

# My NHBC Portal.

Add a new site



# Adding a new site

The screenshot shows the My NHBC Portal interface. At the top, the NHBC logo and 'My NHBC Portal' are visible, along with the organization name 'Fabulous Properties Ltd - 888921'. A 'Manage Account' button is highlighted with a purple box. Below the header, there are navigation buttons for 'Upload Organisation Documents', 'View Organisation Documents', and 'My Tasks'. The main content area is titled 'Sites' and features a 'View All Sites' button and a '+ Add New Site' button, both highlighted with purple boxes. The 'Sites' section contains four cards: '2 Not yet submitted' (highlighted with a purple box), '0 Waiting for NHBC', '4 Active', and '0 Completed'. Below this, there are sections for 'Reports' (with 'Site Reports' and 'My Reports' buttons) and 'System Messages'. At the bottom, there are 'Additional Services' including 'Land Quality Service', 'Construction Quality Services', and 'Training Services and Qualifications', each with a 'more information' link. The footer contains links for 'Terms and Conditions', 'Privacy Policy', 'NHBC Website', and 'NHBC Technical Standards', along with a regulatory notice.

My NHBC Portal allows you to complete and submit your new site details quickly and easily.

Click the 'Add New Site' button to get started.

You can view and edit details of sites that have been started online but not yet sent to us, by clicking the 'Not yet submitted' card.

You can view a list of any sites that have been submitted and are awaiting review by us by clicking the 'Waiting for NHBC' card.

# Entering site details

**NHBC My NHBC Portal** Manage Account portaluser01

Organisation: **Fabulous Properties Ltd** Site Name: **Not added** NHBC Site Reference: **Not added** Your Site Reference: **Not added** Cancel Save Save & Continue >

- Site Details**
- Plots & Blocks
- Site Contacts
- Builder
- Developer & Landowner
- Site History & Construction Details
- Site Documents
- Confirm & Submit

**Are you registering the site for Fabulous Properties Ltd?**

No  Yes

**This is the party that NHBC will correspond with on technical matters. If the party populated below is not correct please amend accordingly.**

Organisation Name Fabulous Properties Ltd	Organisation Address Fabulous House, Milton Keynes, MK5 8ZZ
Site Name New Site	Your Site Reference New1
Site Start Date 26/02/2024	
Site Address Line 1 New Site	Site Address Line 2
Site Address Line 3	Town/City
Postcode	Local Authority (sites in England & Wales only)

[Terms and Conditions](#) | [Privacy Policy](#) | [NHBC Website](#) | [NHBC Technical Standards](#)

NHBC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

To add your new site, simply enter the details requested on each page, and click 'Save & Continue' to progress to the next page.

The menu on the left-hand side of the screen shows where you are in the process and what is still to be completed.

You can save your progress at any time and come back to complete your site later.

# Entering plot details

**NHBC My NHBC Portal** Manage Account portaluser01

Organisation: Fabulous Properties Ltd Site Name: New Site Site Reference: PRE0006150390 Your Site Reference: New1

< Previous Save Save & Continue >

- Site Details
- Plots & Blocks**
- Site Contacts
- Builder
- Developer & Landowner
- Site History & Construction Details
- Site Documents
- Confirm & Submit

**\* What type(s) of properties are you building on this site?**

New Build (properties that are newly built)

Conversion (properties that are converted from an existing building, or where a retained element forms part of a new build property)

**\* Do you require NHBC's building control?**

Yes No

**Please enter details of the plots you are planning to build:**

**\* Enter the number of plots of each type you will be building on the site - this is so we can offer you the most appropriate warranty products.**

Please also enter the plot number(s) you will be using as a list or range, separated by commas or hyphens (e.g. 1-12, 14, A1-A25, 001-015, 1A, 1B).

- If known, please enter the plot numbers to be used against each type of plot
- If you don't yet know which plot numbers will be allocated to each type of plot, please enter the overall range of plot numbers you will be using on the site.
- If you don't enter any plot numbers, we will allocate them numerically starting at 1

**New Build Plots** 0

No. of plots	Plot Number(s)
Homes for Private Sale 0	Plot No(s)
Affordable Housing 0	Plot No(s)
Homes for Private Rental 0	Plot No(s)
Homes to be Occupied by Landowner 0	Plot No(s)
Non-Residential Units 0	Plot No(s)

Overall Plot No(s)

First select whether you are building new build and/or converted properties and, for sites in England and Wales, whether you require the NHBC building control service.

Then enter how many of each type of plot you intend to build on the site. If known, please also enter the plot numbers to be used for each type of plot.

If you don't yet know the specific allocation of the plot numbers but do know the overall range being used on the site, enter this in the 'Overall Plot No(s)' box.

# Attaching documents

**NHBC My NHBC Portal** Manage Account portaluser01

Organisation: **Fabulous Properties Ltd** Site Name: **New Site** Site Reference: **PRE0006150390** Your Site Reference: **New1** < Previous Save Save & Continue >

Expand All Collapse All

### Site Documents

To enable us to process your application as efficiently as possible, please upload the documents detailed below:

#### Site Location Plan

Please provide:

A site location plan to a scale of not less than 1:1250, which includes:

- the curtilage of the site
- where possible, any proposed buildings
- any proposed phasing of the site
- at least two road names

Drop files or folders here or click to upload.

**Site Location Plan**  
Site Location Plan\_Ph-Aug22\_1.0.pdf  
Created on 04 December 2023 at 10:39

View

This is a file that has already been uploaded

#### Building Control Documents

You have requested that NHBC provide Building control on the site. Please be aware that if you do not provide the information detailed below, we will be unable to serve your initial Notice.

Please provide the following:

1. A plan(s) showing the approximate location of any proposed connection to an

Drop files or folders here or click to upload.

You can attach documents to your site submission (eg site location plans and drainage details). This means that for building control applications there is no need to send separate plans and drawings in the post.

You can drop files or folders into the relevant upload areas on the page or click in an area to open the file navigator to locate and select your files.

You can check and edit the details of your files on the next 'Confirm and Submit' page.

# Submitting your site

**NHBC My NHBC Portal** Manage Account portaluser01

Organisation: **Fabulous Properties Ltd** Site Name: **New Site** Site Reference: **PRE0006150390** Your Site Reference: **New1** [Previous](#) [Save](#) [Confirm](#)

- Site Details
- Plots & Blocks
- Site Contacts
- Builder
- Developer & Landowner
- Site History & Construction Details
- Site Documents
- Confirm & Submit**

**Building Control Declaration:**

I request NHBC Building Control Services Ltd to act as my Building Control Body on this development. I hereby authorise NHBC Building Control Services Ltd to complete the section on Local Enactments (if applicable) and to sign the Initial Notice on my/my client's behalf. I confirm the information provided is accurate to the best of my knowledge.

Do you have planning approval for the site? \*

No  Yes

I hereby confirm my/my client's authority for NHBC to sign the Initial Notice and to complete the section on Local Enactments

Note: Where a local enactment applies, NHBC will give advice and complete the relevant section on your behalf. If you propose to connect to a private sewer, or have an agreement with the Water Authority for any outfalls, please send NHBC copies of all relevant agreements.

**Preview**

Please check the information you have entered below is correct. Use the edit button next to each section if you need to change anything. When you are ready to submit the site, click the CONFIRM button above.

[Expand All](#) [Collapse All](#)

- [+ Site Details](#) [Edit](#)
- [+ Plots & Blocks](#) [Edit](#)
- [+ Site Contact Details](#) [Edit](#)
- [+ Site Party Role](#)
- [+ Site History & Construction Details](#) [Edit](#)
- [+ Drainage Details](#) [Edit](#)
- [+ Documents](#) [Delete Selected Documents](#) [Upload/add more files](#)

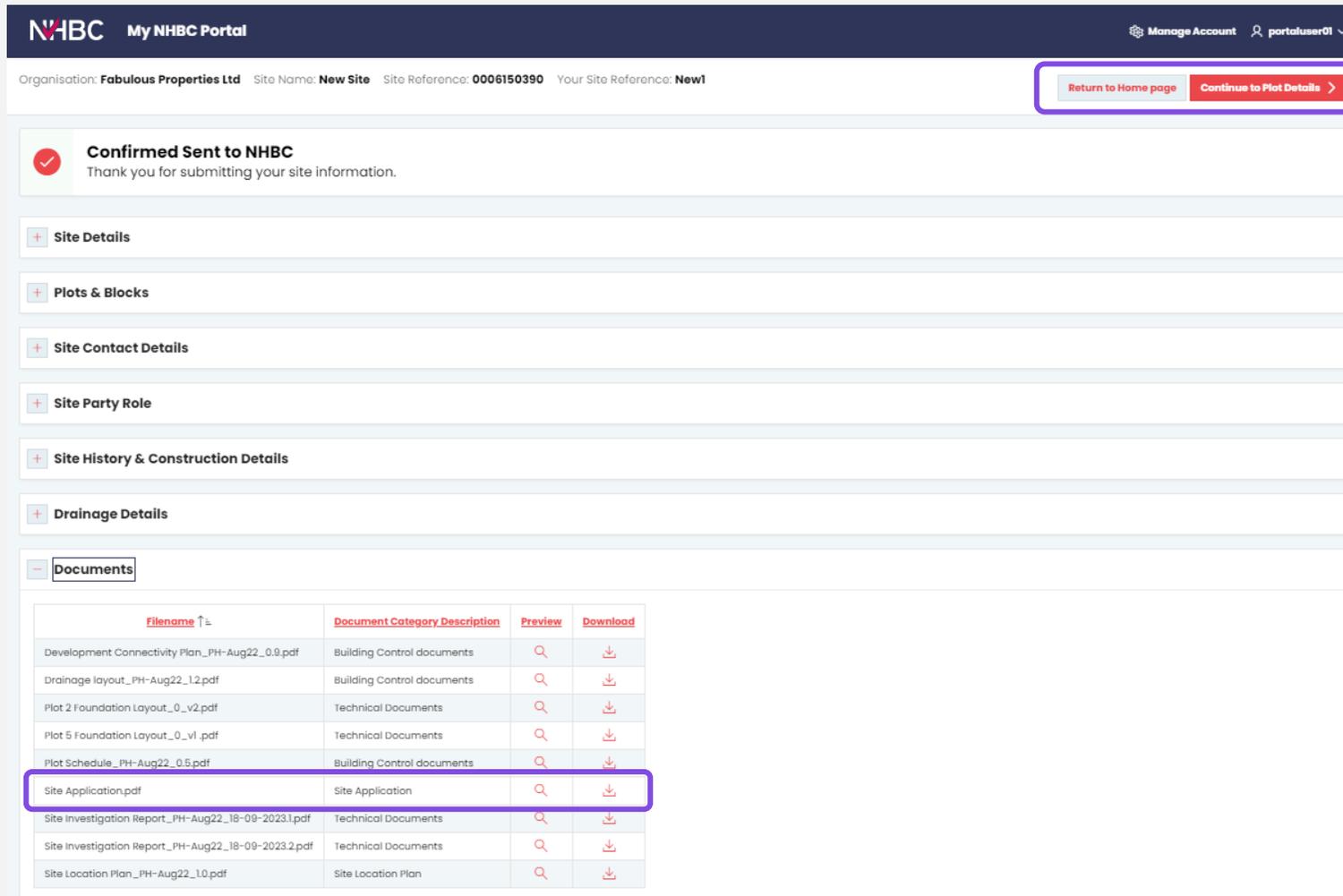
When you've finished entering all your site information and have uploaded the necessary plans

You can view and edit the information you've entered and documents you've uploaded in the Preview section.

If you have requested NHBC building control you will also need to complete the Building Control Declaration.

Once you're happy with everything, click 'Confirm' and then 'Submit to NHBC'. Your site and associated documents will be sent to our Customer Services team for processing.

# What happens next?



The screenshot shows the NHBC My NHBC Portal interface. At the top, there is a navigation bar with the NHBC logo, the text 'My NHBC Portal', and a user profile section with 'portaluser01'. Below the navigation bar, the page displays the following information: Organisation: Fabulous Properties Ltd, Site Name: New Site, Site Reference: 0006150390, and Your Site Reference: New1. A purple box highlights two buttons: 'Return to Home page' and 'Continue to Plot Details'. A confirmation message states 'Confirmed Sent to NHBC' with a red checkmark icon and the text 'Thank you for submitting your site information.' Below this, there are several expandable sections: Site Details, Plots & Blocks, Site Contact Details, Site Party Role, Site History & Construction Details, and Drainage Details. The 'Documents' section is expanded, showing a table of documents. A purple box highlights the 'Site Application.pdf' document in the table.

Organisation: **Fabulous Properties Ltd** Site Name: **New Site** Site Reference: **0006150390** Your Site Reference: **New1**

[Return to Home page](#) [Continue to Plot Details](#)

**Confirmed Sent to NHBC**  
Thank you for submitting your site information.

- Site Details
- Plots & Blocks
- Site Contact Details
- Site Party Role
- Site History & Construction Details
- Drainage Details

**Documents**

Filename ↑	Document Category Description	Preview	Download
Development Connectivity Plan_PH-Aug22_0.9.pdf	Building Control documents		
Drainage layout_PH-Aug22_1.2.pdf	Building Control documents		
Plot 2 Foundation Layout_0_v2.pdf	Technical Documents		
Plot 5 Foundation Layout_0_v1 .pdf	Technical Documents		
Plot Schedule_PH-Aug22_0.5.pdf	Building Control documents		
Site Application.pdf	Site Application		
Site Investigation Report_PH-Aug22_18-09-2023.1.pdf	Technical Documents		
Site Investigation Report_PH-Aug22_18-09-2023.2.pdf	Technical Documents		
Site Location Plan_PH-Aug22_1.0.pdf	Site Location Plan		

After submitting, in most cases you will have the option to continue to provide your detailed plot information, get quotes and register your plots. For further information, refer to the “Plot details, quotes and registrations” user guide. The submitted site will now appear in your Active sites.

If there are any details that need to be reviewed by us before the site set up can be completed, you can return to the Home page and the site will appear in your Waiting for NHBC sites until the review has been completed.

If you’d like a PDF copy of the details you’ve submitted, you can download the ‘Site Application’ from the Documents section.

# Need support?

For more information about My NHBC Portal, please contact NHBC's Portal Support team on 0344 633 1000 or email us at [onlinesupport@nhbc.co.uk](mailto:onlinesupport@nhbc.co.uk)

