

MAYOR OF LONDON

How to claim milestones

Once the project is approved, it must be reviewed at least monthly to ensure all forecasts dates for milestones and grant claims are up to date.

Some projects will have different processing routes, so you'll need to select the relevant route.

To claim a payment, go to the Milestones block via the relevant project and click 'Edit'.

[< PROJECT OVERVIEW](#)

Milestones

[EDIT](#)

Unapproved Version Saved on 07/11/2022 [Undo unapproved changes](#) Project ID: **P24452**

Select processing route
Ensure you have made the correct selection as the processing route will define the content of your milestone plan and associated payment schedule.

Select

Select a processing route to complete the milestones and confirm your selection.

[Milestones](#)

[DONE](#)

Unapproved Version Saved on 07/11/2022 Project ID: **P24452**

Select processing route
Ensure you have made the correct selection as the processing route will define the content of your milestone plan and associated payment schedule.

Select

- Select
- Acquisition of Home - no work required
- Acquisition of Home - work required
- MMC off-site manufacturing
- New Build - Development only
- New Build - Land & Development
- Off the Shelf
- Off the Shelf - package deal

[Milestones](#)

[DONE](#)

Unapproved Version Saved on 07/11/2022 Project ID: **P24452**

Select processing route
Ensure you have made the correct selection as the processing route will define the content of your milestone plan and associated payment schedule.

Acquisition of Home - work required

[CONFIRM](#)

Complete all the fields as required. All dates must be actual and not forecast before you have the option to claim it.

Select 'Claim' under the actions column and a pop-up box will appear.

Milestones **DONE**

Unapproved Version Saved on 07/11/2022 Project ID: **P24452**

YOUR PROCESSING ROUTE IS
Acquisition of Home - work required

[Change](#)

ADD NEW MILESTONE +

MILESTONE	N/A	DATE	GRANT %	EVIDENCE	CLAIM STATUS	ACTIONS
Acquisition Date		21 / 10 / 2022	95	Add	Pending	Claim
Start on Site		21 / 10 / 2022	0	Add	Pending	Claim
Completion		03 / 01 / 2023	5	Add	Pending	
Contractor appointment	<input checked="" type="checkbox"/>	N/A	N/A	Add	N/A	
Detailed planning permission achieved	<input checked="" type="checkbox"/>	N/A	N/A	Add	N/A	

Click here if there are multiple processing routes and want to switch to a different route

You have the option to add evidence

Select claim milestone

CLAIM MILESTONE

Acquisition Date

95% of the project's grant claimed with this milestone
Payments are rounded so minor adjustments may occur to account for any remaining balance

GRANT TOTAL:
£95,000

By claiming the milestone you are confirming the milestone has been completed. Claimed payments will display in the Payments section of GLA OPS once the project changes have been approved.

CLAIM MILESTONE

Close

Note: all milestones must be claimed, regardless of whether there is a grant payment associated with it.

CLAIM MILESTONE

Start on Site

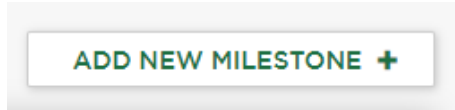
By claiming the milestone you are confirming the milestone has been completed.

CLAIM MILESTONE

Close

Bespoke milestones

If required, you can also add bespoke milestones by selecting the 'Add new milestone' button



Enter your bespoke milestone information and click 'Add'

Add new milestone ✕

Enter milestone name

Enter milestone date

New milestone will be added in date order

ADD

Cancel

Your milestone will appear in date order.

MILESTONE	N/A	DATE	GRANT %	EVIDENCE	ACTIONS
Detailed planning permission achieved	<input type="checkbox"/>	20 / 11 / 2020	N/A	Edit	
Bespoke milestone		01 / 09 / 2022	0	Add	✕
Land acquired	<input type="checkbox"/>	25 / 05 / 2023	0	Add	
Contractor appointment	<input type="checkbox"/>	25 / 05 / 2023	N/A	Add	
Start on Site		25 / 05 / 2023	75	Add	
Completion		25 / 10 / 2025	25	Add	

If you need to delete it, you can do this click the 'X' icon.

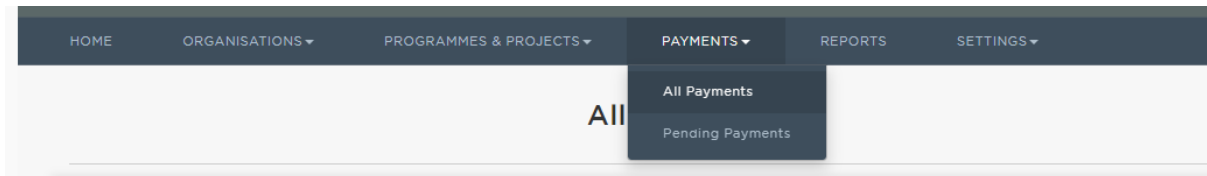
Request approval

Once all the applicable milestones have been claimed click 'Done' and return to the project overview page to request approval.

If you have already requested approval and wish to amend your claim, you should speak to your GLA contact for the project to be returned to you. You will not be able to cancel or amend a claim once it has been authorised by the GLA.

Pending payments

After requesting approval, the GLA have a two-stage approval process for payments. Once the first stage has been approved, you will be able to view the pending payments in the 'Payments' screen.



If you have only claimed non-monetary milestones, you will not see anything listed in pending or authorised.