

## Practical Completion payment checklist – Building Safety Fund

Confirm in the third column below whether you have the referenced documentation on file and available on request.

A 'Yes' response is required to all the below questions in order to process fund draw down.

Where indicated, some documents must be uploaded to GLA-OPS to support your claim.

1.0	General Information	Information Available on Request? Yes / No	Notes
1.1	A Practical Completion certificate signed by the Applicant's Contract Administrator (or equivalent i.e. Employer's Agent, NEC Project Manager)	N/a – Required Upload	
1.2	Evidence of product guarantees that are effective commencing from the date of Practical Completion	Yes / No	

1.3	A snagging list detailing the items where rectification is required	Yes / No	
1.4	Confirmation that the Applicant has informed the Leaseholders of the proposed Date of Practical Completion at least two weeks prior to that date	Yes / No	
<b>2.0</b>	<b>Statutory Consents</b>	<b>Yes / No</b>	<b>Notes</b>
2.1	Building Control Completion Certificate or Approved Inspector Plans Certificate (for eligible Works only)	N/a – Required Upload	
2.2	Documentation evidencing all planning permission is in place	N/a - Required Upload	
<b>3.0</b>	<b>Cost Information</b>	<b>Yes / No</b>	<b>Notes</b>
3.1	A Final Account document certified by the Applicant's Cost Consultant showing the costs of the tendered Works, plus any variations agreed	N/a - Required Upload	

3.2	A Payment Certificate certifying the payment due to the contractor at Practical Completion signed by the Applicant's Contract Administrator (or equivalent i.e. Employer's Agent, NEC Project Manager)	N/a - Required Upload	
<b>4.0</b>	<b>Technical Information</b>	<b>Yes / No</b>	<b>Notes</b>
4.1	A health & safety file / building manual in respect of the Works to provide a comprehensive information source. The manual will describe key components and systems to enable efficient and safe operation and maintenance	Yes / No	

By submitting this claim for funding, I confirm this checklist is complete and accurate, and in line with all requirements of the Building Safety Fund guidance and prospectus and [I/we] accept that any incorrect information supplied may entitle the Greater London Authority and/or the Ministry for Housing, Local Government and Communities to recover the whole or part of any funding amount provided.

Signed by

[Name]

[Designation]

[Organisation]

[Date]