole Site	
Developer has Outstanding Security Documents	Whole Site	
Builder has outstanding Registration Fee	Whole Site	
Developer has outstanding Registration Fee	1 - 6	

PREVIOUS

Building Control Surveyor  
Miss (L) Abigail Davies  
0151 6504300

MARY

SITE INSPECTIONS  
0

MENTS

POLICY DOCUMENTS  
8

COS ISSUED  
0 / 25

Site Price

Total Fees

£6,328.86	
£14,653.56	
£6,379.20	

Showing 1 - 3 of 3 entries

PRIVACY POLICY

TERMS OF USE

This will show if there are any outstanding **Actions** which would stop the relevant certificate(s) from being issued.

# Home: Filter plots nearly complete

The screenshot shows the Premier Guarantee website interface. A modal window titled "ACTIONS FOR PLOTS NEARLY COMPLETE" is open, displaying a table of sites. The background shows a navigation menu on the left, a main content area with "YOUR SITES" and "YOUR QUOTES AND APPLICATIONS" sections, and a right sidebar with registration status and a "InSite" resource hub banner.

**Navigation Menu:**

- HOME
- QUOTES
- SITES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL
- CONTACT US
- PRIVACY POLICY

**Modal Window: ACTIONS FOR PLOTS NEARLY COMPLETE**

SELECT A SITE TO VIEW ANY URGENT ACTIONS REQUIRED FOR PLOTS THAT ARE NEARING COMPLETION

**Sites** 1

Entries per page: 10 Search

Reference	Site Address	Plots
PL-PG-10024969	Test Site 5, WR11 4YD	5

Showing 1 - 1 of 1 entries

**Background Content:**

**YOUR SITES**

Search

Reference

- PL-PG-10024968
- PL-PG-10024969

Showing 1 - 2 of 2 entries

**YOUR QUOTES AND APPLICATIONS** 3

Search

Reference	Site address	Plots	Status
PL-PG-10024965/1	Test Site 1, Test Town, LE3 3RT	6	Application Pending
PL-PG-10024966/1	Test Site 2, Test, LL18 5UJ	18	Incomplete
PL-PG-10024967/1	Test 3, Town, LL68 9DU	25	Active Quote

Showing 1 - 3 of 3 entries

MANAGE COMPANY DETAILS

DOWNLOAD ALL TECHNICAL ACTIONS

MARKETING MATERIALS

Registration status: Not Approved

Status: Not Approved

Expiry Date: 04/02/2025

Fees Due: £750.00

PREMIER GUARANTEE

Visit our resource hub

**InSite**

PREMIER GUARANTEE

PREMIER GUARANTEE

You can use the **Actions For Plots Nearly Complete** link to select a **Site** and view any urgent **Actions** required for Plots nearing completion.



# Home: Download technical actions

1	<b>Summary</b>		
2			
3	This document details all technical items for the development detailed below. There are a number of tabs separating out the requirements;		
4			
5	<b>Risks &amp; Conditions</b>	<i>Areas that may provide additional risk due to their nature. These may require specific inspection by your surveyor.</i>	
5	<b>Defects</b>	<i>Defects identified on site by our surveyor must be satisfactorily resolved prior to sign-off.</i>	
7			
3	<i>Please refer to the Design Review Report (DRR) for all outstanding design related items as issued by your Major Projects Manager under separate cover.</i>		
3	<i>Please also refer to the Certificate Progress Report (CPR) for the collection of completion documents issued separately by the surveyor.</i>		
0	If you have any questions regarding your development please contact one of your dedicated people listed below.		
1			
2	<b>Site Information</b>		
3	Site Reference:	PL-PG-10024968	
4	Site Address:	Test Site 4, Test, LL57 2QA	
5	Warranty Units:	25	
6	Building Control Units:	25	
7	Development Types:	New Homes, Social Housing	
8			
9	<b>Contacts:</b>		
0	<b>Role</b>	<b>Company/Person</b>	<b>Tel</b>
1	Developer:	Test Company	
2	Builder:	Test Company	
3	Site Report Recipient:	Mr Test Employee 1	01214532212
4	Warranty Document Recipient:	Mr Test Employee 1	01214532212
5			
6	<b>Internal Contacts:</b>		
7	<b>Role</b>	<b>Company/Person</b>	<b>Tel</b>
8	Risk Management Surveyor:	Mr RMS	01516504300
9	Building Control Surveyor:	Miss BC surveyor	01516504300
0	Account Manager:	Miss Account Manager	01516504300
1	Customer Service Account Handler:	Miss Customer Service Account Handler	01516504300
2	Design Review Surveyor:	Mr Design Review Surveyor	01516504300
3			

# Home: All actions required

The screenshot shows the Premier Guarantee website interface. At the top, there's a navigation bar with 'GET A QUOTE' and 'GET A CERTIFICATE' buttons. A modal window titled 'ALL ACTIONS REQUIRED' is open, displaying a search for sites. Below the modal, the 'ACTION REQUIRED' tab is active, showing a list of actions that need to be completed for a Certificate of Insurance (COI).

**ALL ACTIONS REQUIRED**

SELECT A SITE TO VIEW ANY ACTIONS REQUIRED FOR ALL PLOTS

Sites: 2

Reference	Site Address	Plots
<a href="#">PL-PG-10024968</a>	Test Site 4, LL57 2QA	25
<a href="#">PL-PG-10024969</a>	Test Site 5, WR11 4YD	5

**ACTION REQUIRED**

GET A CERTIFICATE

PLOTS NEARLY COMPLETE FOR COI

Details of Actions Outstanding	Applies To	Plot IC	COI	Actions
Confirmation of the Housing Association for the Social Housing element	7 - 25	✓	✓	RESPOND ✓
Builder has outstanding Registration Fee	New Homes, Social Housing (1 - 25)	✓	✓	RESPOND ✓
Builder has Outstanding Security Documents	New Homes, Social Housing (1 - 25)	✓	✓	RESPOND ✓
Developer has outstanding Registration Fee	New Homes (1 - 6)	✓	✓	RESPOND ✓
Developer has Outstanding Security Documents	New Homes, Social Housing (1 - 25)	✓	✓	RESPOND ✓
Issuance of Warranty Technical Sign Off (Certificate of Approval)	1 - 25		✓	RESPOND ✓
Receipt of a Confirmed Sale Price is required	2 - 6	✓	✓	UPDATE DETAILS ✎
Receipt of Plot Postal Addresses is required	2 - 25	✓	✓	UPDATE DETAILS ✎

You can use the **All Actions Required** shortcut link to view all actions that must be completed before a Certificate of Insurance (COI) can be issued. You must select a **Site** to do this and view the **Action Required** tab for the site chosen and lists all actions outstanding.

Get a Quote

02.

# Get a quote: Site details

-  PREMIER GUARANTEE
- HOME
- QUOTES
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- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

[GET A QUOTE](#) [GET A CERTIFICATE](#)

TE

## Quote application



In order to provide a formal quotation, all sections of this application form must be completed and additional information provided where required. You are able to save and return to the application form as required. The guidance notes section provides additional help and guidance in completing this application form. If you have any questions please do not hesitate to contact us.

**PLEASE NOTE:** Failure to complete all relevant sections of this form fully may result in us being unable to provide a quotation for your site. Incomplete forms may result in delays.

### SITE DETAILS

#### QUOTE RECIPIENT DETAILS

Quote recipient  
Mr Test Employee 1 ▼ i

Quote recipient office  
Office 1, LE3 3RT ▼ i

#### SITE ADDRESS

Address line one  
You must enter a value i

Address line two i

Address line three i

Town/city  
You must enter a value i

Select **Get a Quote** at the top of the screen to open up the quote application form. You can save the form at any time and return to it later but you will be unable to submit your application without all the mandatory information supplied.

# Get a quote: Site details

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE

TE

### CONSTRUCTION DETAILS

Expected construction start date  
27/02/2024  

Expected construction end date  
28/02/2026  

Maximum number of storeys above ground  
4  

Maximum number of storeys below ground  
1  

**Please answer the following questions:**

Do you want us to quote for doing the Building Control on this site?

Will any unit(s) contain any non-traditional construction methods?   

Are there any units attached or structurally connected to any other structure not included in this application?

**Please refer to our technical manual (available for download via [www.premierguarantee.co.uk](http://www.premierguarantee.co.uk) for guidance on new elements connecting to existing structures and ensure you comply with the following:**

- A Party Wall Agreement in accordance with the Party Wall Act will be in place (will not be required if you own the adjacent property)
- The separating wall(s) between the existing and new properties meet the relevant Building Regulation requirements
- The existing adjacent foundations and wall structures are suitable to support any proposed increased loading(s)
- The junction of the new and existing wall(s) will be constructed to ensure dampness cannot enter either of the properties
- An effective damp proof course will be present within any shared wall(s)
- Movement joints will be incorporated to allow for limited differential movement

Has this site previously been in administration?

SAVE  NEXT >

The **Get a Quote** application form is dynamic and will only ask the questions relevant to your project. Support text is provided to help you complete the form by clicking the **(i)** icon and you will be alerted if any information has not been provided.

# Get a quote: Site details

 PREMIER GUARANTEE

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- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE

TE

## CONSTRUCTION DETAILS

Expected construction start date	27/02/2024	 
Expected construction end date	28/02/2026	 
Maximum number of storeys above ground	4	 
Maximum number of storeys below ground	1	 

**Please answer the following questions:**

Do you want us to quote for doing the Building Control on this site?

Will any unit(s) contain any non-traditional construction methods?   

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- An effective damp proof course will be present within any shared wall(s)
- Movement joints will be incorporated to allow for limited differential movement

Has this site previously been in administration?

SAVE  NEXT >

The **Save** button will enable you to save and exit the form. Any saved applications can be accessed via the **Home** page quick link. Click **Next** to proceed to the next page.

# Get a quote: Plot details

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

## Quote application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✎

STEP 3: PRODUCT DETAILS ✎

STEP 4: ROLE DETAILS ✎

STEP 5: DECLARATION DETAILS ✎

### PLOTS - 0

We require detailed information about each plot being built. The easiest way to do this is by downloading the Plot Matrix template and uploading this once complete. Alternatively, use our Plot Wizard.

Please select the option required:

Do you want to use the download/upload plot matrix?

Yes

No

**Please note:** Please ensure you complete all sections of the spreadsheet as required. If you have any questions, relating to the information required, please contact us on 0800 107 8446



Click to download plot matrix template

Drop plot matrix file below or click to upload  
Drag and drop files here or click

SAVE

< PREVIOUS

NEXT >

You are able to download and upload an Excel document to provide Plot information as requested or select the manual option and complete the Plot information on screen.

# Get a quote: Plot matrix

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- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE

TE

## Quote application



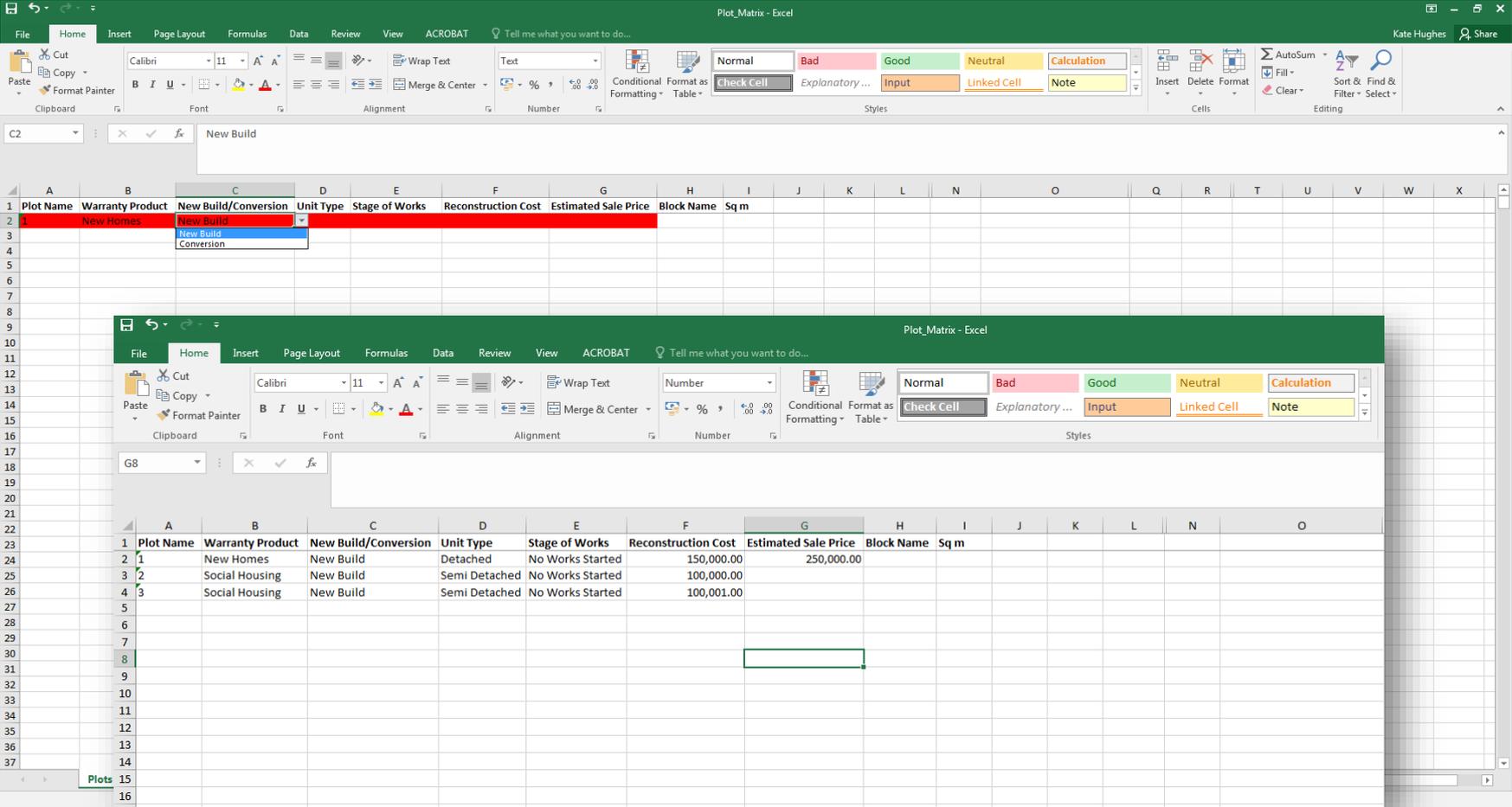
Name	Date modified	Type	Size
Plot_Matrix - EXTRANET TRAINING	07/02/2024 10:18	Microsoft Excel W...	117 KB
Refund Request_LABC 10013793	06/02/2024 09:11	Microsoft Excel W...	124 KB
Refund Request_LABC 10002467	06/02/2024 09:09	Microsoft Excel W...	316 KB
RE_LABC Warranty - PR-LABC001611886 00	06/02/2024 08:07	Outlook Item	509 KB
Customer Complaint Template.docx	05/02/2024 11:41	Microsoft Word Doc...	103 KB

Drop plot matrix file below or click to upload  
Drag and drop files here or click

Click to download plot matrix template

SAVE < PREVIOUS NEXT >

# Get a quote: Plot matrix



If you have downloaded and saved the Plot Matrix, you will need to complete the information required by using the dropdown boxes.

# Get a quote: Upload

Hello Test, need help? Get in touch 0800 107 8446

## Quote application



### PLOTS - 0

We require detailed information about each plot being built. The easiest way to do this is by downloading the Plot Matrix template and uploading this once complete. Alternatively, use our Plot Wizard.

Please select the option required:

Do you want to use the download/upload plot matrix?

### PLOT WIZARD

Warranty product required	Total number of plots?	Has construction started on any plot?	New build or conversion?	Are all the plots apartments?
New Homes	2 <input type="button" value="^"/> <input type="button" value="v"/>	No <input type="button" value="v"/>	All new build plots <input type="button" value="v"/>	Yes <input type="button" value="v"/>
Social Housing	1 <input type="button" value="^"/> <input type="button" value="v"/>	No <input type="button" value="v"/>	All new build plots <input type="button" value="v"/>	Yes <input type="button" value="v"/>
Private Rental	0 <input type="button" value="^"/> <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Commercial	0 <input type="button" value="^"/> <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Completed Housing	0 <input type="button" value="^"/> <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

[GENERATE PLOTS >](#)

The information uploaded in the Plot Matrix will be automatically totalled and displayed on screen as a summary once the Excel sheet is uploaded. You can amend any of the details uploaded by clicking the dropdown arrows, or re-loading the updated Excel using the **Reload Plot details** button.

# Get a quote: Change plot information

- PREMIER GUARANTEE
- HOME
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- SITES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

## Quote application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✎

STEP 3: PRODUCT DETAILS ✎

STEP 4: ROLE DETAILS ✎

STEP 5: DECLARATION DETAILS ✎

### PLOTS - 0

We require detailed information about each plot being built. The easiest way to do this is by downloading the Plot Matrix template and uploading this once complete. Alternatively, use our Plot Wizard.

Please select the option required:

Do you want to use the download/upload plot matrix?

Yes

No

### PLOT WIZARD

Warranty product required	Total number of plots?	Has construction started on any plot?	New build or conversion?	Are all the plots apartments?
New Homes	2	No	All new build plots	Yes
Social Housing	1	No	All new build plots	Yes
Private Rental	0			
Commercial	0			
Completed Housing	0			

GENERATE PLOTS >

SAVE

< PREVIOUS

NEXT >

You are able to re-upload if required by selecting the **Reload Plot Details** link or the information can be manually updated on screen by clicking the arrows in each section of the table.

# Get a quote: Product details

**PREMIER GUARANTEE**

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STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✓

STEP 3: PRODUCT DETAILS ✓

STEP 4: ROLE DETAILS ✓

STEP 5: DECLARATION DETAILS ✓

## PRODUCTS - 2

### NEW HOMES

Total number of units

2

Total estimated reconstruction cost of units

£390,000.00

Total estimated selling price of units

£510,000.00

Period of cover

10 Years



Will you be taking deposits from purchasers?

Yes

No

### SOCIAL HOUSING

Total number of units

1

Total estimated reconstruction cost of units

£195,000.00

Period of cover

10 Years



Please confirm if any of the following additional cover options are required:

Please note that these additional extensions to the standard cover provided are available subject to meeting scheme criteria and will incur additional fees.

Loss of Rent?

Yes

No

Insolvency of the Builder during construction?

Yes

No

SAVE

< PREVIOUS

NEXT >

You will be asked further questions relating to the products selected e.g. New Homes, Social Housing, Private Rental etc.

# Get a quote: Role details

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TE

## Quote application



### ROLES

Please complete the table below to allocate the correct company and contact (if required) for each role. The guidance notes provide definitions for each role if required. If you / your company is in the role, please select the 'Set role as me' option and this will automatically populate your details. To add a different company or contact to a role or amend, simply select the 'Add new' option. If you wish to add additional roles to the application, please select the 'Add role' option.

#### External roles to be set for this site [ADD ROLE](#)

Set to me	Role	Company name	Contact name	
✓	Invoice Recipient	Test Company	Mr Test Employee 1	<a href="#">EDIT</a>
✓	Site Report Recipient	Test Company	Mr Test Employee 1	<a href="#">EDIT</a>
✓	Warranty Document Recipient	Test Company	Mr Test Employee 1	<a href="#">EDIT</a>
<a href="#">SET TO ME</a>	Developer		N/A	<a href="#">EDIT</a>
<a href="#">SET TO ME</a>	Builder		N/A	<a href="#">EDIT</a>
	Building Control Provider		N/A	<a href="#">EDIT</a>

All roles must be set

[SAVE](#) [< PREVIOUS](#) [NEXT >](#)

These are the companies and contacts who will have a role on your site. You must allocate a contact to each role in order to proceed or set these as you. **Add Role** enables additional roles to be added or new companies/contacts can be added via the **Edit** link.

# Get a quote: Edit role

The screenshot displays the Premier Guarantee website interface. A dark blue sidebar on the left contains navigation links: HOME, QUOTES, SITES, REPORTING, COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area is titled 'Quote application' and shows 'STEP 1: SITE DETAILS' as completed. A 'ROLES' table is visible, with a 'Set to' column. A modal dialog box titled 'EDIT INVOICE RECIPIENT' is open, featuring a 'Yes' button and a 'No' button. The dialog contains the following fields and messages:

- 'Set to me / my company' with 'Yes' and 'No' buttons.
- 'Company name: Test Company'.
- 'ENTER CONTACT DETAILS' header.
- 'Title' field with error: 'You must enter a value'.
- 'First name' field with error: 'You must enter a value'.
- 'Last name' field with error: 'You must enter a value'.
- 'Telephone' field with error: 'Telephone or mobile number required'.
- 'Mobile' field with error: 'Telephone or mobile number required'.
- 'Email' field with error: 'The Email field is required.'.
- 'Office' field with error: 'Please select an office.'.

At the bottom of the dialog are 'CANCEL' and 'OK' buttons. The background page includes a progress bar with 'STEP 5: DECLARATION DETAILS' and an 'ADD ROLE' button.

To edit a role, select **Edit** and complete the information in the dialogue box before selecting **OK** to save.

# Get a quote: Add a new developer or builder

The screenshot shows the Premier Guarantee website interface. On the left is a dark navigation menu with links: HOME, QUOTES, SITES, REPORTING, COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area is titled 'Quote application' and shows 'STEP 1: SITE DETAILS' as completed. A modal window titled 'EDIT BUILDER' is open, displaying a form with a 'Set to me / my company' toggle (set to 'No'), a 'Company name' field with 'xxx' entered, and a dropdown list of company names: Xxx Ltd, Xxx Ltd, Qandon Apps Ltd, Xxx Automotive Ltd, Xxx Auto Parts Ltd, Xxx Building Ltd, and Xxx Buins Ltd. The background shows a table of 'External roles to' with columns for role, company, and employee name, and an 'EDIT' button for each row. The table contains rows for Site Report Recipient, Warranty Document Recipient, Developer, Builder, and Building Control Provider. At the bottom right, there are buttons for 'SAVE', '< PREVIOUS', and 'NEXT >'.

If you are using a separate developer or builder for your project, click **Edit** and start typing the developer's or builder's company name, and then select the correct option from the dropdown list. If the company is not already listed, click **Add Company Details Manually**.



# Get a quote: Add a new developer or builder

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## Quote application



### DEVELOPER REGISTRATION DETAILS

A Developer is the company which owns the land on which the Development is being built and may or may not be responsible for both the construction and sale of property.  
Is the Developer company already registered with Premier Guarantee?

What is the registration number of the Developer company with Premier Guarantee?  
06650586

You must confirm if the developer and/or builder is registered with Premier Guarantee and if so, provide their seven digit registration number e.g. REG/PG/**3000000**

# Get a quote: Add a new developer or builder

**PREMIER GUARANTEE**

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## Quote application

STEP 1: SITE DETAILS ✓ — STEP 2: PLOT DETAILS ✓ — STEP 3: PRODUCT DETAILS ✓ — STEP 4: ROLE DETAILS ✓ — **STEP 5: REGISTRATION DETAILS** — STEP 6: DECLARATION DETAILS ✓

### DEVELOPER REGISTRATION DETAILS

A Developer is the company which owns the land on which the Development is being built and may or may not be responsible for both the construction and sale of property.  
Is the Developer company already registered with Premier Guarantee?

Is the Developer company associated to another company that is already registered with Premier Guarantee?

### COMPANY BACKGROUND

Is property development your full time occupation?

*You must enter a value*

Number of units constructed in last financial year  
*Value must be a valid number*

Number of units to be constructed in the next financial year?  
*Value must be a valid number*

What is the estimated value of land bank held? (£)  
*Value must be a valid number*

### DETAILS OF PREVIOUS DEVELOPMENT PROJECTS

Can you provide details of previous development projects?

*You must enter a value*

### MEMBERSHIP WITH OTHER WARRANTY PROVIDERS

Do you have any memberships with any other warranty providers?

*You must enter a value*

Has the company ever been refused membership from a new home warranty provider's register?

*You must enter a value*

### PREVIOUS CLAIMS EXPERIENCE

Has the company had any claims in the last 3 years in relation to this type of insurance?

*You must enter a value*

### ASSOCIATED COMPANIES

Is there a parent / holding company (or other company able to provide a form of guarantee) associated with this organisation?

*You must enter a value*

If the developer and/or builder is not registered, you must provide details of their construction and claims experience.

# Get a quote: Declaration

PREMIER GUARANTEE

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## Quote application

STEP 1: SITE DETAILS ✓ STEP 2: PLOT DETAILS ✓ STEP 3: PRODUCT DETAILS ✓ STEP 4: ROLE DETAILS ✓ STEP 5: REGISTRATION DETAILS ✓ STEP 6: DECLARATION DETAILS ✎

### DECLARATION & SUBMISSION

#### CLAIMS EXPERIENCE & GENERAL INSURANCE QUESTIONS

Please answer the following questions for you or any director or partner / any individual or organisation referenced within this application:

Have you sustained any losses or had any claims in the last three years that would be covered by this insurance?  Yes  No

Have you ever been refused property insurance or had any special terms imposed by any insurer?  Yes  No

Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind?  Yes  No

Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987?  Yes  No

Please select an option

Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years  Yes  No

Please select an option

#### ACCOMPANYING DOCUMENTS

Other supporting documents  
Drag and drop files here or click



#### DECLARATION

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/we declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured.  Yes

SUBMIT ✓ SAVE  < PREVIOUS

You are required to complete the claims and general insurance declaration.

# Get a quote: Declaration

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## Quote application

STEP 1: SITE DETAILS ✓ STEP 2: PLOT DETAILS ✓ STEP 3: PRODUCT DETAILS ✓ STEP 4: ROLE DETAILS ✓ STEP 5: REGISTRATION DETAILS ✓ STEP 6: DECLARATION DETAILS ✓

### DECLARATION & SUBMISSION

#### CLAIMS EXPERIENCE & GENERAL INSURANCE QUESTIONS

Please answer the following questions for you or any director or partner / any individual or organisation referenced within this application:

Have you sustained any losses or had any claims in the last three years that would be covered by this insurance? Yes No

Additional information  
Claim on a site at Testville 1] ⓘ

Have you ever been refused property insurance or had any special terms imposed by any insurer? Yes No

Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind? Yes No

Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987? Yes No

Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years Yes No

#### ACCOMPANYING DOCUMENTS

Other supporting documents  
Drag and drop files here or click

#### DECLARATION

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/we declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured. Yes

SUBMIT SAVE < PREVIOUS

You will be advised if any additional information is required to be uploaded based upon your responses.

# Get a quote: Uploading supporting documents

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MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

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Hello Test, need help? Get in touch 0800 107 8446

Have you ever been refused property insurance or had any special terms imposed by any insurer?

Yes No

Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind?

Yes No

Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987?

Yes No

Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years

Yes No

ACCOMPANYING DOCUMENTS

A copy of the planning layout and site location plan which should include a schedule of plots and house types  
Drag and drop files here or click

Invoice BEH159671 Premier fnn.pdf

A full geo-technical site and soil investigation report for the entire site  
Drag and drop files here or click

Geotechnical Documents' must not be empty.

A full set of floor plans, elevations, principle sections and specification  
Drag and drop files here or click

Floor Plans' must not be empty.

A structural engineers summary confirming existing/increased loads, load transfer, substructure & superstructure design philosophy  
Drag and drop files here or click

Structural Documents' must not be empty.

CSSW qualified design for basement waterproofing  
Drag and drop files here or click

You will be required to upload any documentation related to your application before submitting your **Quote** application. You will be able to see on screen if the upload has been successful and delete/re-upload if required.

# Get a quote: Submission

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GET A QUOTE

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TE

## Quote application

STEP 1: SITE DETAILS ✓

STEP 2: PLOT DETAILS ✓

STEP 3: PRODUCT DETAILS ✓

STEP 4: ROLE DETAILS ✓

STEP 5: REGISTRATION DETAILS ✓

STEP 6: DECLARATION DETAILS ✓

### DECLARATION & SUBMISSION

#### CLAIMS EXPERIENCE & GENERAL INSURANCE QUESTIONS

Please answer the following questions for you or any director or partner / any individual or organisation referenced within this application:

Have you sustained any losses or had any claims in the last three years that would be covered by this insurance?

Yes No

Have you ever been refused property insurance or had any special terms imposed by any insurer?

Yes No

Have you ever been convicted or is there any kind of prosecution pending for any offence involving dishonesty of any kind?

Yes No

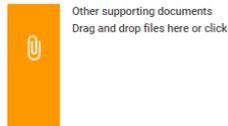
Have you ever been prosecuted or received notification of intended prosecution under the Health and Safety Act 1974 or Consumer Prosecution Act 1987?

Yes No

Have you ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past? If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years

Yes No

#### ACCOMPANYING DOCUMENTS



#### DECLARATION

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/we declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured.

Yes

SUBMIT ✓

SAVE

< PREVIOUS

# Get a quote: Application pending



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**HOME**

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**YOUR SITES**

2

Search

Reference	Site address	Plots	Actions	Urgent actions
PL-PG-10024968	Test Site 4, LL57 2QA	25	8	0
PL-PG-10024969	Test Site 5, WR11 4YD	5	2	0

Showing 1 - 2 of 2 entries < 1 >

**YOUR QUOTES AND APPLICATIONS**

4

Search

Reference	Site address	Plots	Status
PL-PG-10024965/1	Test Site 1, Test Town, LE3 3RT	6	Application Pending
PL-PG-10024966/1	Test Site 2, Test, LL18 5UJ	18	Incomplete
PL-PG-10024967/1	Test 3, Town, LL68 9DU	25	Expired Quote

Showing 1 - 3 of 4 entries < 1 2 >

INCOMPLETE APPLICATIONS (1) >

ACTIONS FOR PLOTS NEARLY COMPLETE >

ALL ACTIONS REQUIRED >

MANAGE COMPANY DETAILS >

DOWNLOAD ALL TECHNICAL ACTIONS ↓

Registration status ✕

---

Status Not Approved

Expiry Date 04/02/2025

Fees Due £750.00

**PREMIER GUARANTEE**

Visit our resource hub

# InSite

MARKETING MATERIALS

Premier Guarantee Surveyors is the trading name of MD Warranty Support Services Limited. Registered in England No: 04759193. Premier Guarantee is a trading name of MD Insurance Services Limited. Registered in England No: 03642459. MD Insurance Services Limited is the scheme administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Limited is authorised and regulated by the Financial Conduct Authority

Once submitted, your application will show on the **Quotes** tab under **Applications Pending**. You will be sent your formal quotation via email. You are able to download a copy of your quotation from the extranet.

# Get a quote: Incomplete applications

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HOME YOUR QUOTES 1 INCOMPLETE APPLICATIONS 1 APPLICATIONS PENDING 2

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Incomplete applications

Entries per page 10 Search

PL-PG-10024966/1	Test Site 2, LL18 SUJ	18 plots	DELETE APPLICATION	COMPLETE APPLICATION
------------------	-----------------------	----------	--------------------	----------------------

Showing 1 - 1 of 1 entries

Any incomplete applications can be accessed via the **Home** page quick link or the **Quotes** tab under **Incomplete Applications**. Click **Complete Application** to continue with the application or **Delete Application** to remove from the Extranet.



# Get a quote: Your active quotes


Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE
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YOUR QUOTES 1
INCOMPLETE APPLICATIONS 1
APPLICATIONS PENDING 2

Your quotes

Entries per page  
10
Search

PL-PG-10024967/1 Test 3, LL68 9DU 25 plots

Sales account manager

☎ 01516504300

Expired  
**12-02-2024**

Total number of plots  
**25**

Total fees due  
**£31,836.56**

Please note: this quote has expired. If you wish to accept or amend this, then please contact your Sales Account Manager for details

Product name	Number of plots	Total reconstruction cost	Total estimated sale price	Total fees
Social Housing	19	£1,900,000.00	£3,800,000.00	£17,972.48
Residential Building Control	25	N/A	N/A	£6,379.20
New Homes	6	£600,000.00	£1,200,000.00	£7,484.88

VIEW QUOTE DOCUMENTS

Showing 1 - 1 of 1 entries

Any quotes which have been submitted via the Extranet and not yet accepted, will be available to view under the **Quotes** tab and **Your Quotes**. Click on the **View Quote** button to view the quote summary and quote related documentation.

# Get a quote: Your active quotes

PREMIER GUARANTEE

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HOME

YOUR QUOTES 1

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Your quotes

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Sales account manager

TRAINING GUIDE

01516504300

MARKETING MATERIAL

CONTACT US

Product name

Social Housing

Residential Building Control

New Homes

Showing 1 - 1 of 1 entries

VIEW QUOTE DOCUMENTS

Document type	File name	Applies to	Date uploaded	
Terms and Conditions	Terms and Conditions.pdf	Whole site	05/02/2024 12:20:43	DOWNLOAD
Site Statement of Fact	Site Statement of Fact - PL-PG-10024967.pdf	Whole site	05/02/2024 12:20:43	DOWNLOAD
Quotation	Quote Acceptance - PL-PG-10024967_1.pdf	Whole site	05/02/2024 12:20:43	DOWNLOAD
Quotation	Quote - PL-PG-10024967_1.pdf	Whole site	05/02/2024 12:20:43	DOWNLOAD
Policy Document	PG Social Housing v13.pdf	7 - 25	05/02/2024 12:20:43	DOWNLOAD
Insurance Policy Information Document	PG Social Housing v13 IPID.pdf	7 - 25	05/02/2024 12:20:43	DOWNLOAD
Policy Document	PG New Homes Policy v15.pdf	1 - 6	05/02/2024 12:20:43	DOWNLOAD
Insurance Policy Information Document	PG New Homes Policy v15 IPID.pdf	1 - 6	05/02/2024 12:20:43	DOWNLOAD

Showing 1 - 8 of 8 entries

Expired 12-02-2024

Total number of plots 25

Total fees due £31,836.56

has expired. If you wish to accept or amend this, then please contact your Sales Account Manager for details

sale price	Total fees
£17,972.48	
£6,379.20	
£7,484.88	

VIEW QUOTE DOCUMENTS

1

PRIVACY POLICY

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Click the **Download** button to view the document required.



# Get a quote: Your active quotes



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**YOUR QUOTES** 1

Your quotes

Entries per page  
10

PL-PG-10024967/1

Sales account manager

01516504300

**Product name**

- Social Housing
- Residential Building Control
- New Homes

Showing 1 - 1 of 1 entries

VIEW QUOTE DOCUMENTS

Document type	File name	Applies to	Dat
Terms and Conditions	Terms and Conditions.pdf	Whole site	05/
Site Statement of Fact	Site Statement of Fact - PL-PG-10024967.pdf	Whole site	05/
Quotation	Quote Acceptance - PL-PG-10024967_1.pdf	Whole site	05/
Quotation	Quote - PL-PG-10024967_1.pdf	Whole site	05/
Policy Document	PG Social Housing v13.pdf	7 - 25	05/
Insurance Policy Information Document	PG Social Housing v13 IPID.pdf	7 - 25	05/
Policy Document	PG New Homes Policy v15.pdf	1 - 6	05/
Insurance Policy Information Document	PG New Homes Policy v15 IPID.pdf	1 - 6	05/

Showing 1 - 8 of 8 entries


Quotation

**Thank you for requesting a quotation from Premier Guarantee.**

Below is the full breakdown of your quotation. Please read the information provided carefully and refer to the conditions detailed in this quotation. Any words or terms highlighted in bold are defined in the relevant policy wording.

Quotation Reference:	PL-PG-10024967/1
Site Address:	Test 3, Town, LL68 9DU
Proposer:	Test Company
Developer:	Test Company
Builder:	Test Company
Underwriter:	HSB Engineering Insurance Limited - 100%
Scheme Administrator:	MD Insurance Services Ltd
Date Quote Provided:	05/02/2024
Quote Valid Until:	12/02/2024

If you require any further information regarding this quotation please contact us on 0800 107 8446.

Developers and Builders will need to, or already, be registered with Premier Guarantee and must maintain their registration during the **Building Period** and **Defects Insurance Period** for any site registered with **Premier Guarantee**. The initial registration fee is currently £750.00 with renewal currently either £500.00 or £950.00 if you register more than 50 units in the year. These fees may be subject to change.

Premier Guarantee for New Homes	
Premium:	£3,981.36
Insurance Premium Tax (IPT) *:	£477.72
Consumer Code Fee:	£45.00
Technical Audit Fee:	£2,980.80
<b>Total:</b>	<b>£7,484.88</b>

Premier Guarantee for Social Housing	
Basic Premium:	£11,430.21
Insurance Premium Tax (IPT) *:	£1,371.61
Technical Audit Fee:	£5,170.66
<b>Total:</b>	<b>£17,972.48</b>

Click the **Download** button to view the document required.

# Sites

# 03.

# Sites: Summary of sites registered

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HOME

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## YOUR SITES

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Search

Reference	Site address	Plots	Plots near completion	Actions	Urgent actions
<a href="#">PL-PG-10024968</a>	Test Site 4, LL57 2QA	25	0	<a href="#">8</a>	0
<a href="#">PL-PG-10024969</a>	Test Site 5, WR11 4YD	5	0	<a href="#">2</a>	0

Showing 1 - 2 of 2 entries

< 1 >

**Your Sites** is a list of all the open sites registered with Premier Guarantee since 1<sup>st</sup> January 2016. Click the reference number to open the record. This shows a summary of **Plots** and **Actions** outstanding. **Urgent Actions** relate to **Plots** nearly complete.

# Sites: Product summary



Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

PG SUPPORT ONLINE

**PL-PG-10024968**

Test Site 4  
Test  
LL57 2QA

**Sales Account Manager**  
Miss Test Manager  
01516504300

**Risk Management Surveyor**  
Mrs Test Surveyor  
07841053204

**Customer Service Account Handler**  
Mr Test Handler  
01514520742

**Building Control Surveyor**  
Mr Test BC Surveyor  
01516504300

PRODUCTS
3

PLOTS
25

ACTION REQUIRED
8 / 0

TECHNICAL SUMMARY
0

SITE INSPECTIONS
0

ROLES
18

FEES
£2,387.49

FINANCIAL DOCUMENTS
8

TECHNICAL DOCUMENTS
0

POLICY DOCUMENTS
8

**PRODUCT SUMMARY**

Search

Product Name	Number of Plots	Total Reconstruction Cost	Total Estimated Sale Price	Total Fees	
Premier Guarantee for New Homes (Policy version 15) ▾	6	£600,000.00	£1,200,000.00	£6,354.73	<a href="#">?</a>
Premier Guarantee for Social Housing (Policy version 13) ▾	19	£1,900,000.00	£3,800,000.00	£14,653.56	<a href="#">?</a>
Premier Guarantee Residential Building Control	25	N/A	N/A	£6,379.20	<a href="#">?</a>

Showing 1 - 3 of 3 entries

COI'S ISSUED  
**0 / 25**

GET A CERTIFICATE

This shows a summary of the warranty products associated to your **Site** and if any Certificates of Insurance (COI) have already been issued.

44    22/02/2024    Premier Guarantee - Structural Warranty and Building Control



# Sites: Product summary

Hello Test, need help? Get in touch 0800 107 8446

[GET A QUOTE](#)
[GET A CERTIFICATE](#)

[TE](#)

[PG SUPPORT ONLINE](#)

**PL-PG-10024968**

Test Site 4  
Test  
LL57 2QA

Sales Account Manager

Miss Test Manager  
01516504300

Risk Management Surveyor

Mrs Test Surveyor  
07841053204

Customer Service Account Handler

Mr Test Handler  
01514520742

Building Control Surveyor

Mr Test BC Surveyor  
01516504300

PRODUCTS	PLOTS	ACTION REQUIRED	TECHNICAL SUMMARY	SITE INSPECTIONS
3	25	4 / 01	0	0
ROLES	FEES	FINANCIAL DOCUMENTS	TECHNICAL DOCUMENTS	POLICY DOCUMENTS
18	£0.00	9	5	9

**PRODUCT SUMMARY**

Search

Product Name	Number of Plots	Total Reconstruction Cost	Total Estimated Sale Price	Total Fees
Premier Guarantee for New Homes (Policy version 15) ^	6	£600,000.00	£1,200,000.00	£6,354.73
<div style="background-color: #1a3d4d; color: white; padding: 5px;"><b>COVERS</b></div> <div style="background-color: #fff9c4; padding: 5px;">Defects</div> <div style="background-color: #fff9c4; padding: 5px;">Structural</div> <div style="background-color: #fff9c4; padding: 5px;">Contaminated Land</div> <div style="background-color: #fff9c4; padding: 5px;">Machinery Inherent Defects</div>				
Premier Guarantee for Social Housing (Policy version 13) v	19	£1,900,000.00	£3,800,000.00	£14,653.56
Premier Guarantee Residential Building Control	25	N/A	N/A	£6,379.20

Showing 1 - 3 of 3 entries

CO'S ISSUED  
**0 / 25**

[GET A CERTIFICATE](#)

[HOME](#)

[QUOTES](#)

[SITES](#)

[REPORTING](#)

[COMPANY](#)

[TRAINING GUIDE](#)

[MARKETING MATERIAL](#)

[CONTACT US](#)

[PRIVACY POLICY](#)

[TERMS OF USE](#)

Each warranty product can be expanded to show what cover is has been included.



# Sites: Plots



Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE
GET A CERTIFICATE
TE
PG SUPPORT ONLINE

**PL-PG-10024968**

Test Site 4  
Test  
LL57 2QA

Sales Account Manager  
Miss Test Manager  
01516504300

Risk Management Surveyor  
Mrs Test Surveyor  
07841053204

Customer Service Account Handler  
Mr Test Handler  
01514520742

Building Control Surveyor  
Mr Test BC Surveyor  
01516504300

PRODUCTS

3

PLOTS

25

ACTION REQUIRED

8 / 01

TECHNICAL SUMMARY

0

SITE INSPECTIONS

0

ROLES

18

FEES

£2,387.49

FINANCIAL DOCUMENTS

8

TECHNICAL DOCUMENTS

0

POLICY DOCUMENTS

8

PLOTS 
UPDATE PLOT DETAILS
GET A CERTIFICATE

Search

PLOTS NEARLY COMPLETE FOR COI

Reference	Plot Name	Plot Address	Product	Stage of Works	Actions	Plot Initial Certificate	Certificate of Insurance
<a href="#">PL-PG-10024968-1</a>	1	1 Test NH, CH61 6XB	New Homes Building Control	Waiting for inspection	5	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-2</a>	2	2 Test NH	New Homes Building Control	Waiting for inspection	2	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-3</a>	3	3 Test NH	New Homes Building Control	Waiting for inspection	2	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-4</a>	4	4 Test NH	New Homes Building Control	Waiting for inspection	2	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-5</a>	5	5 Test NH	New Homes Building Control	Waiting for inspection	2	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-6</a>	6	6 Test NH	New Homes Building Control	Waiting for inspection	2	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-7</a>	7	1 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-8</a>	8	2 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-9</a>	9	3 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-10</a>	10	4 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-11</a>	11	5 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-12</a>	12	6 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>
<a href="#">PL-PG-10024968-13</a>	13	7 Test SH	Social Housing Building Control	Waiting for inspection	5	Not applicable	<span style="background-color: #FFD700; padding: 2px 5px;">GET A CERTIFICATE</span>

This is the **Plot** summary screen and shows all plots associated to your **Site** outstanding **Actions** or **Documents** issued for the **Plot** selected. You can switch between **Actions** and **Documents** using the two main buttons. To return to the main site summary screen click the site reference in the blue box in the top left corner.

# Sites: Plots

PREMIER GUARANTEE

Hello Soraya, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE

SC

HOME

QUOTES

SITES

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

TERMS OF USE

**PL-PG-10024968**

TEST SITE 4  
TEST  
LL57 2QA

**7**  
PL-PG-10024968-7  
1 Test SH

Products  
**Social Housing  
Building Control**

Stage of Works  
**No Works Started**

Plot Initial Certificate  
**Not Applicable**

Certificate of Insurance  
**Not yet issued**

**7 - ACTION REQUIRED**

UPDATE PLOT DETAILS GET A CERTIFICATE

ACTION REQUIRED 3

DOCUMENTS 8

Entries per page 10 Search

Type	Details	Applies To	Plot IC	COI	Date Raised	Photos	Respond to Action
Condition	Confirmation of the Housing Association for the Social Housing element	7 - 25	✓	✓			<a href="#">VIEW RESPONSE</a>
Condition	Receipt of Plot Postal Addresses is required	2 - 25	✓	✓			<a href="#">UPDATE DETAILS</a>
Condition	Issuance of Warranty Technical Sign Off (Certificate of Approval)	2 - 25		✓			<a href="#">RESPOND</a>

Showing 1 - 3 of 3 entries

< 1 >

This is the individual **Plot** summary screen. You can switch between **Actions** and **Documents** using the 2 main buttons. To return to the main Site summary screen click the site reference in the blue box in the top left corner.



# Sites: Action required

PREMIER GUARANTEE

HOME

QUOTES

SITES

REPORTING

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

**PL-PG-10024968**  
Test Site 4  
Test  
LL57 2QA

Sales Account Manager  
Miss Test Manager  
01516504300

Risk Management Surveyor  
Mrs Test Surveyor  
07841053204

Customer Service Account Handler  
Mr Test Handler  
01514520742

Building Control Surveyor  
Mr Test BC Surveyor  
01516504300

Click to view details of all actions outstanding for this site. Any actions in red relate to plots that are nearing completion and may require urgent attention.

PRODUCTS 3	PLOTS 25	ACTION REQUIRED 4 / 0!	TECHNICAL SUMMARY 0	SITE INSPECTIONS 0
ROLES 18	FEES £0.00	FINANCIAL DOCUMENTS 9	TECHNICAL DOCUMENTS 5	POLICY DOCUMENTS 9

**ACTION REQUIRED**
GET A CERTIFICATE

PLOTS NEARLY COMPLETE FOR COI

Details of Actions Outstanding	Applies To	Plot IC	COI	Actions
Confirmation of the Housing Association for the Social Housing element	7 - 25	✓	✓	RESPOND <span style="color: green;">✔</span>
Receipt of a Confirmed Sale Price is required	2 - 6	✓	✓	UPDATE DETAILS <span style="color: green;">✎</span>
Receipt of Plot Postal Addresses is required	2 - 25	✓	✓	UPDATE DETAILS <span style="color: green;">✎</span>
Issuance of Warranty Technical Sign Off (Certificate of Approval)	2 - 25		✓	RESPOND <span style="color: green;">✔</span>

Showing 1 - 4 of 4 entries < 1 >

**Actions** relate to any item or action that must be completed by you before a certificate can be issued.

# Sites: Respond to action

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

PL-PG-10024968

Sales Account Manager  
Miss Karen  
01516504300

Building Control Surveyor  
Miss (L) Abigail Davies  
01516504300

TEST

Test Site 4  
Test  
LL57 2QA

PRODUCTS  
3

ROLES  
18

ACTION REQUIRED

DETAILS OF ACTION OUTSTANDING - APPLIES TO 7 - 25

Confirmation of the Housing Association for the Social Housing element

Please enter details of action undertaken to close this outstanding item  
Test

Please Note: You can optionally upload documents below (up to max of 15 files or 50MB) to support the closure of this outstanding action.

Drop files here or click to upload  
Drag and drop files here or click

SUBMIT CANCEL

Details of Actions Outstanding	Applies To	Plot IC	COI	Actions
Confirmation of the Housing Association for the Social Housing element	7 - 25	✓	✓	RESPOND
Receipt of a Confirmed Sale Price is required	2 - 6	✓	✓	UPDATE DETAILS
Receipt of Plot Postal Addresses is required	2 - 25	✓	✓	UPDATE DETAILS
Issuance of Warranty Technical Sign Off (Certificate of Approval)				

Showing 1 - 4 of 4 entries

Submitted

Thank you for your response to the outstanding Admin Condition from the Extranet.

This has now been forwarded to our Customer Services team. Should we require any further information or clarification we will respond accordingly.

OK

2 - 25

You must confirm what has been done to close off the **Action** and you can upload evidence to support this. Confirmation of successful submission will be shown on screen and the Respond To Action status will change to **Pending**. An email notification is sent when the **Action** is closed.

# Sites: View action response

**PREMIER GUARANTEE**

Hello Test, need help? Get in touch 0800 107 8446

**PL-PG-10024968**

Test Site 4  
Test  
LL57 2QA

Sales Account M  
Miss Karen  
015165043

PRODUCTS  
3

ROLES  
18

**ACTION REQUIRED**

Details of Actions Outstanding

Confirmation of the Housing Association for the Social H

Receipt of a Confirmed Sale Price is required

Receipt of Plot Postal Addresses is required

Issuance of Warranty Technical Sign Off (Certificate of A

Showing 1 - 4 of 4 entries

**RESPOND TO ACTION OUTSTANDING**

**DETAILS OF ACTION OUTSTANDING - APPLIES TO 7 - 25**

Confirmation of the Housing Association for the Social Housing element

Test Employee 1 - 12 Feb, 2024 11:58 pm

Test Test Test

Test Employee 1 - 13 Feb, 2024 12:06 am

Please review the attached documents.

Quote - PL-PG-10024967\_1.pdf

Quote Acceptance - PL-PG-10024967\_1.pdf

Miss Soraya Corbett - 13 Feb, 2024 12:08 am

Dear Mr Employee 1,  
Thank you very much for sending over the information.  
We are currently reviewing this and will be in touch.

Kind regards  
Soraya Corbett  
Customer Liaison Manager  
01516504300

Please enter details of action undertaken to close this outstanding item  
test

Please Note: You can optionally upload documents below (up to max of 15 files or 50MB) to support the closure of this outstanding action.

Drop files here or click to upload  
Drag and drop files here or click

GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

Building Control Surveyor  
Miss (L) Abigail Davies  
01516504300

SITE INSPECTIONS  
0

POLICY DOCUMENTS  
11

GET A CERTIFICATE

PLOTS NEARLY COMPLETE FOR COI

COI Actions

VIEW RESPONSE

UPDATE DETAILS

UPDATE DETAILS

RESPOND

1

PRIVACY POLICY TERMS OF USE

Once your response to the Action is reviewed by the Premier Guarantee team, if further action or information is required, you will receive an email confirming the details. This will also be available to view on the Extranet via the **View Response** button. Once the Action has been closed, you will no longer be able to see any responses.

# Sites: Updating Plot Details

**UPDATE PLOT DETAILS**

To update plot details please click on the field you wish to update, and enter the new value. When you've made all the changes you require press the 'NEXT' button below to view a summary of your changes.

Name	Address 1	Address 2	Address 3	Town	Postcode	Country	Confirmed Sale Price
1	1 Test NH	Test Street		Test Town	CH61 6XE	United Kingdom	£205,000.00
2	2 Test NH					United Kingdom	
3	3 Test NH					United Kingdom	
4	4 Test NH					United Kingdom	
5	5 Test NH					United Kingdom	
6	6 Test NH					United Kingdom	
7	1 Test SH					United Kingdom	
8	2 Test SH					United Kingdom	
9	3 Test SH					United Kingdom	

PREVIOUS NEXT CANCEL

PREVIOUS <

PREMIER GUARANTEE

HOME  
QUOTES  
SITES  
REPORTING  
COMPANY  
TRAINING GUIDE  
MARKETING MATERIAL  
CONTACT US  
PRIVACY POLICY  
TERMS OF USE

GET A QUOTE GET A CERTIFICATE

Handler  
SITE INSPECTIONS  
POLICY DOCUMENTS  
SUED  
Total Fees

Premier Guarantee for New Homes (Policy version 15) 6 £600,000.00 £1,200,000.00 £6,328.86  
Premier Guarantee for Social Housing (Policy version 13) 19 £1,900,000.00 £3,800,000.00 £14,653.56

Select the **Update Plot Details** to add or update the Sales price or the plot address. You can type into the boxes in the window. Once updated click **Next** to move to the next screen.

# Sites: Updating Plot Details

**UPDATE PLOT DETAILS**

**Confirm Changes**

Plot Name	Updates
1	Address updated from 1 Test NH, United Kingdom to 1 Test NH, Test Street, Test Town, CH61 6XB, United Kingdom

PREVIOUS UPDATE CANCEL

---

**1 - ACTION REQUIRED**

ACTION REQUIRED: 6 | DOCUMENTS: 6

Entries per page: 10

Type	Details	Applies To	Plot IC	COI	Date Raised	Photos	Respond to Action
Condition	Receipt of Plot Postal Addresses is required	Whole Site	✓	✓			UPDATE DETAILS ✎
Condition	Builder has outstanding Registration Fee	Whole Site	✓	✓			RESPOND ✓
Condition	Builder has Outstanding Security Documents	Whole Site	✓	✓			RESPOND ✓
Condition	Developer has outstanding Registration Fee	1 - 6	✓	✓			RESPOND ✓
Condition	Developer has Outstanding Security Documents	Whole Site	✓	✓			RESPOND ✓
Condition	Issuance of Warranty Technical Sign Off (Certificate of Approval)	Whole Site		✓			RESPOND ✓

The changes made will now show. Check the information is correct and then click **Update**. If you do need to make any changes then click **Previous**.



# Sites: Updating Plot Details

The screenshot shows a web interface for Premier Guarantee. A dark sidebar on the left contains navigation links: HOME, QUOTES, SITES (highlighted), REPORTING, COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area features a dark header with 'UPDATE PLOT DETAILS' and a close button. Below this is a white modal window titled 'Update Plots' with a loading spinner and the text: 'Your plot updates have been received and are now being processed. This may take a few minutes. You may continue to work on this page and we'll notify you when the process is complete. If you leave we will email the result of your plot updates.' The modal has 'PREVIOUS', 'UPDATE', and 'CONTINUE' buttons. Below the modal, a dark bar shows '1 - ACTION REQUIRED' and buttons for 'UPDATE PLOT DETAILS' and 'GET A CERTIFICATE'. The main content area has two summary boxes: 'ACTION REQUIRED' with a count of 6 and 'DOCUMENTS' with a count of 6. Below these is a table with columns: Type, Details, Applies To, Plot IC, COI, Date Raised, Photos, and Respond to Action. The table lists several conditions, some with 'UPDATE DETAILS' or 'RESPOND' buttons. A blue notification bar at the bottom right says: 'Your plot updates are processing... If you leave this page your results will be emailed to you'.

Type	Details	Applies To	Plot IC	COI	Date Raised	Photos	Respond to Action
Condition	Receipt of Plot Postal Addresses is required	Whole Site	✓	✓			UPDATE DETAILS
Condition	Builder has outstanding Registration Fee	Whole Site	✓	✓			RESPOND ✓
Condition	Builder has Outstanding Security Documents	Whole Site	✓	✓			RESPOND ✓
Condition	Developer has outstanding Registration Fee	1 - 6	✓	✓			RESPOND ✓
Condition	Developer has Outstanding Security Documents	Whole Site	✓	✓			
Condition	Issuance of Warranty Technical Sign Off (Certificate of Approval)	Whole Site		✓			

The system will update the information and a notification will pop up. If there is a lot of information being updated then you can close the notification bar and you will then be notified when the action is completed.

# Sites: Get a Certificate

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

PL-PG-10024968

Test Site 4  
Test  
LL57 2QA

Sales Account M  
Miss Karen  
015165043

Building Control Surveyor  
Miss (L) Abigail Davies  
01516504300

Plots selected  
1

In order for us to release your certificates for these plots, we require additional information and we need you to call our customer service team on 0151 650 4343 who will review your site and deal with your query quickly and efficiently

PRODUCTS 3

ROLES 18 FEES £0.00 FINANCIAL DOCUMENTS 9 TECHNICAL DOCUMENTS 5

SITE INSPECTIONS 0

POLICY DOCUMENTS 9

PLOTS UPDATE PLOT DETAILS GET A CERTIFICATE

Search

PLOTS NEARLY COMPLETE FOR COI

Reference	Plot Name	Plot Address	Product	Stage of Works	Actions	Plot Initial Certificate	Certificate of Insurance
PL-PG-10024968-1	1	1 Test NH, CH61 6XB	New Homes Building Control	Pre-Handover	0	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-2	2	2 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-3	3	3 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-4	4	4 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-5	5	5 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-6	6	6 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-7	7	1 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-8	8	2 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-9	9	3 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-10	10	4 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-11	11	5 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-12	12	6 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-13	13	7 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE

PRIVACY POLICY

TERMS OF USE

The **Get a Certificate** button will enable you to request a certificate for the relevant **Plot**. If you have outstanding **Actions** which prevent the certificate from being issued, these will be listed for your reference or will give you the number to contact head office .

# Sites: Get a Certificate

**REQUEST CERTIFICATE OF INSURANCE - PL-PG-10024968**

Plots selected  
1

In order for us to release your certificate(s), we may require additional information. Please call our customer service team on 0151 650 4343 who will review your site and deal with your query quickly and efficiently.

**OUTSTANDING ITEMS PREVENTING YOUR CERTIFICATES BEING ISSUED**

**Fees outstanding**  
£27,361.62

**Escrow fees outstanding**  
£5,000.00

Action outstanding	Applies to	
Additional security of £5,000.00 escrow is required with regards to New Homes Defects	1 - 6	
Issuance of Warranty Technical Sign Off (Certificate of Approval)	Whole Site	
Receipt of Plot Postal Addresses is required	Whole Site	<a href="#">UPDATE DETAILS</a>

[PREVIOUS](#)

If you are trying to issue a COI and there are any outstanding **Actions** which would stop the relevant certificate(s) from being issued then this message will appear.

# Sites: Get a Certificate

PREMIER  
GUARANTEE

HOME

QUOTES

SITES

REPORTING

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

CONTACT US

PRIVACY POLICY

TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

**PL-PG-10024968**  
Test Site 4  
Test  
LL57 2QA

Sales Account Manager  
 Miss Karen Wilson  
 01516504300

PRODUCTS  
3

ROLES  
18

FEES  
£0.00

FINANCIAL DOCUMENTS  
9

TECHNICAL DOCUMENTS  
5

SITE INSPECTIONS  
0

POLICY DOCUMENTS  
9

PLOTS
UPDATE PLOT DETAILS
GET A CERTIFICATE

Search

PLOTS NEARLY COMPLETE FOR COI

Reference	Plot Name	Plot Address	Product	Stage of Works	Actions	Plot Initial Certificate	Certificate of Insurance
PL-PG-10024968-1	1	1 Test NH, CH61 6XB	New Homes Building Control	Pre-Handover	0	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-2	2	2 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-3	3	3 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-4	4	4 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-5	5	5 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-6	6	6 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-7	7	1 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-8	8	2 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-9	9	3 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-10	10	4 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-11	11	5 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-12	12	6 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-13	13	7 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE

**REQUEST CERTIFICATE OF INSURANCE - PL-PG-10024968-1**

Plots selected  
1

Your Certificates of Insurance will be emailed to you shortly and available to download on the next screen

GENERATE

GET A QUOTE

GET A CERTIFICATE

TE

PG SUPPORT  
ONLINE

Building Control Surveyor  
 Miss (L) Abigail Davies  
 01516504300

The **Get a Certificate** button will enable you to request a Certificate for the relevant **Plot**. If there are no **Actions** outstanding for the Plot then you can generate your own Certificate by clicking the **Generate** button. If you have outstanding **Actions** which prevent the Certificate from being issued, these will be listed for your reference.

# Sites: Get a Certificate

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

PL-PG-10024968

Test Site 4  
Test  
LL57 2QA

Sales Account Manager  
Miss Karen Wilson  
01516504300

Customer Service Account Handler  
Miss Julie Carr  
01514520742

Building Control Surveyor  
Miss (L) Abigail Davies  
01516504300

REQUEST CERTIFICATE OF INSURANCE - PL-PG-10024968-1

Certificate number	Name	Address	
PL-PG-10024968-1	1	1 Test NH, Test Street	Download

PRODUCTS: 3 | PLOTS: 25 | ACTION REQUIRED: 4 / 0 | TECHNICAL SUMMARY: 0 | SITE INSPECTIONS: 0

ROLES: 18 | FEES: £0.00 | FINANCIAL DOCUMENTS: 9 | TECHNICAL DOCUMENTS: 5 | POLICY DOCUMENTS: 9

PLOTS

UPDATE PLOT DETAILS GET A CERTIFICATE

PLOTS NEARLY COMPLETE FOR COI

Reference	Plot Name	Plot Address	Product	Stage of Works	Actions	Plot Initial Certificate	Certificate of Insurance
PL-PG-10024968-1	1	1 Test NH, CH61 6XB	New Homes Building Control	Pre-Handover	0	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-2	2	2 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-3	3	3 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-4	4	4 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-5	5	5 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-6	6	6 Test NH	New Homes Building Control	Waiting for inspection	3	GET A CERTIFICATE	GET A CERTIFICATE
PL-PG-10024968-7	7	1 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-8	8	2 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-9	9	3 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-10	10	4 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-11	11	5 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-12	12	6 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE
PL-PG-10024968-13	13	7 Test SH	Social Housing Building Control	Waiting for inspection	3	Not applicable	GET A CERTIFICATE

The Certificate will be available to view and download on screen and will also be emailed to you.

# Sites: Technical summary design documents

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

PL-PG-10024969

Test Site 5  
Worcestershire  
WR1 1 4YD

Sales Account Manager  
Miss Lisa Pope  
08001831755

Risk Management Surveyor  
Mr Amar Chavda  
07796176431

Customer Service Account Handler  
Miss Julie Carr  
01514520742

Building Control Surveyor  
Miss (L) Abigail Davies  
01516504300

Click to view a summary of technical information outstanding on this site with the option to respond - e.g. upload information/photos to support the closure of an outstanding action

PRODUCTS 5	PLOTS 5	ACTION REQUIRED 9 / 01	<b>TECHNICAL SUMMARY 39</b>	SITE INSPECTIONS 1
ROLES 19	FEES £27,309.08	FINANCIAL DOCUMENTS 2	TECHNICAL DOCUMENTS 0	POLICY DOCUMENTS 10

TECHNICAL SUMMARY GET A CERTIFICATE

DESIGN DOCUMENTS OPEN: 20	DESIGN ITEMS OPEN: 1	RISK ITEMS OPEN: 3	COMPLETION DOCUMENTS OPEN: 14	SITE DEFECTS OPEN: 1	GENERATE ALL TECHNICAL ITEMS
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Design Documents

Entries per page: 25

Area	Description of Outstanding Design Document	Applies To	Date Raised	Respond
Architects Design	A copy of the planning layout and site location plan which should include a schedule of plots and house types	Whole Site	05-02-2024	RESPOND ✓
Site Exposure & Geo Technical	A full geo-technical site and soil investigation report for the entire site	Whole Site	05-02-2024	RESPOND ✓
Architects Design	A full set of floor plans, elevations, principle sections and specification	Whole Site	05-02-2024	RESPOND ✓
Building Control / Regulatory Requirements	A Protection from falling strategy to meet the more onerous requirements contained within approved document O <i>Window handles on windows that open outwards are not to be more than 650mm from the inside face of the wall when the window is at its maximum openable angle. Guarding to windows above ground floor should be sized to prevent the passage of a 100mm sphere, be a minimum 1.1m high from floor level and not to be easily climbable</i>	Plot 1 - Plot 4	05-02-2024	RESPOND ✓
Architects Design	A summary of Conversion Details consisting of existing and proposed drawings including details of the extent of the works to be undertaken are required	Whole Site	05-02-2024	RESPOND ✓
Building Control / Regulatory Requirements	An EV charging strategy for the provision of infrastructure for charging to associated car parking spaces <i>Electrical vehicle charge point to be provided to any associated car parking spaces. If the connection cost is greater than £3600, two formal quotes to be provided, as detailed in Approved Document S, in which case, cable routes for electrical vehicle charge points to be agreed</i>	Plot 1 - Plot 4	05-02-2024	RESPOND ✓
Building Control / Regulatory	Background ventilation calculations per house type to meet AD F 2022 Table 1.7 requirements <i>Submit background ventilation calculations per house type to meet AD F 2022 Table 1.7 requirements. The total number of ventilators installed in dwellings habitable rooms &amp; kitchens should be no fewer than five, except in one-bedroom properties where there should be no fewer than 4. Natural ventilation/intermittent extract ventilation suitable for less air tight dwellings defined as one of the following- a: a design air permeability higher than 5m3/(h m2) at 50Pa or b: an as-built air permeability higher than</i>	Plot 1 -	05-02-2024	RESPOND ✓

**Design Documents** are the design related documents your architect has produced for your Site (plans, drawings or calculations for example). These documents are required at the start of the project.



# Sites: Technical summary design items

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PL-PG-10024969

Test Site 5  
Worcestershire  
WR11 4YD

Sales Account Manager

Miss Lisa Pope  
08001831755

Risk Management Surveyor

Mr Amar Chavda  
07796176431

Customer Service Account Handler

Miss Julie Carr  
01514520742

Building Control Surveyor

Miss (L) Abigail Davies  
01516504300

PRODUCTS

5

PLOTS

5

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1

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FEES

£27,309.08

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TECHNICAL DOCUMENTS

0

POLICY DOCUMENTS

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TECHNICAL SUMMARY GET A CERTIFICATE

DESIGN DOCUMENTS

OPEN: 20

DESIGN ITEMS

OPEN: 1

RISK ITEMS

OPEN: 3

COMPLETION DOCUMENTS

OPEN: 14

SITE DEFECTS

OPEN: 1

GENERATE ALL TECHNICAL ITEMS

Select to view all outstanding design-related queries for this site

Design Items 1

Entries per page  
25

Search

Area	Description of Outstanding Design Item	Applies To	Date Raised	Respond
Structural Engineering Item	Please provide all holistic design and structural specification/drawings for smart roof design. This should include all 3rd party accreditations.	Whole Site	06-02-2024	RESPOND <input checked="" type="checkbox"/>

Showing 1 - 1 of 1 entries < 1 >

**Design Items** are queries, questions or issues that our surveying team have raised in relation to the design elements of your construction project. Any items raised will require responses and closing before final sign-off.

# Sites: Technical summary risk items


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WR11 4YD

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01516504300

PRODUCTS  
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5

ACTION REQUIRED  
9 / 0!

TECHNICAL SUMMARY  
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**TECHNICAL SUMMARY**
GET A CERTIFICATE

DESIGN DOCUMENTS  
OPEN: 20

DESIGN ITEMS  
OPEN: 1

RISK ITEMS  
OPEN: 3

COMPLETION DOCUMENTS  
OPEN: 14

SITE DEFECTS  
OPEN: 1

GENERATE ALL TECHNICAL ITEMS

**Risk Items**
Select to view all outstanding items relating to risks identified for this site
3

Entries per page  
25
Search

Area	Description of Outstanding Risk Item	Applies To	Date Raised	Respond
Balconies	Balconies pose a high risk of water ingress, ensure that they meet the requirements of the technical manual and are inspected prior to completion.	Whole Site	06-02-2024	RESPOND <input checked="" type="checkbox"/>
BC - Approved Document A	Plans and spec for roof required	Plot 1 - Plot 2	06-02-2024	RESPOND <input checked="" type="checkbox"/>
Roofs	The manufacturers specification and fixing schedule for the tiled roof	Whole Site	06-02-2024	RESPOND <input checked="" type="checkbox"/>

Showing 1 - 3 of 3 entries
< 1 >

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**Risk Items** are possible risk areas our surveying team have identified for your construction project that our on-site surveyor will need to verify and clear before final sign-off.



# Sites: Technical summary completion documents



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**PL-PG-10024969**  
Test Site 5  
Worcestershire  
WR11 4YD

Sales Account Manager  
 Miss Lisa Pope  
 08001831755

Risk Management Surveyor  
 Mr Amar Chavda  
 07796176431

Customer Service Account Handler  
 Miss Julie Carr  
 01514520742

Building Control Surveyor  
 Miss (L) Abigail Davies  
 01516504300

PRODUCTS 5	PLOTS 5	ACTION REQUIRED 9 / 0!	TECHNICAL SUMMARY 39	SITE INSPECTIONS 1
ROLES 19	FEES £27,309.08	FINANCIAL DOCUMENTS 2	TECHNICAL DOCUMENTS 0	POLICY DOCUMENTS 10

**TECHNICAL SUMMARY** GET A CERTIFICATE

DESIGN DOCUMENTS OPEN: 20	DESIGN ITEMS OPEN: 1	RISK ITEMS OPEN: 3	COMPLETION DOCUMENTS OPEN: 14	SITE DEFECTS OPEN: 1	GENERATE ALL TECHNICAL ITEMS
------------------------------	-------------------------	-----------------------	----------------------------------	-------------------------	------------------------------

Select to view all outstanding documents we require prior to plot sign off (e.g. Gas and Electrical Certificates etc.)

Area	Description of Outstanding Completion Document	Applies To	Date Raised	Respond
Building Control / Regulatory Requirements	Acoustic Completion Certification / Robust Details	Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>
Building Control / Regulatory Requirements	As built Dwelling Emission Rate (DER) and Dwelling Fabric Energy Efficiency (DFEE) calculations. <i>Please provide as built SAP calculations including the as-built BREL report which must be signed by the SAP assessor and person carrying out the works.</i>	Plot 1 - Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>
Building Control / Regulatory Requirements	Certificates for air permeability testing	Plot 1 - Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>
Building Control / Regulatory Requirements	Commissioning Certificates for the hot water system	Plot 1 - Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>
Building Control / Regulatory Requirements	Commissioning certificates for ventilation	Plot 1 - Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>
Building Control / Regulatory Requirements	Competent person's scheme certificates - Electrical	Plot 1 - Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>
Building Control / Regulatory Requirements	Competent person's scheme certificates - Gas	Plot 1 - Plot 5	05-02-2024	RESPOND <input checked="" type="checkbox"/>

**Completion Documents** are the certification documents for each house (electrical certificate or gas certificate for example) that we need to receive and review before signoff.

# Sites: Technical summary site defects

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PL-PG-10024969

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07796176431

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Miss Julie Carr  
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Building Control Surveyor

Miss (L) Abigail Davies  
01516504300

PRODUCTS  
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5

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TECHNICAL SUMMARY GET A CERTIFICATE

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OPEN: 1

RISK ITEMS  
OPEN: 3

COMPLETION DOCUMENTS  
OPEN: 14

SITE DEFECTS  
OPEN: 1

GENERATE ALL TECHNICAL ITEMS

Site Defects

Entries per page: 25

Search

Area	Details	Raised By	Date Raised	Applies To	Photos	Respond
Building Control	Insulation should be down to bottom of floor slab for sound transfer between staircase and internal room	Mr Steven Grant	06-02-2024	Plot 1 - Plot 3		RESPOND <input checked="" type="checkbox"/>

Showing 1 - 1 of 1 entries

**Site Defects** are issues or problems that our onsite surveyor has raised when inspecting your project. They will need rectifying to our satisfaction before we can sign off any Plot.

# Sites: Site inspections



Hello Test, need help? Get in touch 0800 107 8446

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**PL-PG-10024969**

Test Site 5  
Worcestershire  
WR11 4YD

**Sales Account Manager**  
Miss Lisa Pope  
08001831755

**Risk Management Surveyor**  
Mr Amar Chavda  
07796176431

**Customer Service Account Handler**  
Miss Julie Carr  
01514520742

**Building Control Surveyor**  
Miss (L) Abigail Davies  
01516504300

[Click to view site inspection reports for this site](#)

PRODUCTS 5	PLOTS 5	ACTION REQUIRED 9 / 01	TECHNICAL SUMMARY 39	SITE INSPECTIONS 1
ROLES 19	FEES £27,309.08	FINANCIAL DOCUMENTS 2	TECHNICAL DOCUMENTS 0	POLICY DOCUMENTS 10

**SITE INSPECTIONS** [GET A CERTIFICATE](#)

Date	Inspection Type	Inspected By	Plots Inspected	Defects Raised	Site Inspection Report
01/02/2024	Technical Inspection - Warranty Inspection	Steven Grant	1	1	<a href="#" style="background-color: #FFC107; padding: 2px 5px;">VIEW REPORT</a>

Showing 1 - 1 of 1 entries < 1 >

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The **Site Inspection** reports associated with any site visit will be listed here and available to view or download. If you need to access any historic reports please contact your customer services team. Select **View Report** to view the PDF.

# Sites: Site inspections

1 / 1 | - 100% + | [ ] ↻

**PREMIER  
GUARANTEE**

**Site Inspection Report**

A site inspection was undertaken at Test Site 5, Worcestershire, WR11 4YD, PL-PG-10024969 on 01/02/2024.

Progress on site was noted as below, with comments and guidance provided accordingly.

### Plot Progress

Construction Stage	Foundations Commenced
Plots	Plot 1
Plot Elements Viewed	Foundations
Comments	test

### Defects Raised

The following defects were raised/noted in this inspection and require attention:

Defect Area	Building Control - E - Resistance to the Passage of Sound
Plots	Plot 1 - Plot 3
Description	Insulation should be down to bottom of floor slab for sound transfer between staircase and internal room
Defect Resolution	Test

### Risks Raised

Please be aware of the following risks which have been raised during this inspection, and should be managed during the course of your build:

Risk Area	BC - Approved Document A
Scope	Plot 1 - Plot 2
Description	Plans and spec for roof required
Risk Area	Roofs
Scope	Site
Description	The manufacturers specification and fixing schedule for the tiled roof
Risk Area	Balconies
Scope	Site
Description	Balconies pose a high risk of water ingress, ensure that they meet the requirements of the technical manual and are inspected prior to completion.

Now that construction is complete no further inspection is required.

**In addition to this report please also review your technical overview document which details all of our technical requirements, and is maintained throughout the build.**

Should you wish to discuss anything in more detail please contact me.

Yours sincerely,

Mr Steven Grant  
07776433760

# Sites: People linked to the site (roles)



Hello Test, need help? Get in touch 0800 107 8446

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**PL-PG-10024969**  
Test Site 5  
Worcestershire  
WR11 4YD

**Sales Account Manager**  
Miss Lisa Pope  
08001831755

**Risk Management Surveyor**  
Mr Amar Chavda  
07796176431

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01514520742

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Miss (L) Abigail Davies  
01516504300

PRODUCTS 5	PLOTS 5	ACTION REQUIRED 9 / 01	TECHNICAL SUMMARY 39	SITE INSPECTIONS 1
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**ROLES**
GET A CERTIFICATE

**External roles**

<p><b>Quote Recipient</b></p> <p><small>Test Company</small></p> <p><small>Mr Test Employee 1</small></p> <p><small>08976654322</small></p>	<p><b>Invoice Recipient</b></p> <p><small>Test Company</small></p> <p><small>Mr Test Employee 1</small></p> <p><small>08976654322</small></p>	<p><b>Warranty Document Recipient</b></p> <p><small>Test Company</small></p> <p><small>Mr Test Employee 1</small></p> <p><small>08976654322</small></p>	<p><b>Site Report Recipient</b></p> <p><small>Test Company</small></p> <p><small>Mr Test Employee 1</small></p> <p><small>08976654322</small></p>
---	---	---	---

**Premier Guarantee roles**

<p><b>Sales Account Manager</b></p> <p><small>Miss Lisa Pope</small></p> <p><small>08001831755</small></p>	<p><b>Risk Management Surveyor</b></p> <p><small>Mr Amar Chavda</small></p> <p><small>07796176431</small></p>	<p><b>Customer Service Account Handler</b></p> <p><small>Miss Julie Carr</small></p> <p><small>01514520742</small></p>	<p><b>Technical Account Handler</b></p> <p><small>Miss (L) Jessica Noonan</small></p> <p><small>01516504300</small></p>
<p><b>Building Control Surveyor</b></p> <p><small>Miss (L) Abigail Davies</small></p> <p><small>01516504300</small></p>			

ALL EXTERNAL ROLES
ALL PREMIER GUARANTEE ROLES

**Roles** are the companies and contacts who will have a role on your site. Should you need to make any changes, please call Customer Services on **0151 650 4343** or email [customerservice@premierguarantee.co.uk](mailto:customerservice@premierguarantee.co.uk) including your site reference and details of the change.

# Sites: People linked to the site (roles)

**PREMIER GUARANTEE**

Hello Test, need help? Get in touch 0800 107 8446

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**PL-PG-10024969**

Test Site 5  
Worcestershire  
WR11 4YD

**Sales Account Manager**

Miss Lisa Pope  
 08001831755

**Risk Management Surveyor**

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 07796176431

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Miss (L) Abigail Davies  
 01516504300

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**ROLES** GET A CERTIFICATE

All external roles (8) X

8

Entries per page: 25

Role	Company	Name	Phone	Email
Quote Recipient	Test Company	Mr Test Employee 1	08976654322	crisp-dev-q1@ext-crisp.co.uk
Builder	Test Company	N/A	0800 107 8446	
Developer	Test Company	N/A	0800 107 8446	
Invoice Recipient	Test Company	Mr Test Employee 1	08976654322	crisp-dev-q1@ext-crisp.co.uk
Building Control Provider	Premier Guarantee Building Control	N/A	0800 107 8446	
Warranty Document Recipient	Test Company	Mr Test Employee 1	08976654322	crisp-dev-q1@ext-crisp.co.uk
Site Report Recipient	Test Company	Mr Test Employee 1	08976654322	crisp-dev-q1@ext-crisp.co.uk
Land Owner	Riverside Construction (Hereford) Ltd	N/A	07970976230	riversideconstruction@aol.com

Showing 1 - 8 of 8 entries < 1 >

If you wish to amend any of the above roles or contact details, please contact our customer services team

**Premier Guarantee roles**

Sales Account Manager

Risk Management Surveyor

Customer Service Account Handler

Technical Account Handler

Expand to view all **Roles** or click the **X** to close.

# Sites: Fees

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PRODUCTS	PLOTS	ACTION REQUIRED	TECHNICAL SUMMARY	SITE INSPECTIONS
5	5	9 / 01	39	1
ROLES	FEES	FINANCIAL DOCUMENTS	TECHNICAL DOCUMENTS	POLICY DOCUMENTS
19	£27,309.08	2	0	10

FEES
GET A CERTIFICATE

Total fees

Fees Due	£22,309.08
Fees Received to Date	£0.00
Fees Outstanding	£22,309.08

Escrow

Fees Due	£5,000.00
Fees Received to Date	£0.00
Fees Outstanding	£5,000.00

For any queries relating to these payments, please email details and your site reference number (PL-PG-10024969) to [finance@premierguarantee.co.uk](mailto:finance@premierguarantee.co.uk)

**Fees** shows a summary of any fees relating to the **Order**. For any queries relating to payments, please email your details and site reference e.g. PL-PG-1000000 to [finance@premierguarantee.co.uk](mailto:finance@premierguarantee.co.uk)

# Sites: Financial documents



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**PL-PG-10024969**

Test Site 5  
Worcestershire  
WR11 4YD

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01516504300

PRODUCTS

5

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5

ACTION REQUIRED

9 / 0!

TECHNICAL SUMMARY

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19

FEES

£27,309.08

FINANCIAL DOCUMENTS

2

TECHNICAL DOCUMENTS

0

POLICY DOCUMENTS

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**FINANCIAL DOCUMENTS** GET A CERTIFICATE

Entries per page: 25 Search

Name	Type	Date Uploaded	
Payment Schedule - PL-PG-10024969.pdf	Payment Schedule	05/02/2024 13:00	DOWNLOAD
Invoice - PL-PG-10024969.pdf	Initial Invoice	05/02/2024 13:00	DOWNLOAD

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Here you are able to access any financial documents issued to your company including invoices, receipts and policy statements.



# Sites: Technical documents



Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

TE

PG SUPPORT  
ONLINE

**PL-PG-10024968**

Test Site 4  
Test  
LL57 2QA

**Sales Account Manager**  
Miss Karen Wilson  
01516504300

**Risk Management Surveyor**  
Mr Luke Simpson  
07841053204

**Customer Service Account Handler**  
Miss Julie Carr  
01514520742

**Building Control Surveyor**  
Miss (L) Abigail Davies  
01516504300

PRODUCTS  
3

PLOTS  
25

ACTION REQUIRED  
4 / 01

TECHNICAL SUMMARY  
0

SITE INSPECTIONS  
0

ROLES  
18

FEES  
£0.00

FINANCIAL DOCUMENTS  
9

TECHNICAL DOCUMENTS  
7

POLICY DOCUMENTS  
11

**TECHNICAL DOCUMENTS**

Search

Name	Type	Date Uploaded	
Client Questionnaire.pdf	Client Questionnaire	12/02/2024 23:48	DOWNLOAD 
CIC Notice of Approval.pdf	CIC Notice Of Approval	12/02/2024 23:48	DOWNLOAD 
DrainagePlan.pdf	Drainage Plan	12/02/2024 16:03	DOWNLOAD 
SiteLocationPlan.pdf	Site Location Plan	12/02/2024 16:03	DOWNLOAD 
CIC Notice of Approval.pdf	CIC Notice Of Approval	12/02/2024 16:03	DOWNLOAD 
Quote - PL-PG-10024967_1.pdf	Site Location Plan	12/02/2024 16:01	DOWNLOAD 
Quote - PL-PG-10024967_1.pdf	Drainage Plan	12/02/2024 16:01	DOWNLOAD 

Showing 1 - 7 of 7 entries < 1 >

PRIVACY POLICY

TERMS OF USE

Any technical documents provided to Premier Guarantee are held here and available to download. Use the search function to find the relevant document required.

# Sites: Policy documents



Hello Test, need help? Get in touch 0800 107 8446

**PL-PG-10024968**

Test Site 4  
Test  
LL57 2QA

**Sales Account Manager**  
Miss Karen Wilson  
01516504300

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Mr Luke Simpson  
07841053204

**Customer Service Account Handler**  
Miss Julie Carr  
01514520742

**Building Control Surveyor**  
Miss (L) Abigail Davies  
01516504300

PRODUCTS  
3

PLOTS  
25

ACTION REQUIRED  
4 / 0

TECHNICAL SUMMARY  
0

SITE INSPECTIONS  
0

ROLES  
18

FEES  
£0.00

FINANCIAL DOCUMENTS  
9

TECHNICAL DOCUMENTS  
7

POLICY DOCUMENTS  
11

**POLICY DOCUMENTS**

Document Types  
Documents: All Documents

Plots  
All Plots

Name	Type	Applies To	Date Uploaded	
Terms and Conditions.pdf	Terms and Conditions	Whole site	05/02/2024 12:23	DOWNLOAD
Site Statement of Fact - PL-PG-10024968.pdf	Site Statement of Fact	Whole site	05/02/2024 12:23	DOWNLOAD
PG Social Housing v13.pdf	Policy Document	7 - 25	05/02/2024 12:23	DOWNLOAD
PG Social Housing v13 IPID.pdf	Insurance Policy Information Document	7 - 25	05/02/2024 12:23	DOWNLOAD
PG New Homes Policy v15.pdf	Quote Acceptance Document	Whole site	05/02/2024 12:23	DOWNLOAD
PG New Homes Policy v15 IPID.pdf	Insurance Policy Information Document	1 - 6	05/02/2024 12:23	DOWNLOAD
PG - Guide for Homebuyers.pdf	Show Home Brochure	Whole site	05/02/2024 12:27	DOWNLOAD
Order Schedule - PL-PG-10024968.pdf	New Order Schedule	Whole site	05/02/2024 12:27	DOWNLOAD
Initial Notice - PL-PG-10024968.pdf	Initial Notice	1 - 25	12/02/2024 16:03	DOWNLOAD
Certificate of Insurance - PL-PG-10024968-1 - 1 Test NH.pdf	Certificate Of Insurance	1	12/02/2024 23:51	DOWNLOAD

Showing 1 - 10 of 11 entries

Here you will find all documentation relating to the structural warranty provision such as policy and quotation documents. You are able to filter by document type and per plot.

# Reporting

# 04.

# Reporting: Developer reporting

PREMIER GUARANTEE

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GET A QUOTE GET A CERTIFICATE TE

## Reporting

Select a report

Report	Select
Inspection Summary Activity Report	SELECT REPORT ✓

HOME  
QUOTES  
SITES  
REPORTING  
COMPANY  
TRAINING GUIDE  
MARKETING MATERIAL  
CONTACT US  
PRIVACY POLICY  
TERMS OF USE

The reporting tab provides access to any relevant reporting that your company has access to. Click the **Select Report** button to open the report screen. Speak to your sales account manager for more details on reporting access.

# Reporting: Inspection summary activity report

- PREMIER GUARANTEE
- HOME
- QUOTES
- SITES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

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TE

## Reporting

Select a report

Report Select

Inspection Summary Activity Report SELECT REPORT ✓

### Inspection Summary Activity Report

Start date End date

2024 01/04/2024 APPLY ✓

2024  
Mon, 01 Jan

< January 2024 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

in the reporting period, as well as the ongoing rating scores provided by our surveyors. Click on a row to view details for that office.

	Inspections Completed	Failed Final Inspections	Sign Offs	Defects Raised	Average Site Inspection Rating	Average QIS Score
	1	0	0	0	3.00	
	0	0	0	0		
	0	0	0	0		
Grand Total	1	0	0	0	3.00	

BACK TO TOP



Select the date range you wish to review using the calendar icons and click the **Apply** button to generate the report.



# Reporting: Inspection summary activity report

PREMIER GUARANTEE

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HOME

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## Reporting

Select a report

Report Select

Inspection Summary Activity Report SELECT REPORT ✓

### Inspection Summary Activity Report

Start date End date

01/01/2024 01/04/2024 APPLY ✓

2024 Q1 Download Email

Previous Quarter

#### Offices

Test Company

The table below shows all inspections completed in the reporting period, as well as the ongoing rating scores provided by our surveyors. Click on a row to view details for that office.

Office	Inspections Completed	Failed Final Inspections	Sign Offs	Defects Raised	Average Site Inspection Rating	Average QIS Score
Office_South	1	0	0	0	3.00	
Office_North	0	0	0	0		
Registered Office	0	0	0	0		
Grand Total	1	0	0	0	3.00	

BACK TO TOP Download Email

The download and envelope icons at the top of the report, provide the options to PDF or email the high-level overview to yourself. The same icons at the bottom of the report provide this functionality for the entire report including photos etc. Please note these files will take some time to download due to the file size. Each score can be clicked to expand and provide more detail.

# Company & Access Management

# 05.

# Company: Offices and employees

PREMIER GUARANTEE

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GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

TEST COMPANY | REG NO: NOT KNOWN | OFFICES: 2 | EMPLOYEES: 5

ADD NEW OFFICE

Test Office2 Office 2, LL18 SUJ Employees: 2

Test Office2 Office 2 Test LL18 SUJ EDIT OFFICE

Employees ADD NEW EMPLOYEE

Name	Email Address	Telephone	Mobile	Extranet Status	Actions
Mr Test Employee 1	crisp-dev-q1@ext-crisp.co.uk	01214532212	08976654322	Administrator	EDIT
Ms Joe Bloggs	joe@test.com	01213456634		GRANT ACCESS	EDIT

Showing 1 - 2 of 2 entries

Test Office 1 Office 1, LE3 3RT Employees: 3

PRIVACY POLICY TERMS OF USE

The **Company** tab provides a summary of the information we hold on your company, office(s) and employees. If you are set up as an Extranet Administrator, you can add a new office by clicking the **Add New Office** button but you are unable to edit a registered office.



# Company: Add new office

**ADD NEW OFFICE**

**ADD NEW OFFICE DETAILS**

Is this your main correspondence address?  
Checking this field will ensure that all future posted correspondence will be sent to this office.

Do you want to set the address using a postcode lookup?

**Address line one**  
You must enter a value

**Address line two**

**Address line three**

**Town/city**  
You must enter a value

**Postcode**  
You must enter a value

**Country**  
Country code  
United Kingdom

**Office Name**  
You must enter a value

**Region**

**Office Email**  
You must enter a value

**Office Phone Number**  
Country code  
United Kingdom Telephone

Complete the new office details as required and click **Save**. The new office will then appear on the Extranet and you will be able to add new employees as required.

# Company: Add new employee

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

TEST COMPANY | REG NO: N

Test Office2

Test Office2

Employees

Search

Name

Mr Test Employee 1

Ms Joe Bloggs

Showing 1 - 2 of 2 entries

Test Office 1

ADD NEW EMPLOYEE

ADD NEW OFFICE

ADD NEW EMPLOYEE

Click to add a new employee at this office

Report Status

Actions

Administrator

EDIT

EDIT

1

ADD NEW EMPLOYEE

ADD NEW OFFICE

Do they require extranet access?

Yes No

Will they need Extranet Access?

SAVE CANCEL

Complete details as required and click **Save**. The new employee will appear on the Extranet and you can add further employees by clicking the **Add New Employee** button. You are able to provide Extranet access and set as Extranet Administrator if required.

# Company: Grant Extranet and reporting access (administrators only)

The screenshot displays the 'EDIT EMPLOYEE' modal form in the Premier Guarantee system. The form is titled 'EDIT EMPLOYEE' and contains the following sections:

- Edit employee details:** Fields for Title (Ms), First Name (Joe), and Surname (Bloggs).
- Email:** joe@test.com
- Office Phone Number:** Country code (United Kingdom) and Contact telephone number (01213456634).
- Mobile Phone Number:** Country code (United Kingdom) and Mobile (Mobile).
- Office(s) Associated to:** Test Office2
- Extranet Access:** A section with three questions and 'Yes/No' buttons:
  - Do they require extranet access? (Yes/No)
  - Will they be an extranet administrator? (Yes/No)
  - Will they have reporting access? (Yes/No)
- Buttons:** SAVE and CANCEL.

The background shows the main application interface with a sidebar on the left containing navigation options: HOME, QUOTES, SITES, REPORTING, COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area displays a list of employees for 'Test Office2', including 'Mr Test Employee 1' and 'Ms Joe Bloggs'. The 'COMPANY' menu item is highlighted in the sidebar.

Extranet Administrators can give employees Extranet access by clicking the **Grant Access** button. We recommend that a company has more than one Extranet Administrator. This is shown under the **Extranet Status** column.

# Company: Edit/remove Extranet access (administrators only)

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

TEST COMPANY | REG NO: NOT KNOWN | OFFICES: 2 | EMPLOYEES: 5

ADD NEW OFFICE

Test Office2 Office 2, LL18 5UJ Employees: 2

Test Office2 Office 2 Test LL18 5UJ EDIT OFFICE

Employees ADD NEW EMPLOYEE

Search

Name	Email Address	Telephone	Mobile	Extranet Status	Actions
Mr Test Employee 1	crisp-dev-q1@ext-crisp.co.uk	01214532212	08976654322	Administrator	EDIT
Ms Joe Bloggs	joe@test.com	01213456634		GRANT ACCESS	Click to edit the contact information for this employee or the office they are associated to

Showing 1 - 2 of 2 entries

Test Office 1 Office 1, LE3 3RT Employees: 3

PRIVACY POLICY TERMS OF USE

Extranet Administrators can withdraw employee Extranet access by clicking the **Edit** button.

# Company: Edit/remove Extranet/reporting access (administrators only)

premier guarantee

Hello Test, need help? Get in touch

TEST\_COMPANY | R

Office

Office

EMPLOYEES

Search: \_\_\_\_\_

Name
Mr Test Test
Miss Test Tester

Showing 1 to 2 of 2 entries

Previous 1 Next

EDIT EMPLOYEE

EDIT EMPLOYEE DETAILS

Title	First Name	Last Name
Miss	Test	Tester

Email  
Test@gmail.com

Mobile Phone Number

Country	Mobile
United Kingdom	07123456788

Office Phone Number

Country	Telephone
United Kingdom	

Office(s) Associated to  
Office

EXTRANET ACCESS

Do they require extranet access?

Yes  No

SAVE CANCEL

GET A QUOTE GET A CERTIFICATE TT

ADD NEW OFFICE

ADD NEW EMPLOYEE

Extranet Status	Action
Administrator	EDIT
Administrator	EDIT

Change Extranet Access to **No** and click **Save** to withdraw access.

# Customer Support

# 06.

# Extranet Training

PREMIER GUARANTEE

Hello Test, need help? Get in touch 0800 107 8446

GET A QUOTE GET A CERTIFICATE TE PG SUPPORT ONLINE

HOME

QUOTES

SITES

REPORTING

COMPANY

TRAINING GUIDE

MARKETING MATERIAL

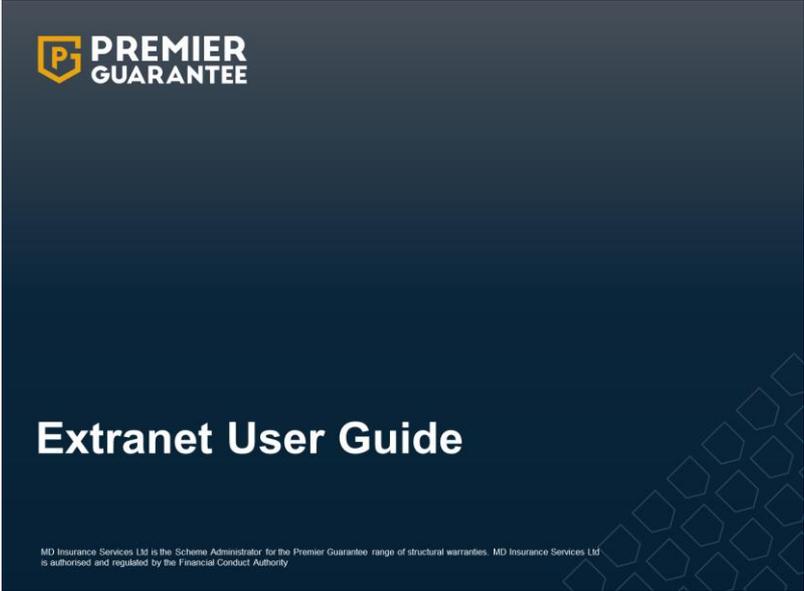
CONTACT US

PRIVACY POLICY

TERMS OF USE

## Training Guide

Click [here](#) to access our Extranet training support materials.



The image shows the cover of the 'Extranet User Guide'. It features the Premier Guarantee logo at the top left. The title 'Extranet User Guide' is prominently displayed in the center. At the bottom, there is a small line of text: 'MD Insurance Services Ltd is the Scheme Administrator for the Premier Guarantee range of structural warranties. MD Insurance Services Ltd is authorised and regulated by the Financial Conduct Authority.'

Additional Extranet training support materials are available via the **Training Guide** tab on the left hand side or contact your Account Manager or Customer Experience Specialist to arrange further training.

# Marketing material

The screenshot shows the Premier Guarantee website's navigation menu on the left, with 'MARKETING MATERIAL' highlighted. The main content area is titled 'Marketing Material' and contains a link: 'Click [here](#) to access our marketing material'. The top navigation bar includes the Premier Guarantee logo, a contact number '0800 107 8446', and buttons for 'GET A QUOTE', 'GET A CERTIFICATE', 'TE', and 'PG SUPPORT ONLINE'.

Click **here** to order from a range of marketing materials from the Premier Guarantee website.

# Contact us

- PREMIER GUARANTEE
- HOME
- QUOTES
- SITES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL
- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

Hello Test, need help? Get in touch 0800 107 8446

- GET A QUOTE
- GET A CERTIFICATE
- TE
- PG SUPPORT ONLINE

## Contact

Name  
Test Employee 1

Email Address  
crisp-dev-q1@ext-crisp.co.uk

Message  
The Message Field is required.

SEND

If you have any questions that relates to the Extranet, please contact us using the form provided.





**PREMIER  
GUARANTEE**

**Thank You**

To arrange training call **0151 650 4343**