



Project Monitoring  
Initial Report Guidance and  
Informational Requirements

*We're here to make sure you never miss a good opportunity  
#WeAreCatalysts*

**Catalyst Property Finance**

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## Initial Report Contents and Informational Requirements

Project information	Documents/details required
1. Site Information and Scheme Design	<ul style="list-style-type: none"> <li>• Planning Drawings</li> <li>• Building Reg Drawings</li> <li>• Structural Drawings/Calculations</li> <li>• Topographical Drawings</li> <li>• Build Description</li> <li>• Build Specification.</li> </ul>
2. Construction Costs and Contingency	<ul style="list-style-type: none"> <li>• Itemised construction cost breakdown</li> <li>• Confirmation of intended and approved contingency sum</li> <li>• Itemised professional fee breakdown</li> <li>• Confirmation of other costs including planning</li> <li>• GIA Floor areas of proposed development</li> <li>• Valuation reports.</li> </ul>
3. Procurement and Contract Details	<p>If available:</p> <ul style="list-style-type: none"> <li>• Construction contract</li> <li>• Any pre-sale/turn key contract such as social housing.</li> </ul>
4. Reports and Surveys	<p>If available:</p> <ul style="list-style-type: none"> <li>• Ground Investigation reports</li> <li>• Contamination reports</li> <li>• Remediation Method Statements</li> <li>• Aboricultural assessment</li> <li>• Ecology assessment</li> <li>• Site Check/site sure surveys</li> <li>• Historical surveys</li> <li>• Archaeological surveys</li> <li>• Service investigation</li> <li>• Flood maps</li> <li>• Asbestos R &amp; D surveys.</li> </ul>



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5. Statutory Documentation	If available: <ul style="list-style-type: none"><li>• Planning decision notices in relation to the site</li><li>• Discharge notices for any planning conditions</li><li>• Section 106, notice/Agreement</li><li>• CIL notice</li><li>• Title Plans</li><li>• Party Wall Notices/Agreements</li><li>• F10 Notices/pre-construction health and safety info, construction phase plan etc.</li></ul>
6. The Project Team	If and where available for architect, engineer, developer, principle contractor, M&E engineer; <ul style="list-style-type: none"><li>• Appointment information</li><li>• Proof of insurance.</li></ul>
7. Programme Viability	<ul style="list-style-type: none"><li>• Developer programme preferably Gantt Chart.</li></ul>
8. Cash flow forecast	<ul style="list-style-type: none"><li>• Forecasted monthly drawdowns based on programme and construction costs.</li></ul>
9. Pre-sale Agreements	<ul style="list-style-type: none"><li>• Any pre-sales details if available.</li></ul>
10. Building Control Compliance	<ul style="list-style-type: none"><li>• Details of proposed or appointed BC inspector. If available provide any notices or drawing approvals.</li></ul>



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11. Collateral Warranty	If and where available; <ul style="list-style-type: none"><li>• Confirmation of intention for or details of collateral warranty for professionals with design input. Including both engineer and architect.</li></ul>
12. Ancillary Matters	<ul style="list-style-type: none"><li>• Any other information which may be of interest.</li></ul>

Please contact our **Credit Team** on **01202 112 900** if you would like to discuss the required project information, we are happy to help.