

Home Improvement / Light Renovation Stage Payment Requests



To enable your stage release to be processed we require a completed stage release request form and the necessary documentation as detailed below.

Stage	Certification Required
Stage One – Stabilisation works (includes demolition and injection of DPC plus any roofing works necessary)	Copy of the appropriate local authority approval for the project if any required.
Stage Two – Services first fix	Interim certificate from a professional e.g. architect, architectural technologist, structural engineer, RICS Surveyor, confirming that stabilisation has been completed to a satisfactory level.
Stage Three – Practical completion of all rooms (rooms completed and plastered)	Interim certificate from a professional e.g. architect, architectural technologist, structural engineer, RICS Surveyor, confirming that services first fix has been completed to a satisfactory level.
Stage Four – Internal finishes including installation of kitchen, bathroom, doors, facings and decorations.	Interim certificate from a professional e.g. architect, architectural technologist, structural engineer, RICS Surveyor, confirming that internal finishes has been completed to a satisfactory level.