

My NHBC Portal.

Site reports



Site reports

The screenshot displays the NHBC Portal interface. At the top, the header includes the NHBC logo, 'My NHBC Portal', and the organization name 'Fabulous Properties Ltd - 888921'. Navigation links for 'Home', 'Upload Organisation Documents', 'View Organisation Documents', and 'My Tasks' are visible. The main content area features a 'Sites' section with four status categories: 'Not yet submitted' (2), 'Waiting for NHBC' (0), 'Active' (5), and 'Completed' (0). Below this is a 'Reports' section with 'Site Reports' (highlighted with a red box) and 'My Reports'. A 'System Messages' section is also present. The footer contains 'Additional Services' (Land Quality Service, Construction Quality Services, Training Services and Qualifications) and a footer note: 'NHBC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.'

Sites

| Status | Count |
|-------------------|-------|
| Not yet submitted | 2 |
| Waiting for NHBC | 0 |
| Active | 5 |
| Completed | 0 |

Reports

- Site Reports**: In this section you can run reports for companies and sites that you have permission to view.
- My Reports**: A reporting suite for home builders showing your latest inspection and claims information.

Additional Services

- Land Quality Service**: De-risking and adding value to land for residential development. [more information](#)
- Construction Quality Services**: Helping you improve quality and consistency. [more information](#)
- Training Services and Qualifications**: Market-leading training developed by industry experts, including NVQs, apprenticeships, courses and webinars for the construction sector. [more information](#)

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

NHBC Portal provides you with a suite of reports that you can run quickly and easily to get up-to-date operational management information.

Click the 'Site Reports' button on the home page to access the reports.

Note: You must have been given the appropriate reporting permissions by your portal administrator to be able to access and use this functionality.

Site reports

The following reports are available to run on demand in My NHBC Portal if you have the appropriate permissions (these can be set or requested using the Manage Account link), for any sites you have access to.

Most reports can be sent to you weekly (every Monday) or monthly (on 1st of each month) as either Excel or PDF files.

The Submitted Documents report can be run on demand as an Excel file only.

| Report Name | Description |
|---------------------------|--|
| Builder Responsible Items | This report provides details of all plots finalled within the last 30 days that had outstanding reportable items. Whilst the items recorded did not prevent finalling, they must be rectified to comply with NHBC Standards - these are termed Builder Responsible Items (BRI). Please note that we don't require notification when these items are remedied on site. |
| Plot Progress | This report provides an overview of all plots on a site, including the NHBC policy number and activation code, warranty and (if applicable) building control registration date, start date, latest inspection stage and date, number of outstanding conditions and reportable items, warranty and (if applicable) building control finalled date, anticipated final date and UPRN (if provided). |
| Site Reportable Items | This report provides details of all outstanding Reportable Items (RIs) on plots that have not yet been finalled. |
| Submitted Documents | This report provides details of all the submitted documents sent to us by site. |
| Technical Conditions | This report provides details of all outstanding Technical Conditions by site and plot. |

Site reports

– run/schedule a report

Welcome to Site Reports. In this section you can run or schedule reports for organisations and sites that you have been given permission to view. You can see the reports you're able to run via the 'Permissions' section within Manage Account.

Run / Schedule a Report

Use this wizard to generate a report now or create a schedule to email a report every Monday or 1st of every month. Your scheduled reports can be viewed and deleted under the 'Scheduled Reports' section below.

[Run / Schedule Report](#)

Scheduled Reports

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

- ▼ **Plot progress (Excel, Every Monday)**
 - ▼ Fabulous Properties Ltd
 - East View, Milton Keynes, MK5 6
 - West View, Milton Keynes, MK5 6
 - North View, Milton Keynes, MK5 6
- ▼ **Site reportable items (PDF, 1st of month)**
 - ▼ Fabulous Properties Ltd
 - East View, Milton Keynes, MK5 6
 - West View, Milton Keynes, MK5 6
 - North View, Milton Keynes, MK5 6
- ▼ **Technical conditions (Excel, Every Monday)**
 - ▼ Fabulous Properties Ltd
 - East View, Milton Keynes, MK5 6

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Reports can be run on demand or scheduled to be sent to you automatically either weekly or monthly.

To run or schedule a new report, click the 'Run/Schedule Report' button.

Any reports you already have scheduled are listed in the 'Scheduled Reports' section and can be deleted if they are no longer required.

Site reports – select organisation(s)

The screenshot shows the 'Organisations' selection screen in the NHBC My NHBC Portal. The page header includes the NHBC logo, 'My NHBC Portal', and user information 'portaluser01'. A navigation sidebar on the left has three items: 'Select Organisations' (selected), 'Select Sites', and 'Select Report & Format'. The main content area is titled 'Organisations' and features a search bar labeled 'Search by organisation or reg id'. Below the search bar is a table with four rows of organisations, each with a checkbox. The first row is 'Amazing Properties Ltd - 90338', the second is 'Bobbington Builders Limited - D39878', the third is 'Castle Construction Co - 42809', and the fourth is 'Fabulous Properties Ltd - 888921', which has its checkbox checked. A 'Continue' button is visible in the top right corner of the main content area. The footer contains links for 'Terms and Conditions', 'Privacy Policy', 'NHBC Website', and 'NHBC Technical Standards', along with regulatory information and a small circular icon.

| <input type="checkbox"/> | Organisation |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | Amazing Properties Ltd - 90338 |
| <input type="checkbox"/> | Bobbington Builders Limited - D39878 |
| <input type="checkbox"/> | Castle Construction Co - 42809 |
| <input checked="" type="checkbox"/> | Fabulous Properties Ltd - 888921 |

First, select the organisation(s) you want to run the report for.

You will see a list of organisations you have access to on the Portal for which you have permissions to run any reports.

You can run a report to cover sites for one or multiple organisations at the same time.

Select the organisation(s) you are interested in and click 'Continue'.

Site reports – select sites

NHBC My NHBC Portal Manage Account portaluser01

< Back > Continue

Select Organisations
Select Sites
Select Report & Format

Sites

Search by Site or NHBC Ref or Your Ref

| <input type="checkbox"/> | Site | NHBC Site Reference | Your Site Reference | Org Name |
|-------------------------------------|----------------------------------|---------------------|---------------------|-------------------------|
| <input type="checkbox"/> | East View, Milton Keynes, MK5 6 | 0006150137 | | Fabulous Properties Ltd |
| <input type="checkbox"/> | East View, Milton Keynes, MK5 6 | 0006150137 | | Fabulous Properties Ltd |
| <input checked="" type="checkbox"/> | New Site, Milton Keynes, MK5 6 | 0006150390 | New1 | Fabulous Properties Ltd |
| <input checked="" type="checkbox"/> | North View, Milton Keynes, MK5 6 | 0006150159 | | Fabulous Properties Ltd |
| <input type="checkbox"/> | North View, Milton Keynes, MK5 6 | 0006150159 | | Fabulous Properties Ltd |
| <input checked="" type="checkbox"/> | South View, Milton Keynes, MK5 6 | 0006150160 | | Fabulous Properties Ltd |
| <input type="checkbox"/> | West View, Milton Keynes, MK5 6 | 0006150158 | | Fabulous Properties Ltd |
| <input type="checkbox"/> | West View, Milton Keynes, MK5 6 | 0006150158 | | Fabulous Properties Ltd |

row(s) 1 - 8 of 8

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Next, select the site(s) you want to include in your report.

Your list of sites will be displayed, based on the organisation(s) you selected, and your site access.

Once you've selected your site(s), click 'Continue'.

Site reports – select report and format

The screenshot shows the 'Select report and format' page in the NHBC My NHBC Portal. The page has a dark blue header with the NHBC logo and 'My NHBC Portal' text. On the right side of the header, there are links for 'Manage Account' and a user profile icon labeled 'portaluser01'. Below the header, there are three buttons: '< Back', 'Run / Schedule', and 'Exit'. On the left side, there is a sidebar with three menu items: 'Select Organisations' (checked), 'Select Sites' (checked), and 'Select Report & Format' (selected). The main content area is titled 'Select report and format' and contains the following options:

- Report List: *
 - Builder responsible items
 - Plot progress
 - Site reportable items
 - Submitted documents
 - Technical conditions
- Run: *
 - Now
 - Every Monday
 - 1st of month
- Report Format: *
 - Excel
 - PDF

At the bottom of the page, there is a footer with links for 'Terms and Conditions', 'Privacy Policy', 'NHBC Website', and 'NHBC Technical Standards'. On the right side of the footer, there is a small circular icon with an upward-pointing arrow. The footer text states: 'NHBC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.'

The reports available to you are based on your reporting permissions in the Portal.

Select the report you want to run.

Choose whether to run the report now or schedule to receive it weekly or monthly, and the format you want (Excel or PDF).

For the 'Submitted Documents' report only, you will be asked to enter a start and end date and can only run the report now, in Excel format.

Click 'Run/Schedule'.

You can run/schedule further reports for the same sites, or 'Exit' to return to your list of scheduled reports.

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

