A PRACTICAL CHECKLIST FOR PROJECT TEAMS

What to have ready for your first BHL assessment

Choose a live scheme and begin with the information you have. Drafting and the full indicative preview are free; save your progress and return as the design develops.

1. Gather the essentials to begin

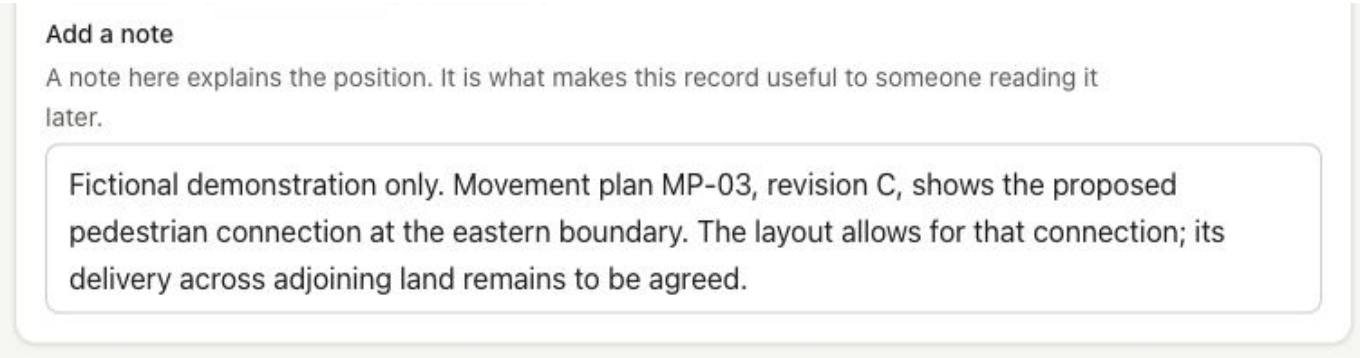
- [ ] **Basic scheme details**
  Scheme name, site address and local planning authority.
- [ ] **The version you are assessing**
  The site boundary, design stage and current drawing numbers or revisions.
- [ ] **Relevant existing material**
  Layout and context information, plus movement, landscape, street or other drawings that help explain your answers. Use what fits the scheme and its stage.
- [ ] **References and short explanations**
  Be ready to identify what supports an answer and what remains unresolved.

These are useful working materials, not a requirement to commission a new document bundle.

01	02	03
Create project	**Answer + attach**	**Preview free**

2. Make the evidence easy to follow

Document + revision + feature + explanation + limitation.
Attach the source to the relevant consideration; use the comment to explain how it supports your answer.



Fictional demonstration from the tool. This explains an unresolved connection; it is not a model answer or suggested rating.

YOUR DRAFT CAN BE INCOMPLETE. THE FINAL RECORD CANNOT.

Ready to finalise?

Use the tool's current outstanding-items list as your final check. The requirements below were checked on 4 November 2026.

- [ ] **Every point answered; all twelve considerations can be rated**
  Review the full indicative result alongside the underlying answers and evidence.
- [ ] **Required comments completed**
  Explain Somewhat, Yes to a point about what to avoid, and every Not applicable answer. Not applicable needs a reason why the point cannot bear on the scheme; it is not for missing information. A consideration cannot be rated if all its points about what good looks like are Not applicable.
- [ ] **OS location plan uploaded and identified**
  Mark the upload as the location plan. Let the upload checks complete and resolve any flagged files.
- [ ] **what3words address added**
  The three-word address identifies a point; the OS location plan identifies the site's extent.
- [ ] **Review, declaration and confirmation completed**
  Enter the declarant's name and role, make the declaration and complete the finalisation confirmation.
- [ ] **Payment or an available assessment entitlement**
  An available entitlement or payment is needed to finalise. The outcome is then recorded and locked.

Start free. Pay when the record is ready.

£450 + VAT (£540 including VAT) for pay-as-you-go finalisation of one scheme, with a Certificate and full Project Pack.

Start free See example output Check pricing

This records your team's self-assessment, not an independent design review or a planning decision. The questions and published rating rule are BHL Assessments' own implementation.

Official Building for a Healthy Life 2026 edition

bhlassessments.co.uk/how-it-works