



Extranet User Guide

Extranet User Guide: Contents

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Getting Started

01.

Extranet benefits and features

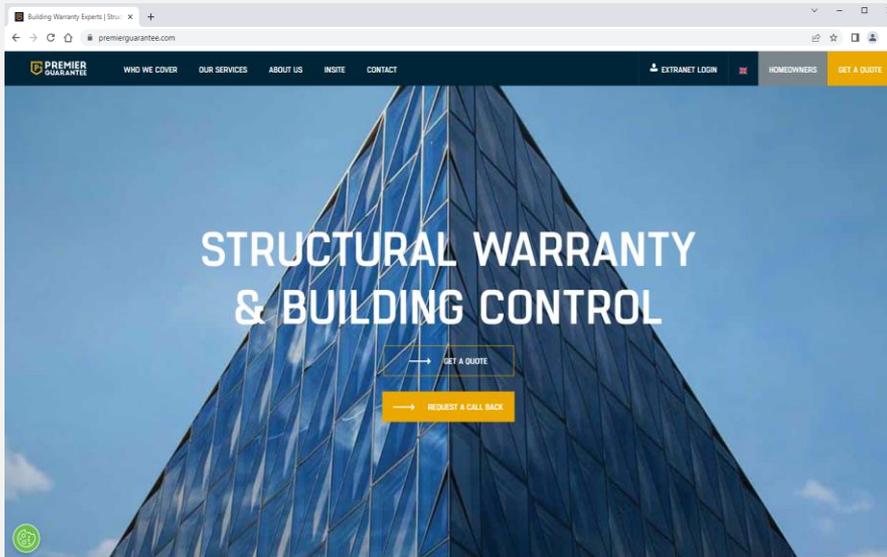
- **Streamlined Quoting:** Utilise our intuitive online quote application form, which allows you to save progress and efficiently complete submissions.
- **Seamless Documentation:** Easily download and upload Plot Matrix files and enjoy faster quote turnaround times to accelerate your workflow.
- **Certificate Issuance:** Issue your own certificates when available, providing greater control and flexibility.
- **Risk Management:** Proactively manage risks and defects on a plot-by-plot basis, enabling targeted mitigation and response strategies.
- **Plot Details Management:** Input and track plot addresses and final sale prices, ensuring accurate and up-to-date records.
- **Action Management:** View, search, and respond to actions that may block Certificates of Insurance from being issued, with a focus on prompt resolution.
- **Plot Summary:** Access a comprehensive plot-level summary of outstanding actions and issued documents, facilitating informed decision-making.
- **Inspection Planning:** Review your inspection plan to understand our requirements and ensure a smooth inspection process.
- **Action Response and Tracking:** Respond to actions, upload required documentation, and monitor progress, all within a centralised platform.
- **Account and Payment Management:** View outstanding registration and payment information, update office and employee details.
- **Extranet Accessibility:** Easily view, add, or update individual office or employee details, and grant Extranet access to authorised users.
- **Document Repository:** Access technical documents submitted to us and policy-related information issued to you, all in one convenient location.
- **SPV Management:** View and manage sites related to multiple Special Purpose Vehicles (SPV) under a single Extranet account, streamlining operations.
- **Payment Oversight:** Stay on top of outstanding payment information to avoid unexpected 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

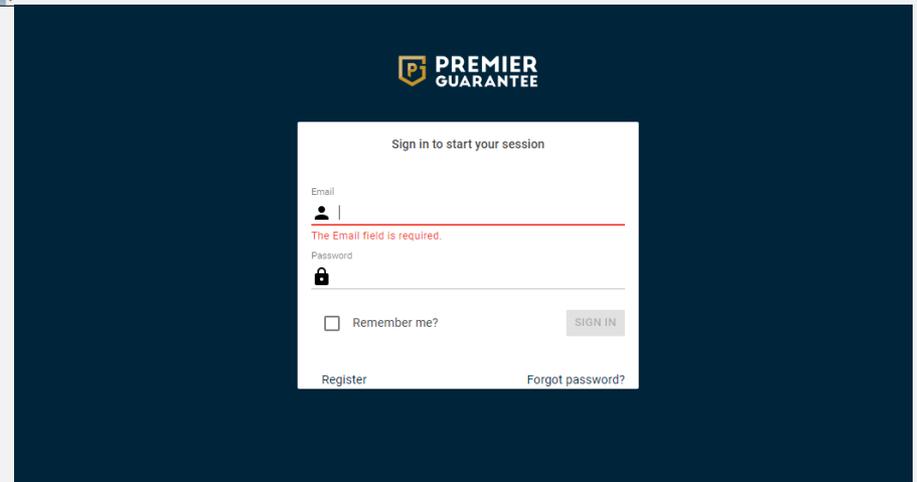
Alternatively, save the following URL into your internet browser favourites list:

<https://www.premierguarantee.com/extranet-pg/>

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 Josephine, need help? Get in touch 0800 107 8446

GET A QUOTE

GET A CERTIFICATE

JB

PG SUPPORT ONLINE

YOUR SITES 1

Search

Reference	Site address	Plots	Plots nearly complete
PL-PG-10025840	Test Site, CH41 1AU	22	21

Showing 1 - 1 of 1 entries

INCOMPLETE APPLICATIONS (1) >

ORDERS WITH PLOTS NEARLY COMPLETE >

MANAGE COMPANY DETAILS >

Registration status ✕

Status Not Approved

Expiry Date 25/03/2026

Fees Due £1,200.00

YOUR QUOTES AND APPLICATIONS 2

Search

Reference	Site address	Plots	Status
PL-PG-10027856/1	Test, Another Test Site, Test, CH41 1AU	2	Application Pending
PL-PG-10027857/1	Test Site 2, Another Test Site, Test, CH41 1AU	2	Incomplete

Showing 1 - 2 of 2 entries

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

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



Hello **Josephine**, need help? Get in touch **0800 107 8446**

[GET A QUOTE](#) [GET A CERTIFICATE](#) [JB](#) [PG SUPPORT ONLINE](#)

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

YOUR SITES 1

Search

Reference	Site address	Plots	Plots nearly complete
PL-PG-10025840	Test Site, CH41 1AU	22	21

Showing 1 - 1 of 1 entries

YOUR QUOTES AND APPLICATIONS 2

Search

Reference	Site address	Plots	Status
PL-PG-10027856/1	Test, Another Test Site, Test, CH41 1AU	2	Application Pending
PL-PG-10027857/1	Test Site 2, Another Test Site, Test, CH41 1AU	2	Incomplete

Showing 1 - 2 of 2 entries

[INCOMPLETE APPLICATIONS \(1\) >](#)

[ORDERS WITH PLOTS NEARLY COMPLETE >](#)

[MANAGE COMPANY DETAILS >](#)

Registration

Status

Expiry Date

Fees Due

JB

Josephine Bloggs
Test Homes Limited

Change password

[LOGOUT](#)



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

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 can choose which you want to view from the drop-down list. If this has not been enabled, please email 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 **Josephine**, need help? Get in touch **0800 107 8446**

[GET A QUOTE](#) [GET A CERTIFICATE](#) [JB](#) [PG SUPPORT ONLINE](#)

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

YOUR SITES 1

Search

Reference	Site address	Plots	Plots nearly complete
PL-PG-10025840	Test Site, CH41 1AU	22	21

Showing 1 - 1 of 1 entries

YOUR QUOTES AND APPLICATIONS 2

Search

Reference	Site address	Plots	Status
PL-PG-10027856/1	Test, Another Test Site, Test, CH41 1AU	2	Application Pending
PL-PG-10027857/1	Test Site 2, Another Test Site, Test, CH41 1AU	2	Incomplete

Showing 1 - 2 of 2 entries

[INCOMPLETE APPLICATIONS \(1\) >](#)

[ORDERS WITH PLOTS NEARLY COMPLETE >](#)

[MANAGE COMPANY DETAILS >](#)

Registration

Status

Expiry Date

Fees Due

JB **Josephine Bloggs**
Test Homes Limited

- Test Company
- Company_NorthWest
- Company_Midlands

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

The screenshot shows the Premier Guarantee website interface. At the top, there is a navigation bar with the Premier Guarantee logo, a user greeting 'Hello Josephine, need help? Get in touch 0800 107 8446', and buttons for 'GET A QUOTE', 'GET A CERTIFICATE', and 'SUPPORT ONLINE'. A dark sidebar on the left contains navigation links: HOME, QUOTES, SITES, REPORTING, COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, PRIVACY POLICY, and TERMS OF USE.

A modal window titled 'REQUEST CERTIFICATE' is open, containing two buttons: 'CERTIFICATE OF INSURANCE' and 'PLOT INITIAL CERTIFICATE'. The background is dimmed to show the main content area.

The main content area is divided into two sections: 'YOUR SITES' and 'YOUR QUOTES AND APPLICATIONS'. Both sections include a search bar and a table of data.

YOUR SITES

Reference	Site address	Plots	Plots nearly complete
PL-PG-10025840	Test Site, CH41 1AU	22	21

Showing 1 - 1 of 1 entries

YOUR QUOTES AND APPLICATIONS

Reference	Site address	Plots	Status
PL-PG-10027856/1	Test, Another Test Site, Test, CH41 1AU	2	Application Pending
PL-PG-10027857/1	Test Site 2, Another Test Site, Test, CH41 1AU	2	Incomplete

Showing 1 - 2 of 2 entries

On the right side, there are several informational boxes: 'INCOMPLETE APPLICATIONS (1)', 'ORDERS WITH PLOTS NEARLY COMPLETE', 'MANAGE COMPANY DETAILS', and a 'Registration status' box showing 'Status: Not Approved', 'Expiry Date: 25/03/2026', and 'Fees Due: £1,200.00'. Below these is a large 'InSite' resource hub banner and a 'MARKETING MATERIALS' section.

At the bottom of the page, there is a small disclaimer: '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.'

You can use the **Get A Certificate** link on the top bar to filter your Sites and Plots to see if a **Plot Initial Certificate** or **Certificate of Insurance (COI)** can be issued or if there are any **Actions** outstanding which would stop this. Click the relevant option for the type of certificate you require.

Home: Get a certificate

The screenshot shows the Premier Guarantee website interface. A modal window titled "REQUEST CERTIFICATE OF INSURANCE" is open, displaying a search results table for sites. The table has columns for Reference, Address, and Plots. One entry is visible: PL-PG-10025840, Test Site, Test Street, Birkenhead, CH41 1AU, 22. Below the table, it says "Showing 1 - 1 of 1 entries" and includes a "PREVIOUS" button.

The background shows the "YOUR SITES" section with a search bar and a table of sites. The table has columns for Reference, Site address, Plots, and Status. Two entries are visible:

Reference	Site address	Plots	Status
PL-PG-10025840	Test Site, CH41 1AU	22	
PL-PG-10027856/1	Test, Another Test Site, Test, CH41 1AU	2	Application Pending
PL-PG-10027857/1	Test Site 2, Another Test Site, Test, CH41 1AU	2	Incomplete

Below the table, it says "Showing 1 - 2 of 2 entries" and includes a "1" button.

The website header includes navigation links: GET A QUOTE, GET A CERTIFICATE, and SUPPORT ONLINE. The footer contains the Premier Guarantee logo and contact information.

You need to select the relevant **Site** from the list by clicking on the reference number.

Home: Get a certificate

REQUEST CERTIFICATE OF INSURANCE - PL-PG-10025840

AVAILABLE PLOTS

Search [SELECT ALL PLOTS](#)

Plot Reference	Plot name	Plot address	Date certificate issued	
PL-PG-10025840-1	400	1 Test House	26/03/2025	Not applicable
PL-PG-10025840-3	402	3 Test House		ADD >
PL-PG-10025840-4	403	4 Test House		ADD >
PL-PG-10025840-5	404	5 Test House		ADD >
PL-PG-10025840-6	405	6 Test House		ADD >
PL-PG-10025840-7	406	7 Test House		ADD >
PL-PG-10025840-8	407	8 Test House		ADD >
PL-PG-10025840-9	408	9 Test House		ADD >

SELECTED PLOTS

Search [REMOVE ALL PLOTS](#)

	Plot Reference	Plot name	Plot address
< REMOVE	PL-PG-10025840-2	401	2 Test House

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: Filter orders with Plots nearly complete

The screenshot displays the Premier Guarantee website interface. A dark blue modal window titled "ORDERS WITH PLOTS NEARLY COMPLETE" is open, showing a search and filter interface for sites. The modal contains a search bar, a dropdown for "Entries per page" set to 10, and a table with the following data:

Reference	Site Address	Plots	Plots Nearly Complete
PL-PG-10025840	Test Site, CH41 1AU	22	21

Below the table, it indicates "Showing 1 - 1 of 1 entries". The background shows the main website navigation menu on the left, including "HOME", "QUOTES", "SITES", "REPORTING", "COMPANY", "TRAINING GUIDE", "MARKETING MATERIAL", and "CONTACT US". On the right, there is a "PG SUPPORT ONLINE" button and a registration status summary showing "Not Approved" with an expiry date of 25/03/2026 and fees due of £1,200.00. A banner for "InSite" is also visible.

At the bottom of the page, there is a footer with the following text: "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".

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

Get a Quote – quotation application

02.

Get a quote: Site details

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 i

Select **Get a Quote** at the top of the screen to open the quote application form. You can save the form at any time and return to it later however, you will be unable to submit your application without all the mandatory information supplied. Please note that this will not provide an instant quotation as subject to underwriter review. A formal quotation will be emailed to you and viewable on the Extranet when issued.

Get a quote: Site details

PREMIER GUARANTEE

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

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 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

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:

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- 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 **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 can 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



Open

This PC > Downloads

Organize New folder

Name	Date modified	Type	Size
Plot_Matrix - EXTRANET TRAINING	07/02/2024 10:18	Microsoft Excel W...	117 KB

File name:

All Files

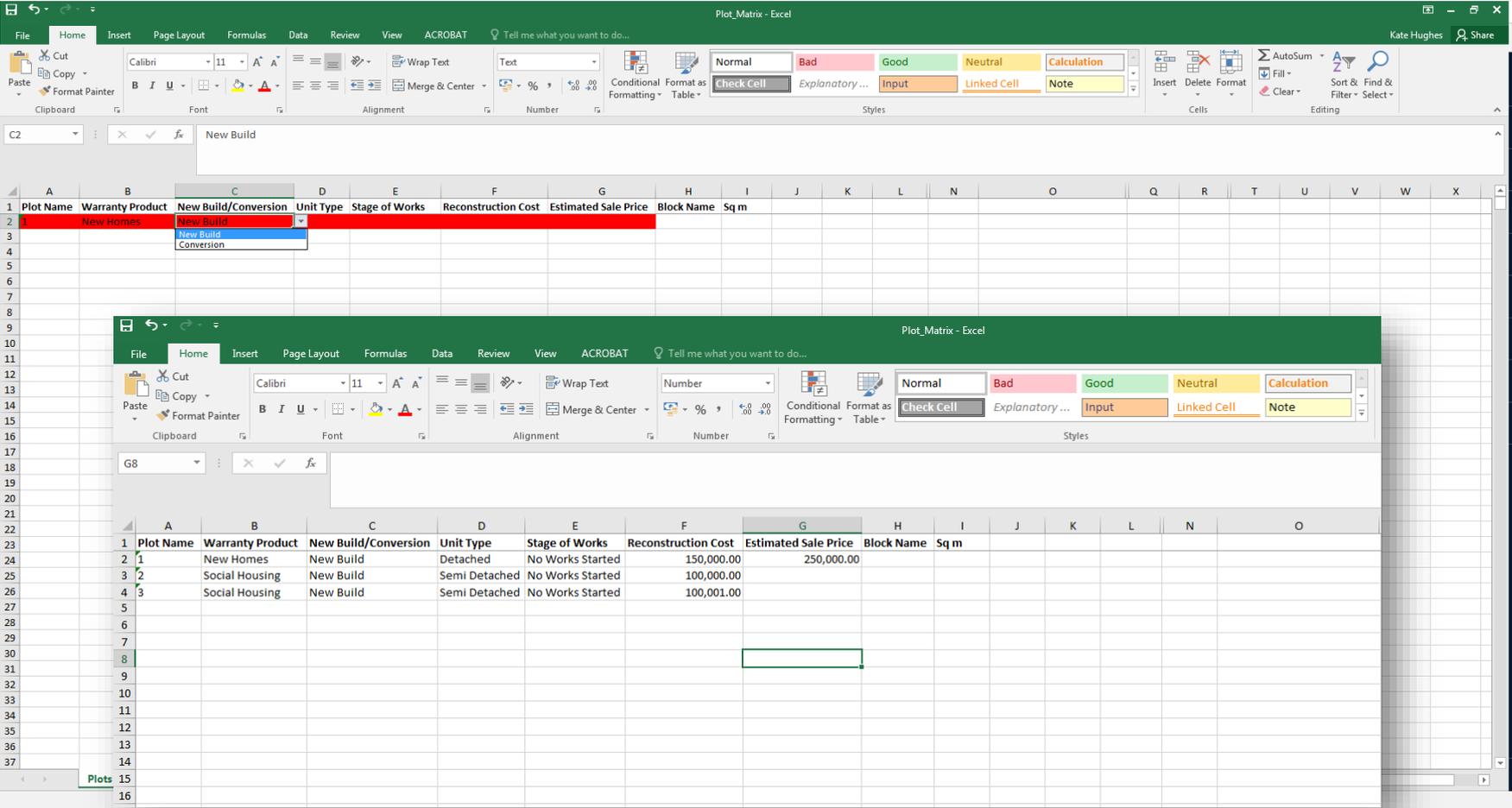
Open Cancel

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

Get a quote: Plot matrix



After downloading and saving the **Plot Matrix**, please fill in the required information using the dropdown boxes, ensuring that block name cells are completed for apartment units and square metre cells are filled in for all plots.

Get a quote: Upload

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

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

TE

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?

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 <input type="text"/>	No <input type="text"/>	All new build plots <input type="text"/>	Yes <input type="text"/>
Social Housing	1 <input type="text"/>	No <input type="text"/>	All new build plots <input type="text"/>	Yes <input type="text"/>
Private Rental	0 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commercial	0 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Completed Housing	0 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[GENERATE PLOTS >](#)

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

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

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?

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 can 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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GET A QUOTE GET A CERTIFICATE TE

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

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

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	EDIT
✓	Site Report Recipient	Test Company	Mr Test Employee 1	EDIT
✓	Warranty Document Recipient	Test Company	Mr Test Employee 1	EDIT
SET TO ME	Developer		N/A	EDIT
SET TO ME	Builder		N/A	EDIT
	Building Control Provider		N/A	EDIT

All roles must be set

These are the companies and contacts who will have a role on your site. You must allocate a contact to each role 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. On the left is a dark navigation menu with links: HOME, QUOTES, SITES, REPORTING, COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, and PRIVACY POLICY. The main content area shows a 'Quote application' form. At the top right, there are buttons for 'GET A QUOTE' and 'GET A CERTIFICATE'. The form progress is indicated by 'STEP 1: SITE DETAILS' and 'STEP 5: DECLARATION DETAILS'. A 'ROLES' section is visible, with a table of external roles. A dialog box titled 'EDIT INVOICE RECIPIENT' is open in the center. It has a close button (X) in the top right. The dialog contains the following fields and options:

- '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'.
- 'Country code' dropdown set to 'United Kingdom'.
- 'Telephone' field with error: 'Telephone or mobile number required'.
- 'Country code' dropdown set to 'United Kingdom'.
- 'Mobile' field with error: 'Telephone or mobile number required'.
- 'Email' field with error: 'The Email field is required.'.
- 'Office' dropdown with error: 'Please select an office.'.
- 'CANCEL' and 'OK' buttons at the bottom.

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

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Quote application

STEP 1: SITE DETAILS ✓

STEP 5: DECLARATION DETAILS ✎

GET A QUOTE GET A CERTIFICATE TE

EDIT BUILDER ✕

Set to me / my company Yes No

Company name
xxx

- Xxx Ltd
- Xxx Ltd
- Quandon Apps Ltd
- Xxx Automotive Ltd
- Xxx Auto Parts Ltd
- Xxx Building Ltd
- Xxx Bunn Ltd

External roles to

Set to me

OK

ADD ROLE ✎

Role	Company	Employee	Action
Site Report Recipient	Test Company	Mr Test Employee 1	EDIT ✎
Warranty Document Recipient	Test Company	Mr Test Employee 1	EDIT ✎
Developer	Test Company	N/A	EDIT ✎
Builder	Test Company	N/A	EDIT ✎
Building Control Provider	Wirral Council	N/A	EDIT ✎

SAVE < PREVIOUS 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

STEP 1: SITE DETAILS ✓

ROLES

Please complete the table with the correct role option and this will automatically populate the roles to the application.

External roles

Set to

STEP 5: DECLARATION DETAILS ✎

GET A QUOTE GET A CERTIFICATE TE

EDIT DEVELOPER

ENTER COMPANY DETAILS

Company name
Test

Year established

CHANGE COMPANY

Legal form type
You must enter a value

CORRESPONDENCE ADDRESS

Postcode lookup

Address line one
You must enter a value

Address line two

Address line three

CANCEL OK

ADD ROLE ✎

EDIT ✎

SAVE < PREVIOUS NEXT >

Check that the company information detailed is correct (if already listed) or complete the dialogue box and click **OK** to save. The role will then be populated with the company name provided.

Get a quote: Add a new developer or builder

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GET A QUOTE

GET A CERTIFICATE

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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?

Yes

No

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

06650586

SAVE 

< PREVIOUS

NEXT >

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

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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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GET A QUOTE GET A CERTIFICATE

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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?

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

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

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

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

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.

SUBMIT SAVE < PREVIOUS

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

Get a quote: Declaration

Quote application



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

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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GET A QUOTE GET A CERTIFICATE

TE

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 BEHI59671 Premier Inn.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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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

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

Once all the information required is complete, you will be able to click the **Submit** button. Please note that this will not provide an instant quotation as subject to underwriter review. This will submit the application, and you will receive the formal quotation document bundle and terms and conditions via email once it has been formally underwritten.

Get a quote: Application pending

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

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

YOUR SITES 1

INCOMPLETE APPLICATIONS (0) >

Registration status ✕

Status N/A

Expiry Date N/A

Fees Due £0

ORDERS WITH PLOTS NEARLY COMPLETE >

Reference Site address Plots Plots nearly complete

PL-PG-10025840 Test site, CH

Showing 1 - 1 of 1 entries

YOUR QUOTES AND APPLICATIONS

Search

Reference Site address

PL-PG-10027803/1 Test, Test,

Showing 1 - 1 of 1 entries

YOUR QUOTES 0 INCOMPLETE APPLICATIONS 0 **APPLICATIONS PENDING 1**

Applications pending

Entries per page 10

PL-PG-10027803/1 Test, CH41 1AU 1 plot APPLICATION SUBMITTED: 06-05-2025

Showing 1 - 1 of 1 entries

Click to view fully completed warranty applications which have been submitted to us and are currently being underwritten

Search

PRIVACY POLICY

TERMS OF USE

crisp-exnet-pg-q2-midisdev.local/contactus

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

Get a quote: Incomplete applications

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

GET A QUOTE

GET A CERTIFICATE

JB

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YOUR QUOTES 0

INCOMPLETE APPLICATIONS 1

APPLICATIONS PENDING 1

Incomplete applications

Entries per page
10

Search

PL-PG-10027857/1	Test Site 2, CH41 1AU	2 plots	DELETE APPLICATION	COMPLETE APPLICATION
------------------	-----------------------	---------	--------------------	----------------------

Showing 1 - 1 of 1 entries

< 1 >

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

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YOUR QUOTES 1

INCOMPLETE APPLICATIONS 1

APPLICATIONS PENDING 2

Your quotes 1

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

< 1 >

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

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

YOUR QUOTES 1

Your quotes

Entries per page 10

PL-PG-10024967/1

Miss Holly Fowler 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	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

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

Miss Holly Fowler ger
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	Date
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
Total:	£7,484.88

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

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

Sites

03.

Sites: Summary of sites registered



Hello **Josephine**, need help? Get in touch 0800 107 8446

[GET A QUOTE](#) [GET A CERTIFICATE](#) JB [PG SUPPORT ONLINE](#)

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YOUR SITES

1

Entries per page: 10 Search

Reference	Site address	Plots	Plots near completion
PL-PG-10025840	Test Site, CH41 1AU	22	21

Showing 1 - 1 of 1 entries

[GET A CERTIFICATE](#)

Sites is a list of all the open sites registered with Premier Guarantee since 1st January 2016. This shows the number of **Plots** registered and those **Near Completion** e.g. **Plots** we have noted at roof stage of works or beyond. Click the reference number to open the record. This shows the number of **Plots** registered on the order and how many of these **Plots** are nearly complete. There is also a Get a Certificate shortcut (see page 40).

Sites: Overview

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

GET A QUOTE

GET A CERTIFICATE

SC

OVERVIEW OF SITE FOR PL-PG-10025840

GET A CERTIFICATE

UPDATE PLOT DETAILS

PL-PG-10025840

Test site
Test Street
Birkenhead
CH41 1AU

Sales Account Manager

Mr Test Sales
07373737373

Risk Management Surveyor

Mr Test RMSurveyor
07272727272

Customer Service Account Handler

Ms Test CustomerServices
01516500000

1 Block 22 Units 25 Total plots 1 Certificate of Insurance issued

Search Block/Plot Name

Name	Address	Stage of works	
Block A		No Works Started	
422	Flat 1, Birkenhead, CH41 1AU	No Works Started	
423	Flat 2, Birkenhead, CH41 1AU	No Works Started	
424	Flat 3, Birkenhead, CH41 1AU	No Works Started	
Housing / Commercial Units			
400	1 Test Street, Birkenhead, CH41 1AU	Pre-Handover	2
401	2 Test Street, Birkenhead, CH41 1AU	Pre-Handover	2
402	3 Test Street, Birkenhead, CH41 1AU	Pre-Handover	2
403	4 Test Street, Birkenhead, CH41 1AU	Pre-Handover	2
404	5 Test Street, Birkenhead, CH41 1AU	Pre-Handover	2
405	6 Test Street, Birkenhead, CH41 1AU	Pre-Handover	2

- Plots/Blocks In Progress
- Plots Nearing Completion
- Plots/Blocks With Outstanding Items
- Plots/Blocks With Overdue Items
- Plots/Blocks Not Yet Started
- All Plots/Blocks

Overview shows any **Blocks**, the **Plots** within the **Block**, and individual **Units**. **Stage of Works** relates to the build stage we have recorded for each **Block**, **Plot** or **Unit**, and **Outstanding Items** are the number of actions required. Use the **magnifying glass** icon to search for a **Block**, **Plot** or **Unit** or the arrow drop down next to **All Plots/Blocks** to filter your view e.g. show **Plots/Blocks With Outstanding Items** only. Click a **Plot** or **Unit** number for further details.

Sites: Overview / plot or block level outstanding information

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GET A QUOTE

GET A CERTIFICATE

SC

400 PLOT DETAILS FOR PL-PG-10025840

GET A CERTIFICATE

UPDATE PLOT DETAILS

PL-PG-10025840

TEST SITE
TEST STREET
BIRKENHEAD
CH41 1AU

400
PL-PG-10025840-1
1 Test Street, CH41 1AU

Unit type
Detached

Products
New Homes

Stage of Works
Pre-Handover

Plot Initial Certificate
Not yet issued

Certificate of Insurance
Not yet issued

OUTSTANDING INFORMATION (3)

PLOT DETAILS

DOCUMENTS (2)

INSPECTIONS

All open items

Type	Id	Details	Applies To	Photos	Respond to Action
Design Document	DD1.1.1	Phase 1 (Desk Study) and Phase 2 (Intrusive) interpretative geo-technical site investigation ...	Site	N/A	RESPOND <input checked="" type="checkbox"/>

OUTSTANDING INFORMATION (4)

BLOCK DETAILS

BLOCK ELEMENTS

INSPECTIONS

All open items

Showing 1 - 3 of 3 entries

Type	Id	Details	Applies To	Photos	Respond to Action
Design Document	DD1.1.1	Phase 1 (Desk Study) and Phase 2 (Intrusive) interpretative geo-technical site investigation ...	Site	N/A	RESPOND <input checked="" type="checkbox"/>
Design Document	DD1.1.2	A Contamination Assessment Report, along with the Remediation Strategy Report/Method ...	Site	N/A	RESPOND <input checked="" type="checkbox"/>
Admin Action		Issuance of Warranty Technical Sign Off (Certificate of Approval)	420 - 427		RESPOND <input checked="" type="checkbox"/>
Admin Action		Receipt of a Confirmed Sale Price is required	420, 422 - 427		UPDATE DETAILS <input type="checkbox"/>

Showing 1 - 4 of 4 entries

< 1 >

Clicking on a **Plot or Block** displays all information and outstanding actions relative to that **Plot or Block**. **Type** refers to the outstanding action type e.g. design document, defect, admin action etc. Use the tabs highlighted above to navigate. **Outstanding Information** shows any information that we require before the **Plot** can be signed off as complete or **Certificate of Insurance** issued. Refer to page 51 for details on how to **Respond** to a request for information.

Sites: Overview / plot details

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

GET A QUOTE

GET A CERTIFICATE

TE

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400 PLOT DETAILS FOR PL-PG-10025840

GET A CERTIFICATE

UPDATE PLOT DETAILS

PL-PG-10025840

TEST SITE
TEST STREET
BIRKENHEAD
CH41 1AU

400
PL-PG-10025840-1
1 Test Street, CH41 1AU

Unit type
Detached

Products
New Homes

Stage of Works
Pre-Handover

Plot Initial Certificate
Not yet issued

Certificate of Insurance
Not yet issued

OUTSTANDING INFORMATION (2)

PLOT DETAILS

DOCUMENTS (2)

INSPECTIONS

Substructure details

Foundation type	Ground Improvements?	Basement?	Ground Floor Type	Foul Drainage?	Surface Drainage?
Not Yet Known	No	No	Suspended Slab	To Mains Sewer	Not Yet Known

Superstructure details

Podium / Transfer Deck Type	Loadbearing Superstructure type
No	Timber Frame - Stick

Large (>3m) Opening Requiring Engineering Input?	Are there Stacked Windows?
Not Yet Known	Not Yet Known

Roof details

Roof type	Pitched roofs	Roofing Waterproofing Material type
Pitched	Not Yet Known	Tiles

Service details

Heating type	Connection to an existing or new district heating network?
Combi Boiler	Not Yet Known

OUTSTANDING INFORMATION (4)

BLOCK DETAILS

BLOCK ELEMENTS

INSPECTIONS

Substructure details

Foundation type	Ground Improvements?	Basement?	Ground Floor Type	Foul Drainage?	Surface Drainage?
Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

Superstructure details

Podium / Transfer Deck Type	Loadbearing Superstructure type	Wall type / Cladding types	Oak Part of External/Internal Structure?	Upper Floor Support	Windows & Doors types	Stair types Applicable
Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

Large (>3m) Opening Requiring Engineering Input?	Are there Stacked Windows?	Balconies Proposed?
Not Yet Known	Not Yet Known	Not Yet Known

Roof details

Roof type	Roofing Waterproofing Material type	Parapets Proposed?	Roof Terrace Proposed?	Ventilation
Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

Service details

Heating type	Connection to an existing or new district heating network?	Are solar photovoltaics to be installed on any of the buildings as part of the waterproofing envelope?
Not Yet Known	Not Yet Known	Not Yet Known

Plot or Block Details tab (dependent on whether a **Plot** or **Block** view) displays all the construction related information we hold, or are awaiting submission, for that **Plot** or **Block**. It is important that you review this information carefully and if anything is incorrect or has changed, you must notify you Risk Management Surveyor (RMS) as soon as possible as this may change the associated risk, technical requirements and set inspection regime.

Sites: Overview / documents

PREMIER GUARANTEE

- HOME
- QUOTES
- SITES
 - PL-PG-10025840
 - OVERVIEW**
 - INSPECTION PLAN
 - DESIGN DOCUMENTS
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 - KEY DOCUMENTS
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 - TRAINING GUIDE
 - MARKETING MATERIAL

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400 PLOT DETAILS FOR PL-PG-10025840

GET A CERTIFICATE

UPDATE PLOT DETAILS

PL-PG-10025840

TEST SITE
TEST STREET
BIRKENHEAD
CH41 1AU

400
PL-PG-10025840-1
1 Test Street, CH41 1AU

Unit type
Detached

Products
New Homes

Stage of Works
Pre-Handover

Plot Initial Certificate
Not yet issued

Certificate of Insurance
Not yet issued

OUTSTANDING INFORMATION (2)

PLOT DETAILS

DOCUMENTS (2)

INSPECTIONS

POLICY DOCUMENT
NEW HOMES
VERSION 15

PREMIER GUARANTEE

PG New Homes Policy v15.pdf

PG New Homes Policy v15 IPID.pdf

The **Documents** tab shows all the documentation that has been issued by Premier Guarantee in relation to a **Plot** e.g. Policy wording, Certificate of Insurance etc. Please ensure that copies of the Policy, IPID and Certificate of Insurance are provided to the purchaser as part of the completion of sale.

Sites: Overview / block elements

PREMIER GUARANTEE

HOME

QUOTES

SITES

PL-PG-10025840

OVERVIEW

INSPECTION PLAN

DESIGN DOCUMENTS

RISKS

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OVERVIEW OF SITE FOR PL-PG-10025840

GET A CERTIFICATE

UPDATE PLOT DETAILS

PL-PG-10025840

Block A

Estimated start date
01/04/2025

Estimated end date
31/05/2028

TEST SITE
TEST STREET
BIRKENHEAD
CH41 1AU

Stage of works
No Works Started

Build order
1

OUTSTANDING INFORMATION (4)

BLOCK DETAILS

BLOCK ELEMENTS

INSPECTIONS

- Block A
 - 2nd Floor (1 plots)
 - 422
 - 1st Floor (1 plots)
 - 423
 - Ground Floor (1 plots)
 - 424

Type	Name	Details
Roof	Main Roof Block A	Above 2nd Floor
Elevation	East	Ground Floor - Main Roof Block A
Elevation	South	Ground Floor - Main Roof Block A
Elevation	West	Ground Floor - Main Roof Block A
Elevation	North	Ground Floor - Main Roof Block A
Core	Main Core	Ground Floor - 2nd Floor

If viewing a **Block**, this will show the **Block Elements** tab and a summary of the roofs, elevations and cores for each **Block**. Expand the **Block** name by clicking the arrow, to display the number of **Plots** on each floor within each **Block** based on the technical information you have provided to us. If any of this information is incorrect, please speak to your Risk Management Surveyor (RMS) to update, as this may impact the inspection schedule.

Sites: Overview / inspections

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400 PLOT DETAILS FOR PL-PG-10025840

GET A CERTIFICATE

UPDATE PLOT DETAILS

PL-PG-10025840

TEST SITE
TEST STREET
BIRKENHEAD
CH41 1AU

400
PL-PG-10025840-1
1 Test Street, CH41 1AU

Unit type
Detached

Products
New Homes

Stage of Works
Pre-Handover

Plot Initial Certificate
Not yet issued

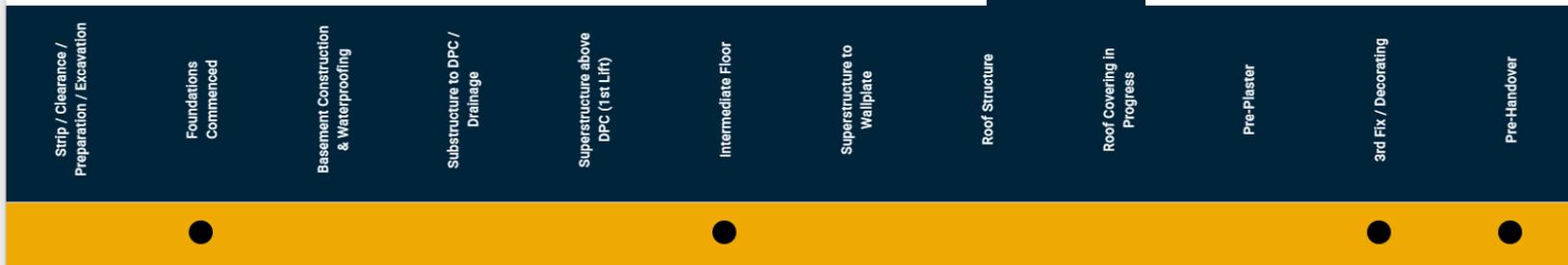
Certificate of Insurance
Not yet issued

OUTSTANDING INFORMATION (2)

PLOT DETAILS

DOCUMENTS (2)

INSPECTIONS



Key: Scheduled Actual

Inspection date/Scheduled stage	Inspection type	Inspection category	Inspection by	Report sent	
14/11/2024	Technical Inspection - Warranty Inspection		Mr Test RMSurveyor	Yes	VIEW REPORT
19/09/2024	Technical Inspection - Warranty Inspection		Mr Test RMSurveyor	Yes	VIEW REPORT
07/08/2024	Technical Inspection - Warranty Inspection		Mr Test RMSurveyor	Yes	VIEW REPORT

The **Inspections** tab shows the date of each inspection completed by the Regional Management Surveyor (RMS). Click the **View Report** button to view or download a copy of the inspection report issued. You will also be able to view the stages at which inspections should take place for each **Plot or Block**. An outlined circle is a scheduled inspection e.g. you should call your RMS to book in a site visit. A solid black circle show the stages inspected.

Sites: Inspection plan

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INSPECTION PLAN FOR PL-PG-10025840

Blocks Units

	Name	Build Order	Enabling Works	Substructure - Excavation	Substructure - Foundations and Below Ground Building Services	Substructure - Basement Construction (inc Lift Pite)	Geotechnical Membranes	Basement Waterproofing	Capping Beam	Ground Floor Slab & DPC / External Drainage	Superstructure Columns	Superstructure Slab	Wall Construction	Window and Door Installation	Balcony Installation	Roof Structure	Roof Waterproofing	Externals Complete	1st Fix	2nd Fix	3rd Fix / Decoration	Lock & Leave	Pre-Handover
▼	Block A	1		<input type="radio"/>						<input type="radio"/>						<input type="radio"/>			<input type="radio"/>				<input type="radio"/>
	422																		<input type="radio"/>				<input type="radio"/>
	423																		<input type="radio"/>				<input type="radio"/>
	424																		<input type="radio"/>				<input type="radio"/>
>	Block B																						<input type="radio"/>

Key: Scheduled Actual

Site Inspection Plan provides an overview of the stages of works each **Block** or **Plot** should be inspected at by our Risk Management Surveyor (RMS). Toggle between **Block** or **Plot** view as highlighted. The plan will be set and visible on the **Extranet** once our RMS has reviewed all technical information received. This will be completed for any new sites registered from 16.06.2025. We may be able to publish for existing sites upon request. Please speak to your RMS for details.



Sites: Inspection plan

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INSPECTION PLAN FOR PL-PG-10025840

Blocks Units

Name	Unit Type	Strip / Clearance / Preparation / Excavation	Foundations Commenced	Basement Construction & Waterproofing	Substructure to DPC / Drainage	Superstructure above DPC (1st Lift)	Intermediate Floor	Superstructure to Wallplate	Roof Structure	Roof Covering in Progress	Pre-Plaster	3rd Fix / Decorating	Pre-Handover
> Build Order - 1													
∨ Build Order - 2													
421	Detached				●	○					●	●	○
∨ Build Order - TBC													
400	Detached		●				●					●	●
401	Semi Detached				●		●					●	●
402	Semi Detached				●		●					●	●
403	Terraced	●	●		●		●					●	●
404	Terraced	●	●		●		●					●	●
405	Terraced	●	●		●		●			●		●	●
406	Terraced	●	●		●		●			●		●	●

Plots and Blocks are grouped by the **Build Order** e.g. **Plots / Units** being built at the same time or **TBC** means we are still awaiting this information. The status of site inspections is represented by circles: solid black show completed inspections, and black outlines signify scheduled inspections that our Risk Management Surveyor should be contacted about to arrange the inspection.



Sites: Design documents

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DESIGN DOCUMENT REGISTERS FOR PL-PG-10025840

Warranty

Search Status: All

Completion date for design document register
Individual housing units Not set

<input checked="" type="checkbox"/> Accepted	14 (87.5%)
<input checked="" type="checkbox"/> Under Review	1 (6.3%)
<input type="checkbox"/> Further Information Required	0 (0%)
<input type="checkbox"/> Outstanding	1 (6.3%)

Design document	Status	Files uploaded	Open design items	Date last reviewed	Files under review
1.0 Ground Investigation					2 outstanding items
1.1 Site Investigation Information					2 outstanding items
1.1.1 Phase 1 (Desk Study) and Phase 2 (Intrusive) interpretative geotechnical site investigation report(s) for entire site.	<input type="checkbox"/> Outstanding				RESPOND <input checked="" type="checkbox"/> →
1.1.2 A Contamination Assessment Report, along with the Remediation Strategy Report/Method Statement is to be provided.	<input checked="" type="checkbox"/> Under Review				RESPOND <input checked="" type="checkbox"/> →
1.2 Geotechnical - Design documents					0 outstanding items
2.0 General Design					0 outstanding items
3.0 Structural Design					0 outstanding items
4.0 Services Design					0 outstanding items
5.0 Below Ground Structures Design					0 outstanding items

Design Documents detail the design-related documents and information requirements that our Risk Management Surveyor (RMS) needs, based on technical information from the quotation stage and risk assessment, and are accessible after RMS review and publication. These are split into technical sections, and you need to ensure you provide the correct document to the relevant request.



Sites: Risks

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RISKS FOR PL-PG-10025840

Q Risk description

High risk	ID	Description	Date raised	Stage to be closed by	Scope	Photos
Warranty						
External Walls						
	R10	Please ensure that where Cavity Socks are Util...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
	R9	Please ensure that Wall Ties are Installed wit... Please ensure that Wall Ties are Installed with a Density of 4.4 m2. Centres must be maximum of 375 x 600mm.	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
	R16	Where flexible DPC materials are to be used a...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
	R7	Please ensure that Cavity Barriers are Installe...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
	R5	Please ensure Render Beads are Mechanicall...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
Ground Conditions						
	R4	Inspection Regime for Site; 1. Foundation Prio...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
	R13	Please ensure the Following is Complete as S...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
Ground Floors						
	R15	Where Door Openings are Formed. Please ens...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
	R8	Please ensure that Level Access Detail is Foll...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
Stairs						
	R6	Please ensure Stair Handrail is Returned to th...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>
Ventilation And Extraction						
	R12	Please Ensure that where Ventilation Runs ex...	13/05/2024	Pre-Handover	421	RESPOND <input checked="" type="checkbox"/>

This details all **Risks** identified for the site. **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. Click each grey box to expand or reduce the view. Hover your cursor over each description for a more detailed explanation. The **ID** 'R' and number relates to the unique number given to each risk. The **Scope** number is the plot number it is applicable to.

Sites: Responding to a risk

The screenshot illustrates the 'Respond to Action Outstanding' process in the Premier Guarantee system. The interface features a dark sidebar on the left with navigation options: HOME, QUOTES, SITES, PL-PG-1002584, OVERVIEW, INSPECTION PLAN, DESIGN DOCUMENTS, RISKS, DEFECTS, ADMIN ACTIONS, COMPLETION DOCUMENTS, ROLES, FINANCES, KEY DOCUMENTS, ACTIVITIES, REPORTING, COMPANY, TRAINING GUIDE, and MARKETING MATERIAL. The main content area shows 'RISKS FOR PL-PG-1002584' with a search bar and a list of risk items. Two pop-up windows are shown: the top one is for 'External Walls' with a selected plot '421' and a text input field for details; the bottom one is for 'External Walls' with a selected plot '421' and a text input field for details, along with a file upload area showing a document named 'test.doc.docx'.

To **Respond** to an identified **Risk**, click the **Respond** button. If your response is applicable to multiple **Plots**, you can tick to select all that apply to the response in one action rather than responding individually. Please type in details of your response and upload any relevant photos or documentation by clicking the orange **Paperclip** icon. This will turn to green when the upload is complete. Click the Submit button to complete the action. Upload limit of 100MB per document.

Sites: Confirmation of response received



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High risk	ID	Description	Date raised	Stage to be closed by	Scope	Photos	
Warranty							
External Walls							
	R10	Please ensure that where Cavity Socks are Uti...	13/05/2024	Pre-Handover	421		PENDING 
	R9	Please ensure that Wall Ties are Installed wit...	13/05/2024	Pre-Handover	421		RESPOND 
	R16	Where flexible DPC materials are to be used a...	13/05/2024	Pre-Handover	421		RESPOND 
	R7	Please ensure that Cavity Barriers are Installe...	13/05/2024	Pre-Handover	421		RESPOND 
	R5	ple		ndover	421		RESPOND 
Ground Conditions							
	R4	Ins		ndover	421		RESPOND 
	R13	ple		ndover	421		RESPOND 
Ground Floors							
	R15	Where Door Openings are Formed. Please ens...	13/05/2024	Pre-Handover	421		RESPOND 
	R8	Please ensure that Level Access Detail is Foll...	13/05/2024	Pre-Handover	421		RESPOND 
Stairs							
	R6	Please ensure Stair Handrail is Returned to th...	13/05/2024	Pre-Handover	421		RESPOND 
Ventilation And Extraction							
	R12	Please Ensure that where Ventilation Runs ex...	13/05/2024	Pre-Handover	421		RESPOND 
	R1	Please ensure that where Ventilation Ducting ...	13/05/2024	Pre-Handover	421		RESPOND 
	R11	Please ensure that where Ventilation Ducting ...	13/05/2024	Pre-Handover	421		RESPOND 

Submitted

Thank you for your response to the outstanding Risk Item from the Extranet.

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

OK

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: Updating a pending response

The screenshot displays the Premier Guarantee user interface. A dark sidebar on the left contains navigation options: HOME, QUOTES, SITES, PL-PG-10025840, OVERVIEW, INSPECTION PLAN, DESIGN DOCUMENTS, RISKS, DEFECTS, ADMIN ACTIONS, COMPLETION DOCUMENTS, ROLES, FINANCES, KEY DOCUMENTS, ACTIVITIES, REPORTING, COMPANY, TRAINING GUIDE, and MARKETING MATERIAL. The main content area shows a table of outstanding actions. A dialog box titled 'RESPOND TO ACTION OUTSTANDING' is open, showing details for plot 421. The dialog box includes a section for 'DETAILS OF ACTION OUTSTANDING - APPLIES TO 421' with a text input field containing 'External Walls'. Below this is a list of responses from 'Josephine Bloggs' dated '08 Apr, 2025 12:02 pm' and '08 Apr, 2025 12:09 pm'. The second response includes the text 'I forgot to add the additional information which is now attached' and 'Relates to: 421', with an attached document 'test.docx'. The dialog box also features a section for selecting plots and block elements to respond to, with plot 421 checked. A red error message states 'Please enter details of action undertaken to close this outstanding item'. Below this is a text input field with a blue border and a note: 'Please Note: You can upload documents below (up to a max of 100MB) to support the closure of this outstanding action.' The dialog box has 'SUBMIT' and 'CANCEL' buttons at the bottom right. The background table shows a list of outstanding actions with 'RESPOND' buttons and status indicators.

You can add additional information to a response while it is **Pending**. Click the **Pending** button to open the dialogue box. This also shows any additional questions raised by Premier Guarantee.

Sites: Defects



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- CONTACT US

DEFECTS FOR PL-PG-10025840

Defect description

ID	Defect description	Resolution notes	Date raised	Due date for closure	Scope	Photos
Warranty						
Drainage						
D15	Connections - Oil or ventilation pipe does not ...	Please provide photographic evidence detailin...	06/05/2025	07/05/2025	421	RESPOND <input checked="" type="checkbox"/>
Internal Walls						
D14	Fire Resistance - Brickwork or blockwork is be...	Please provide photographic evidence detailin...	06/05/2025	03/06/2025	420	PENDING

Defects relate to issues that have been found by our Risk Management Surveyor (RMS) as part of their on-site inspections. Please note that these will need rectifying, and / or a satisfactory response received e.g. photos and / or documents and reviewed and signed off by the RMS before the **Plot** or **Unit** can be signed off.



Sites: Admin actions



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ADMIN ACTIONS

Q Action description

Description	Scope	Photos
Construction works to be completed within 30 months of the Quote Acceptance document being received & accepted unless otherwi...	417 - 421	RESPOND ✓
Issuance of Warranty Technical Sign Off (Certificate of Approval)	417 - 421	RESPOND ✓
Receipt of a Confirmed Sale Price is required Receipt of a Confirmed Sale Price is required	417 - 421	UPDATE DETAILS ✎
Builder has outstanding Registration Fee	Whole Site	RESPOND ✓
Developer has outstanding Registration Fee	Whole Site	RESPOND ✓

Admin Actions relate to any administrative item or action that must be completed by you before a **Certificate of Insurance** can be issued. These items either require a response or data inputting e.g. final confirmed sales prices. The **Description** explains the information required and the **Scope** refers to the relevant **Plots**.

Sites: Admin actions – inputting sales price and address data

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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.

413	14 Test House		Birkenhead	CH41 1AU	UnitedKingdom	£200,000.00
414	15 Test House		Birkenhead	CH41 1AU	UnitedKingdom	£200,000.00
415	16 Test House		Birkenhead	CH41 1AU	UnitedKingdom	£200,000.00
416	17 Test House		Birkenhead	CH41 1AU	UnitedKingdom	£200,000.00
417	18 Test House	<i>Test Street</i>	Birkenhead	CH41 1AU	United Kingdom	<i>£250,000.00</i>
418	19 Test House	<i>Test str</i>	Birkenhead	CH41 1AU	United Kingdom	
419	20 Test House		Birkenhead	CH41 1AU	United Kingdom	
420	21 Test House		Birkenhead	CH41 1AU	United Kingdom	
421	22 Test House		Birkenhead	CH41 1AU	United Kingdom	

PREVIOUS **NEXT** CANCEL

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Photos

- RESPOND ✓
- RESPOND ✓
- UPDATE DETAILS ✎
- RESPOND ✓
- RESPOND ✓

To input data, click on the field you wish to update and type in your response e.g. add in all address details for each plot and / or add in final confirmed sales price. These will appear in green italics so you can see what has been updated. Once you have checked the data inputted, click **Next** to continue.



Sites: Admin actions – inputting sales price and address data

The screenshot displays the Premier Guarantee admin interface. A modal window titled 'UPDATE PLOT DETAILS' is open, showing a 'Confirm Changes' dialog. The dialog contains a table with the following data:

Plot Name	Updates
417	<ul style="list-style-type: none">Address updated from 18 Test House, Birkenhead, CH41 1AU, United Kingdom to 18 Test House, Test Street, Birkenhead, CH41 1AU, United KingdomConfirmed sale price of £250,000.00 added
418	<ul style="list-style-type: none">Address updated from 19 Test House, Birkenhead, CH41 1AU, United Kingdom to 19 Test House, Test str, Birkenhead, CH41 1AU, United Kingdom

Below the table are three buttons: 'PREVIOUS', 'UPDATE', and 'CANCEL'. The background interface shows a sidebar with navigation options like 'HOME', 'QUOTES', 'SITES', and 'ADMIN ACTIONS'. The main content area displays a list of actions with descriptions, plot names, and 'RESPOND' buttons.

When updating a **Plot** address or sales price, You will see a summary of the data input. Please check and click **Update** to submit this information. If you see any data errors, click **Previous** and update the data accordingly.

Sites: Admin actions – inputting sales price and address data

The screenshot displays the Premier Guarantee website interface. On the left is a dark sidebar with navigation options: HOME, QUOTES, SITES, PL-PG-10025840, OVERVIEW, INSPECTION PLAN, DESIGN DOCUMENTS, RISKS, DEFECTS, ADMIN ACTIONS (highlighted), COMPLETION DOCUMENTS, ROLES, FINANCES, KEY DOCUMENTS, ACTIVITIES, REPORTING, COMPANY, TRAINING GUIDE, and MARKETING MATERIAL. The main content area shows a table of site issues. A modal window titled 'UPDATE PLOT DETAILS' is open, displaying a loading spinner and the text: 'Update Plots. 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. A blue notification bar at the bottom right states: 'Your plot updates are processing... If you leave this page your results will be emailed to you'. The table in the background has the following data:

Issue	Location	Action
Receipt of a Confirmed Sale Price is required	417 - 421	RESPOND ✓
Builder has outstanding Registration Fee	Whole Site	RESPOND ✓
Developer has outstanding Registration Fee	Whole Site	RESPOND ✓

This screen will appear whilst your data is being transferred. If there is a lot of information being updated, you can close the notification bar. You will be notified when the action is completed.

Sites: Admin actions – inputting sales price and address data

The screenshot displays the Premier Guarantee admin interface. A modal window titled 'UPDATE PLOT DETAILS' is open, showing an 'Update Summary' table. The table has two columns: 'Plot Name' and 'Update Result'. The background interface shows a sidebar with navigation options like 'HOME', 'QUOTES', 'SITES', and 'ADMIN ACTIONS'. The main content area shows a list of actions with descriptions, plot names, and 'RESPOND' buttons.

Plot Name	Update Result
417	<ul style="list-style-type: none">Address updated successfullySale price update requires approval
418	<ul style="list-style-type: none">Address updated successfully

Buttons: PREVIOUS, UPDATE, DONE

This screen will show once the data transfer is complete. Click the green **Done** button to close the window and continue.

Sites: Completion documents

- PREMIER GUARANTEE
- HOME
- QUOTES
- SITES
- PL-PG-10025840
- OVERVIEW
- INSPECTION PLAN
- DESIGN DOCUMENTS
- RISKS
- DEFECTS
- ADMIN ACTIONS
- COMPLETION DOCUMENTS
- ROLES
- FINANCES
- KEY DOCUMENTS
- ACTIVITIES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL

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COMPLETION DOCUMENTS FOR PL-PG-10025840

Completion document description

ID	Description	Date raised	Stage to be closed by	Scope	Photos	
▼	Warranty					
CD2	Competent person's scheme certificates - Electrical	30/04/2024	Pre-Handover	417, 419 - 421		PENDING
CD3	Competent person's scheme certificates - Gas	30/04/2024	Pre-Handover	417 - 421	5	PENDING
CD5	Commissioning and registration for Renewable energy syste...	13/05/2024	Pre-Handover	417 - 421		

Click to provide a response to this outstanding technical action to support its closure e.g. upload information/photos

Completion Documents are the certification documents for each unit (electrical certificate or gas certificate for example) that we need to receive and review before any sign off. Click the **Respond** button to respond to the request and once received, the status will change to **Pending** until Premier Guarantee review and approve. The **Description** explains the information required and the **Scope** refers to the relevant **Plots**.

Sites: Roles (contacts linked to the site)



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ROLES

[GET A CERTIFICATE](#)

External roles

Quote Recipient  Test Homes Limited  Miss Josephine Bloggs  071234567	Invoice Recipient  Test Homes Limited  Mr Joseph Bloggs  071234567	Warranty Document Recipient  Test Homes Limited  Miss Josephine Bloggs  071234567	Site Report Recipient  Test Homes Limited  Mr Joseph Bloggs  071234567
--	---	--	---

[ALL EXTERNAL ROLES](#)

Premier Guarantee roles

Sales Account Manager  Mr Test Account Manager  07581055766	Risk Management Surveyor  Mr Test Surveyor  07777777777	Customer Service Account Handler  Ms Test CustomerService  01513502612	Technical Account Handler  Ms Test CustomerService  01513502612
--	--	---	--

[ALL PREMIER GUARANTEE ROLES](#)

Expand to view all Premier Guarantee **Roles** or contacts connected to your site. Click the X to close.

Sites: Roles (contacts linked to the site)

PREMIER GUARANTEE

HOME
QUOTES
SITES
PL-PG-10025840
OVERVIEW
INSPECTION PLAN
DESIGN DOCUMENTS
RISKS
DEFECTS
ADMIN ACTIONS
COMPLETION DOCUMENTS
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FINANCES
KEY DOCUMENTS
ACTIVITIES
REPORTING
COMPANY
TRAINING GUIDE
MARKETING MATERIAL

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ROLES

GET A CERTIFICATE

External roles

Quote Recipient	Invoice Recipient	Warranty Document Recipient	Site Report Recipient
Test Homes Limited	Test Homes Limited	Test Homes Limited	Test Homes Limited
Miss Josephine Bloggs	Mr Joseph Bloggs	Miss Josephine Bloggs	Mr Joseph Bloggs
071234567	071234567	071234567	071234567

ALL EXTERNAL ROLES

Premier Guarantee roles (5)

5

Entries per page
25

Role	Name	Phone
Sales Account Manager	Mr Test Account Manager	07581055766
Risk Management Surveyor	Mr Test Surveyor	07777777777
In House Engineer	Mr Test Engineer	07581055771
Customer Service Account Handler	Ms Test CustomerService	01513502612
Technical Account Handler	Ms Test CustomerService	01513502612

Showing 1 - 5 of 5 entries

For any queries relating to these roles, please email details and your site reference number (PL-PG-10025840) to customerservices@premierguarantee.co.uk

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** including your site reference and details of the change.

Sites: Finances

- PREMIER GUARANTEE
- HOME
- QUOTES
- SITES
- PL-PG-10025840
- OVERVIEW
- INSPECTION PLAN
- DESIGN DOCUMENTS
- RISKS
- DEFECTS
- ADMIN ACTIONS
- COMPLETION DOCUMENTS
- ROLES
- FINANCES**
- KEY DOCUMENTS
- ACTIVITIES
- REPORTING
- COMPANY
- TRAINING GUIDE
- MARKETING MATERIAL

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SUPPORT
ONLINE

FINANCES

GET A CERTIFICATE

Total fees

Fees Due	£20,538.35
Fees Received to Date	£20,513.17
Fees Outstanding	£25.18

Escrow

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

For any queries relating to these payments, please email details and your site reference number (PL-PG-10025840) to finance@premierguarantee.co.uk

This is a summary of **Total fees** linked to the order. **Fees Due** are fees not yet due, **Fees Received to Date** is the amount you have paid to date on this order. Fees outstanding are any fees which are overdue. **Please note** that non-payment of fees due may lead to a block on inspections or issuing certification or site cancellation. You can access any financial documents issued to your company including invoices, receipts and policy statements via the **Key Documents** tab.

Sites: Key documents

HOME
QUOTES
SITES
PL-PG-10025840
OVERVIEW
INSPECTION PLAN
DESIGN DOCUMENTS
RISKS
DEFECTS
ADMIN ACTIONS
COMPLETION DOCUMENTS
ROLES
FINANCES
KEY DOCUMENTS
ACTIVITIES
REPORTING
COMPANY
TRAINING GUIDE
MARKETING MATERIAL

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KEY DOCUMENTS

Documents:		Plots:			
<input checked="" type="checkbox"/>	Select all	Plots	All Plots		
<input checked="" type="checkbox"/>	Quotation				
<input checked="" type="checkbox"/>	Terms and Conditions				
<input checked="" type="checkbox"/>	Site Statement of Fact				
<input checked="" type="checkbox"/>	Quote Acceptance Document				
<input checked="" type="checkbox"/>	Policy Document				
<input checked="" type="checkbox"/>	Insurance Policy Information Document				
Name		Applies To	Date Issued		
Payment Schedule - PL-PG-10025840.pdf	Payment Schedule	Whole site	26/03/2025	DOWNLOAD	PREVIEW
Receipt.pdf	Receipt	400	26/03/2025	DOWNLOAD	PREVIEW
Policy Statement - 1 2025 - PL-PG-10025840.pdf	Policy Statement	Whole site	01/03/2025	DOWNLOAD	PREVIEW
Receipt.pdf	Receipt	Whole site	18/02/2025	DOWNLOAD	PREVIEW
Policy Statement - 12 2024 - PL-PG-10025840.pdf	Policy Statement	Whole site	18/02/2025	DOWNLOAD	PREVIEW
Receipt.pdf	Receipt	Whole site	17/02/2025	DOWNLOAD	PREVIEW
Policy Statement - 1 2025 - PL-PG-10025840.pdf	Policy Statement	Whole site	01/02/2025	DOWNLOAD	PREVIEW
Receipt.pdf	Receipt	Whole site	10/01/2025	DOWNLOAD	PREVIEW
Policy Statement - 12 2024 - PL-PG-10025840.pdf	Policy Statement	Whole site	01/01/2025	DOWNLOAD	PREVIEW
Receipt.pdf	Receipt	Whole site	12/12/2024	DOWNLOAD	PREVIEW
Receipt.pdf	Receipt	Whole site	11/12/2024	DOWNLOAD	PREVIEW
Payment Schedule - PL-PG-10025840.pdf	Payment Schedule	Whole site	06/12/2024	DOWNLOAD	PREVIEW
Policy Statement - 11 2024 - PL-PG-10025840.pdf	Policy Statement	Whole site	01/12/2024	DOWNLOAD	PREVIEW
Amendment Invoice - PL-PG-10025840 - 62839.pdf	Amendment Invoice	Whole site	22/11/2024	DOWNLOAD	PREVIEW

Any policy, technical, administrative or financial documents provided to, or issued by, Premier Guarantee are held here and available to download. Use the search function to find the relevant document required. Use the **Documents** and **Plots** drop downs to narrow your search or display all documents.

Sites: Activities

PREMIER GUARANTEE

- HOME
- QUOTES
- SITES
- PL-PG-10025840
- OVERVIEW
- INSPECTION PLAN
- DESIGN DOCUMENTS
- RISKS
- DEFECTS
- ADMIN ACTIONS
- COMPLETION DOCUMENTS
- ROLES
- FINANCES
- KEY DOCUMENTS
- ACTIVITIES**
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ACTIVITIES

From Date
09/01/2025

To Date

Activity Date	Activity Type	Activity Description
26/03/2025	Plots with Certificate of Insurance Issued	The following plots had their Certificate of insurance issued - 400
10/03/2025	Completion Document Closed	The completion document noted below was closed for the following
03/03/2025	Completion Document Closed	The completion document noted below was closed for the following
18/02/2025	Plots with Certificate of Insurance Issued	The following plots had their Certificate of insurance issued - 414 - 4
14/02/2025	Plots Signed off for Warranty	The following plots were signed off for Warranty - 416
14/02/2025	Completion Document Closed	The completion document noted below was closed for the following
14/02/2025	Completion Document Closed	The completion document noted below was closed for the following
14/02/2025	Site Inspection	A Site Inspection was completed by Test Surveyor. Click here to view
13/02/2025	Plots Signed off for Warranty	The following plots were signed off for Warranty - 414 - 415
13/02/2025	Site Inspection	A Site Inspection was completed by Test Surveyor. Click here to view the inspection report
13/02/2025	Completion Document Closed	The completion document noted below was closed for the following plots - 414 - 416. 4 - Building Control Completion Certificate
13/02/2025	Completion Document Closed	The completion document noted below was closed for the following plots - 414 - 415. 5 - Commissioning and registration for Renewable energy systems
13/02/2025	Completion Document Closed	The completion document noted below was closed for the following plots - 414 - 416. 3 - Competent person's scheme certificates - Gas
13/02/2025	Completion Document Closed	The completion document noted below was closed for the following plots - 414 - 415. 2 - Competent person's scheme certificates - Electrical
31/01/2025	Site Inspection	A Site Inspection was completed by Test Surveyor. Click here to view the inspection report
23/01/2025	Site Inspection	A Site Inspection was completed by Jonathon Trolio. Click here to view the inspection report

2025

Wed, 09 Apr

< April 2025 >

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				

Details any **Activity** undertaken in relation to the site e.g. inspections completed, Certificates of Insurance issued etc. along with a copy of the document which can be downloaded. Click the **Calendar** icons to select the time-period to view.

Sites: Get a certificate

The screenshot displays the Premier Guarantee website interface. On the left is a dark navigation sidebar with the Premier Guarantee logo and menu items: HOME, QUOTES, SITES, PL-PG-10025840, OVERVIEW, INSPECTION PLAN, DESIGN DOCUMENTS, RISKS, DEFECTS, ADMIN ACTIONS, COMPLETION DOCUMENTS, ROLES (highlighted), FINANCES, KEY DOCUMENTS, ACTIVITIES, REPORTING, COMPANY, TRAINING GUIDE, and MARKETING MATERIAL. The main content area is titled 'ROLES' and is divided into 'External roles' and 'Premier Guarantee roles'. A modal window titled 'REQUEST CERTIFICATE' is centered over the page, containing two buttons: 'CERTIFICATE OF INSURANCE' and 'PLOT INITIAL CERTIFICATE'. The top right of the page features buttons for 'GET A QUOTE', 'GET A CERTIFICATE', and 'SUPPORT ONLINE', along with a user profile icon labeled 'JB'. The 'External roles' section includes: Quote Recipient (Test Homes Limited, Miss Josephine Bloggs, 071234567), Invoice Recipient (Test Homes Limited, Mr Joseph Bloggs, 071234567), Warranty Document Recipient (Test Homes Limited, Miss Josephine Bloggs, 071234567), and Site Report Recipient (Test Homes Limited, Mr Joseph Bloggs, 071234567). The 'Premier Guarantee roles' section includes: Sales Account Manager (Mr Test Account Manager, 07581055766), Risk Management Surveyor (Mr Test Surveyor, 07777777777), Customer Service Account Handler (Ms Test CustomerService, 01513502612), and Technical Account Handler (Ms Test CustomerService, 01513502612). Search buttons for 'ALL EXTERNAL ROLES' and 'ALL PREMIER GUARANTEE ROLES' are located at the bottom right of their respective sections.

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-10025840

Plots selected
418

OUTSTANDING ITEMS PREVENTING YOUR CERTIFICATES BEING ISSUED

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)	417 - 421	
Receipt of a Confirmed Sale Price is required	417 - 421	UPDATE DETAILS ✎
Builder has outstanding Registration Fee	Whole Site	
Developer has outstanding Registration Fee	Whole Site	
Construction works to be completed within 30 months of the Quote Acceptance document being received & accepted unless otherwise agreed by the Underwriters	417 - 421	

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. If there are no **Actions** outstanding for the **Plot** then you can generate your own Certificate by clicking the **Generate** button. The Certificate will be available to view and download on screen and will also be emailed to you.

Reporting

04.

Reporting: Developer reporting

The screenshot shows the Premier Guarantee website's reporting section. At the top left is the Premier Guarantee logo. To its right, a user greeting reads "Hello Josephine, need help? Get in touch 0800 107 8446". Further right are three buttons: "GET A QUOTE" (yellow), "GET A CERTIFICATE" (dark blue), and a user profile icon labeled "JB". On the far right is a red button for "PG SUPPORT ONLINE". A dark blue sidebar on the left contains navigation links: HOME, QUOTES, SITES, REPORTING (highlighted in yellow), COMPANY, TRAINING GUIDE, MARKETING MATERIAL, CONTACT US, PRIVACY POLICY, and TERMS OF USE. The main content area has a dark blue header with the word "Reporting" in white. Below this is a white box titled "Select a report" containing a table with one row: "Inspection Summary Activity Report" and a yellow "SELECT REPORT ✓" button.

PREMIER GUARANTEE

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

GET A QUOTE GET A CERTIFICATE JB PG SUPPORT ONLINE

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

Reporting

Select a report

Report	Select
Inspection Summary Activity Report	SELECT REPORT ✓

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

PG PREMIER GUARANTEE

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- COMPANY
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- CONTACT US
- PRIVACY POLICY
- TERMS OF USE

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GET A QUOTE

GET A CERTIFICATE

JB

PG SUPPORT ONLINE

Select a report

Report	Select
Inspection Summary Activity Report	SELECT REPORT ✓

Inspection Summary Activity Report

Start date: 13/06/2025 End date: **APPLY ✓**

2024
Mon, 11 Nov

November 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	

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.

Completed	Failed Final Inspections	Sign Offs	Defects Raised	Average Site Inspection Rating	Average QIS Score
	0	17	2	3.46	3.27
	0	17	2	3.46	3.27
Subtotal	0	0	0		
Grand Total	11	17	2	3.46	3.27

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

PG PREMIER GUARANTEE

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- SITES
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- COMPANY
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- PRIVACY POLICY
- TERMS OF USE

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Select a report

Report	Select
Inspection Summary Activity Report	SELECT REPORT ✓

Inspection Summary Activity Report

Start date: 11/11/2024 End date: 01/07/2025 **APPLY ✓**

11/11/2024 - 01/07/2025



Offices

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
Birkenhead						
- Test Office	11	0	17	2	3.46	3.27
Subtotal	11	0	17	2	3.46	3.27
Test Head Office	0	0	0	0		
Subtotal	0	0	0	0		
Grand Total	11	0	17	2	3.46	3.27

BACK TO TOP



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.

Reporting: Inspection summary activity report

- HOME
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- TERMS OF USE

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PL-PG-10025840

Test Site, Test Street, Birkenhead, CH41 1AU

Inspection ratings

11/11/2024 - 01/07/2025

Scoring Criteria:

- 1 = Very Poor
- 2 = Poor
- 3 = Satisfactory
- 4 = Good
- 5 = Very Good/Excellent

The 'Average Total' is a weighted average calculated as follows:

- 10% General Co-operation
- 15% Health & Safety
- 10% Site Tidiness
- 25% Standard of Site Management
- 40% Standard of Site Workmanship

Date	Inspection Type	General Co-operation	Health & Safety	Site Tidiness	Standard of Site Management	Standard of Site Workmanship	Average Total
14/11/2024 Download report	Technical Inspection - Warranty Inspection	4.00	4.00	4.00	4.00	5.00	4.40
19/11/2024 Download report	Technical Inspection - Warranty Inspection	3.00	3.00	4.00	3.00	4.00	3.50
22/11/2024 Download report	Technical Inspection - Warranty Inspection	3.00	3.00	3.00	3.00	2.00	2.60
29/11/2024 Download report	Technical Inspection - Warranty Inspection	4.00	4.00	4.00	4.00	4.00	4.00
05/12/2024 Download report	Technical Inspection - Warranty Inspection	2.00	3.00	4.00	3.00	3.00	3.00
09/12/2024 Download report	Technical Inspection - Warranty Inspection	2.00	3.00	4.00	3.00	3.00	3.00
16/12/2024 Download report	Technical Inspection - Warranty Inspection	3.00	3.00	4.00	3.00	3.00	3.10
23/01/2025 Download report	Technical Inspection - Warranty Inspection	4.00	3.00	3.00	4.00	3.00	3.35
31/01/2025 Download report	Technical Inspection - Warranty Inspection	4.00	4.00	3.00	4.00	4.00	3.90
13/02/2025 Download report	Technical Inspection - Warranty Inspection	4.00	4.00	4.00	3.00	4.00	3.75

Click the **Hard Hat** icons to expand and drill down into the data for each office or region and download copies of **Inspection Reports**.

Company & Access Management

05.

Company: Offices and employees

PG PREMIER GUARANTEE

- HOME
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TEST HOMES LIMITED | REG NO: NOT KNOWN | OFFICES: 1 | EMPLOYEES: 2

ADD NEW OFFICE

Test Head Office 2 Test Lines Building, CH41 1AU Employees: 2

Test Head Office
071234567
test@test.com

2 Test Lines Building
Test Road
Birkenhead
Merseyside
CH41 1AU

EDIT OFFICE

Employees ADD NEW EMPLOYEE

Search

Name	Email Address	Telephone	Mobile	Extranet Status	Actions
Mr Joseph Bloggs	Joseph.bloggs@test.com			GRANT ACCESS	EDIT
Miss Josephine Bloggs	jo.bloggs@test.com			Administrator	EDIT

Showing 1 - 2 of 2 entries

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, however you are unable to edit a registered office.

Company: Add new office

ADD NEW OFFICE [X]

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

[SAVE] [CANCEL]

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TERMS OF USE

PG SUPPORT ONLINE

ADD NEW EMPLOYEE

Actions
EDIT
EDIT

< 1 >

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

ADD NEW EMPLOYEE

Add new employee details

Title You must enter a value

First Name You must enter a value

Surname You must enter a value

Email You must enter a value

Office Phone Number
Country code: United Kingdom

Contact telephone number Either Mobile or Office Phone must be provided

Mobile Phone Number
Country code: United Kingdom

Mobile Either Mobile or Office Phone must be provided

Office(s) Associated to
 Test Head Office

Extranet Access

Do they require extranet access?

Will they need Extranet Access?

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 shows the 'EDIT EMPLOYEE' form in the Premier Guarantee system. The form is divided into several sections:

- Edit employee details:** Fields for Title (Mr), First Name (Joseph), and Surname (Bloggs).
- Email:** Field with value Joseph.bloggs@test.com.
- Office Phone Number:** Country code (United Kingdom) and a red error message: "Contact telephone number. Either Mobile or Office Phone must be provided".
- Mobile Phone Number:** Country code (United Kingdom) and a red error message: "Mobile. Either Mobile or Office Phone must be provided".
- Office(s) Associated to:** Field with value Test Head Office.
- Extranet Access:** A section with two questions:
 - "Do they require extranet access?" with Yes and No radio buttons.
 - "Will they be an extranet administrator?" with Yes and No radio buttons.

At the bottom right of the form are buttons for SAVE and CANCEL.

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

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- TERMS OF USE

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TEST HOMES LIMITED | REG NO: NOT KNOWN | OFFICES: 1 | EMPLOYEES: 2 [ADD NEW OFFICE](#)

Test Head Office 2 Test Lines Building, CH41 1AU Employees: 2

Test Head Office 2 Test Lines Building
071234567 Test Road
test@test.com Birkenhead
Merseyside
CH41 1AU [EDIT OFFICE](#)

Employees [ADD NEW EMPLOYEE](#)

Search

Name	Email Address	Telephone	Mobile	Extranet Status	Actions
Mr Joseph Bloggs	Joseph.bloggs@test.com			GRANT ACCESS	EDIT
Miss Josephine Bloggs	jo.bloggs@test.com			Administrator	EDIT

Showing 1 - 2 of 2 entries

Click to edit the contact information for this employee or the office they are associated to

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



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

EDIT EMPLOYEE

Edit employee details

Title	First Name	Surname
Mr	Joseph	Bloggs

Email
Joseph.bloggs@test.com

Office Phone Number
Country code
United Kingdom

Mobile Phone Number
Country code
United Kingdom

Office(s) Associated to
Test Head Office

Extranet Access

Do they require extranet access?

Yes No

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ADD NEW OFFICE

ADD NEW EMPLOYEE

Actions

EDIT

EDIT

1

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Contact

Name

Josephine Bloggs

Email Address

jo.bloggs@test.com

Message

The Message Field is required.

SEND

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



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Thank You

To arrange training call **0151 650 4343**