

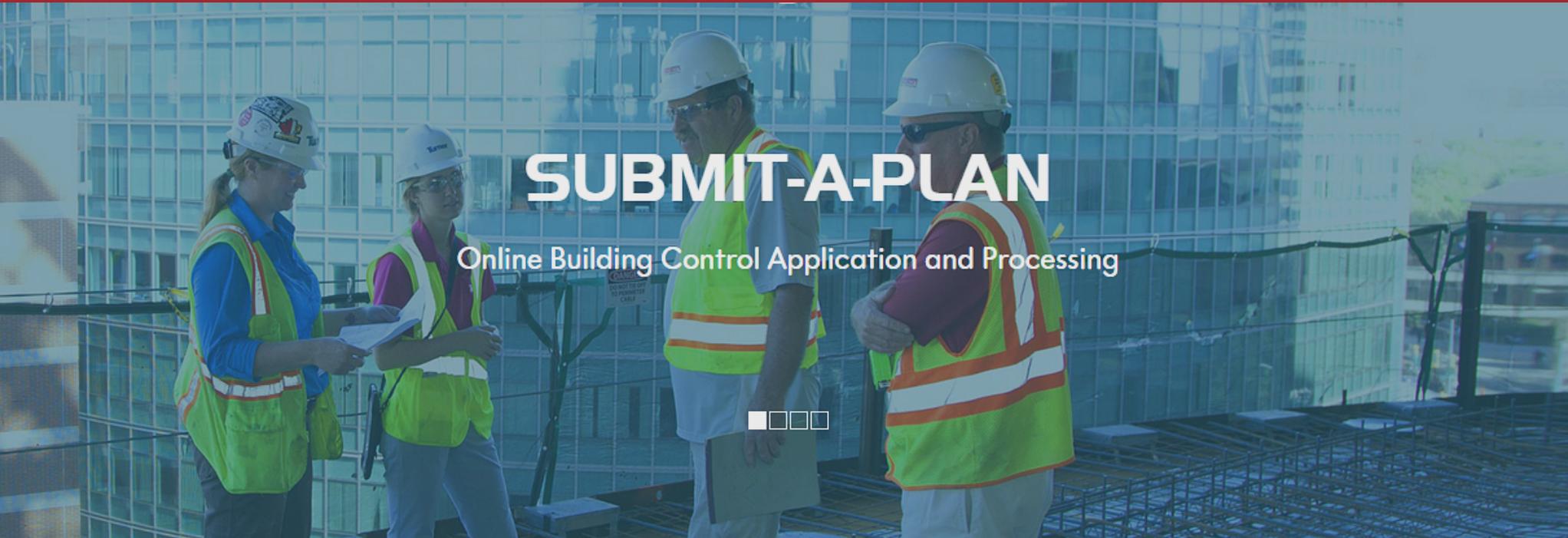
SUBMIT-A-PLAN



# PARTNERSHIP CONFIGURATION

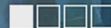


ONLINE APPLICATION PROCESSING & APPROVAL FOR BUILDING CONTROL PARTNERSHIPS



## SUBMIT-A-PLAN

Online Building Control Application and Processing





# SUBMIT-A-PLAN

## **Submit-a-Plan**

Submitaplan.com is the LABC National Portal for making online and offline building control applications to Local Authorities in England, Wales and Northern Ireland. Submit-a-Plan is designed to make it quick, simple and efficient both for applicants and agents submitting applications and for authorities processing and approving them.

To enable applications submitted electronically via Submit-a-Plan to be received, viewed, approved, downloaded and consulted on, we provide authorities with our advanced authority accounts in our online system DataSpace Live.

Within our different authority accounts are innovative tools and functions for managing applications, for viewing, measuring and marking up documents and plans, for communication with applicants, authorities and consultees and much more, and all of this is available to both unitary and partnership authorities.

## **DataSpace Live & Partnerships - Moving in the same direction as authorities**

Here at Submit-a-Plan we know that administrative and financial pressures mean there are a lot of changes taking place in Local Authority Building Control departments. We also know that one of these changes is the increased joining of building control departments into partnerships. DataSpace Live therefore has been designed to accommodate Local Authority building control partnerships in processing and approving their applications.

Our DSLive Partnership Configuration is about more than just enabling you to manage your applications, however it can also help many of the issues, requirements and conditions that not only emerge during the forming of a partnership, but also those that emerging in local authority building control in general, such as the need for remote working, for sharing information, for creating reports, saving money and space and the need to change the ways you manage your department and application data. We can even offer advice on online application and becoming a separate trading company.

We offer two main Partnership Configuration options the 'Reassign' option and 'Partnership Page' option which you can learn more in the next few pages. The Partnership Configuration is available to our Submit-a-Plan 'Approve' and 'Office' account holders. You will find that some tools or functionality mentioned in this brochure are available only to our advanced 'Office' account and are marked accordingly.



# SUBMIT-A-PLAN

## Partnership Configuration Benefits

### Speed, Ease, Service

Electronic submission and advanced authority tools mean a quicker submission and approval process through Submit-a-Plan. Our electronic application forms are simple and straightforward to use and can be submitted online 24/7. Whether two or four or more, the applications for all of your partnering departments can be submitted under one major partnership page, which will save in the time you spend answering confused calls from applicants unsure who to submit their application to and also prevent applications being overlooked. Alternatively you can retain separate authority accounts and simply 'reassign' to the relevant team. Partnerships can have multiple user logins and view a list of the applications assigned to each team, allowing you to keep track of who is handling what.

### Access

We realise that desk sharing and remote working is becoming an increasing issue in Local Authority building control departments and especially in partnerships. With DSLive hosted here at Resolution and operating online from the Cloud, applications and consultations in authority accounts can be accessed at any time and from any location with 3G, 4G, wifi or cabled internet access, facilitating the flexible in and out of office working that partnerships often require. Using our inspections app? Inspections and application documents and plans can also be accessed on a mobile or tablet device, on site, online and even offline.

### Space and Money

Often the joining of a partnership will see two teams moving into the same office, which requires a more efficient usage of space. Moving to electronic submission and processing means reducing the space taken up with by storing paper applications and boxes of archive applications. Our low-cost scanning service also enables you to free-up valuable floor space from large, expensive scanning equipment and the cost spent on staff scanning labour. DSLive remote working means staff can work from home. The great value of our authority accounts are justified by removing the cost of paper, print and postage of multiple copies of applications to applicants and consultees, printing often being councils' biggest admin cost. Finally, hosted and updated by us there is no need for expensive servers and Submit-a-Plan is free to use for your clients.



# SUBMIT-A-PLAN

## Management

In a partnership you may have numerous departments at different sites to manage and this is where 'Submit-a-Plan Office' becomes the perfect partner for DSLive Partnership Configuration. 'Submit-a-Plan Office' was designed to remove the need for a separate back office system, with every task usually related to your back office system instead being carried out online in DSLive itself.

As well as managing your applications and inspections, you can share information with applicants, agents, local and fire authorities, consultees and even homeowners - meeting the increasing demand for transparency in the building control process. You can create documents and certificates. You can assign officers or define how applications move from one individual or group's 'to do list' to the next using our 'workflow' tool. It is also becoming increasingly apparent to us that partnerships would like to be able to create reports, for monitoring how much work and money came into each department, to monitor the payment of invoices or monitor and report on inspections across departments.

'Submit-a-Plan Office' is a complete business tool that can assist every aspect of your partnership.

## Partnership Configurations Options

### Option 1: The Reassign Option

On Submit-a-Plan, each authority has their own authority page listing the applications they offer through the portal.

A building control partnership can either choose to combine their departments under one main partnership page or to retain each department's individual service pages.

If you choose to retain individual pages, applications will continue to be submitted to your individual accounts. In this case we will provide each account with a 'Reassign Button'.

The 'Reassign Button' allows you to reassign an application to another of your partnerships's department accounts. This is useful when an applicant accidentally submits their application to the wrong department in your partnership.

By selecting the application in your application list and pressing the reassign button, the application will then appear at the top of the recipient department's application list.

You can reassign an application back and forth between department accounts as any times as you wish.

The screenshot shows the Submit-a-Plan website interface. At the top, there is a navigation bar with the logo 'submit-a-plan.com' and a user profile 'Miss. Sarah Cutler - (Applicant)'. The main content area is titled 'Wiltshire Council - Services Offered on SAP'. Below this, there are links for 'Change Authority', 'Amend / Enquire About An Existing Application', and 'Incomplete Applications'. A large green box displays the 'Wiltshire Council' logo with the tagline 'Where everybody matters'. To the right, under 'Full Electronic Submission', there are four green checkmarks indicating available services: 'Make a Full Plans Submission (Wiltshire) application', 'Make a Building Notice (Wiltshire) application', 'Make a Replacement Doors and Windows (Wiltshire) application', and 'Make a Regularisation Certificate (Wiltshire) application'. Below this, under 'PDF Fill in & Post', there is a red 'X' indicating that only electronic applications are available. At the bottom, there is an 'Application Advice' section with a link to 'Contact Wiltshire Council for advice'.



## Option 2: The Partnership Page Option

By selecting to unite your departments all under one partnership authority page, all applications for all your departments are submitted into a parent account. Applications can then be 'reassigned' from the parent account to the most relevant department in your partnership.

In addition, you will gain a 'Partners' button on your DSLive 'Applications' tab toolbar. This button allows you view the list of applications for each of your partnering departments, allowing you to keep track of which applications each department is dealing with and confirm that an application has been reassigned. Like 'Option 1' you can reassign an application as many times as needed.

This means that you can receive, process, approve, obtain payment and archive all applications for your partnering departments, all in one place online. We can create as many or few user logins as you desire and your account will come with a 'Reassign' button enabling you to assign a newly submitted application to the most relevant partner department to handle.

Whether you are two, or four or more departments, there will be no confusion over who and where applicants submit their application to, finding all your partnering departments under one joint Submit-a-Plan page. Applicants can therefore rest easy knowing their application has gone to the correct place and will then be assigned to the most relevant team to be processed.

submit-a-plan.com

You're logged in as Miss. Sarah Cutler - (Applicant)  
My Profile | Log Out | Help & Advice RESOLUTION

Home Applications Information Latest News About Us Contact Us

### Southampton & Eastleigh BCP - Services Offered on SAP

[Change Authority](#) | [Amend / Enquire About An Existing Application](#) | [Incomplete Applications](#)



Civic Centre  
Southampton  
Hampshire  
SO14 7LU

#### Full Electronic Submission

- ✓ Make a Full Plans Submission application
- ✓ Make a Building Notice application
- ✓ Make a Regularisation Certificate application
- ✓ Make a Replacement Doors and Windows (Building Notice) application
- ✓ Make a Partner Authority Scheme application

#### PDF Fill in & Post

✗ Only electronic applications available.

#### Application Advice

## Applications > Received Applications

Received Applications Archived Applications

Partners View Download Reassign Create Search

Applicant Na	Agent Nar	Work Locati	Submission	Back Office	Application	Submitted Date
Kevin Brait...	Tom W...	27, Beatti...	{312-365...			18 Nov 2015

# SUBMIT-A-PLAN

## Prices

Our partnership configuration is available to our Submit-a-Plan 'Approve' and 'Office' accounts. For prices of these accounts please inquire or request our account price list.

**Request a Demo**

If you would like to book a free online demo, inquire about a subscription or just have a question about partnership configuration, please contact us at any time, we'd love to have a chat.

### Contact us:

Phone: 01242 260505

Email: [sales@resolutiondm.com](mailto:sales@resolutiondm.com)

Web: [www.resolutiondm.com](http://www.resolutiondm.com)





RESOLUTION