

# SUBMIT A PLAN



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ONLINE BUILDING CONTROL APPLICATION  
PROCESSING AND APPROVAL

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LOCAL  
AUTHORITY

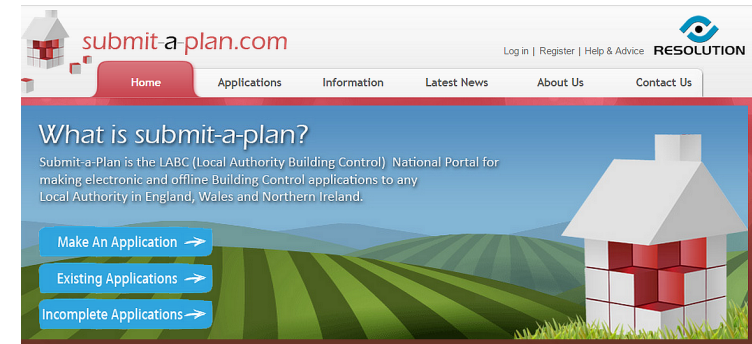


## Submit-a-Plan

Submitaplan.com is the LABC (Local Authority Building Control) National Portal for making online and offline Building Control applications to Local Authorities in England, Wales and Northern Ireland.

Submit-a-Plan makes it quick, simple and efficient for public and professional applicants to submit building control applications directly to local authorities and the service is both free of charge and applications can be submitted 24 hours a day, 7 days a week.

While applicants and agents are provided with their own online Submit-a-Plan accounts to submit applications, Local Authorities are provided with accounts where they can view, process, approve and consult on submitted applications.



## Online Submit-a-Plan Applications

The standard step-by-step format of our Submit-a-Plan application forms across all authorities makes submitting applications much easier. With electronic applications the applicant can keep track of live updates of their application's status and can later upload additional or revised documents which are received immediately by the authority.

At the same time, Submit-a-Plan provides a solution to some of the issues authorities experience receiving applications via email, such as incomplete forms, applications too large for mailboxes and receiving file formats you cannot open. Submit-a-Plan simply overcomes these issues, making the process of building control submission much quicker, simpler and more efficient.

## **Applicant & Agent Accounts**

Applicants and agents can register for a secure online Submit-a-Plan Account where they can submit building control applications to different authorities, all in one place.

Once an application has been submitted applicants can upload additional or revised documents, request inspection visits, gain pre-application advice and submission, make payment, track the status and activity of their application and contact the authority by email directly from their account.

Email receipts are provided when an application is submitted and email notifications update applicants of any application activity and decisions reached. In addition, our Submit-a-Plan Applicant Accounts act as a secure place of application storage which applicants and agents can return to for reference and even print or download application forms.

Applicants also have access to our free Submit-a-Plan telephone and email support during working hours and 24/7 YouTube video support channel and online guide sheet assistance.

## **Local Authority Accounts**

To enable applications submitted electronically via Submit-a-Plan to be received, viewed, approved, downloaded and consulted on, we provide authorities with their own, more advanced Submit-a-Plan accounts.

Within our different Submit-a-Plan authority accounts are innovative tools and functionality for managing application data and payment, for viewing, measuring and marking up documents and plans, for communication with applicants, authorities and consultees, and much much more.

With our authority accounts operating from our Cloud based web system DataSpace Live, applications and consultations can be accessed at any time, from any location with internet access and on a range of devices, facilitating flexible out of office working.

Summaries of our Local Authority accounts can be found on the following pages.

*The functionality provided to accounts is dependent on the account level of the local authority.*

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*The functionality provided to accounts is dependent on the account level of the local authority.*

## **Account: 'DataSpace Forms Live'**

**'DataSpace Forms' is our basic online account allowing local authorities to receive and view just electronic application forms submitted online through Submit-a-Plan.**

**During the application process applicants are notified that they will only be able to submit application forms electronically and that they will need to send any accompanying plans and documents in the post to the relevant authority.**

**Once your authority has been setup, you will receive an email notification every time an application form is submitted to you through the Submit-a-Plan web portal. The email will contain a link which will take you directly to the application in your DataSpace Live authority account.**

**In DataSpace Live you can view a list of application forms submitted to your authority. You will be able to view, print and download application forms and you will also have basic tools for emailing and updating an application's status.**

## **What's Included:**

- Receive electronic forms through SAP
- Application search tool
- View application details
- View, download, print application forms
- Update application status
- Email applicants & agents
- Limited application archive
- Email notification of new application

## **Account: 'DataSpace View Live'**

**'DataSpace View' allows the submission of full electronic applications including accompanying plans and documents. In addition to this, applicants can add additional or revised documents after they have submitted their application.**

**In your DSLive account you can view a list of the applications submitted to authority or search for a specific application using the application search tool, as well as open, view, print and download application forms and accompanying documents and plans.**

**You will be able to take advantage of our unlimited application archive, view an application's work location on a map or even create an application from scanned documents. You can provide applicants peace of mind and great customer service by updating the status of an application or corresponding with them using our 'Email' tool.**

**'DataSpace View' is a low cost solution that authorities can upgrade to 'DataSpace Approve' to gain our tools for assessing and consulting on applications plans and documents.**

## **What's Included:**

- Receive electronic forms with documents
- Receive addition or revised documents
- Application search
- View, download and print all documents
- Upload your documents & revisions
- Update application status
- Application activity log
- Email
- View work location on Google Maps
- Create scanned applications
- Email notifications of new apps or docs
- Limited application archive

## Account: 'DataSpace Approve Live'

Our 'DataSpace Approve Live' account has all the functionality of 'DataSpace View' but with the additional tools required to further process, approve and consult on building applications online.

In our 'DataSpace Approve' account, our 'DSLIVE Document Viewer' supports 250+ file formats enabling fast and simple viewing of native file formats and comes with powerful document viewing tools and specific functionality for dealing with plans, such as calibration, measuring, redlining, mark-up and printing to scale.

Authorities also benefit from additional functionality such as our application activity log, assigning officers to applications and receiving inspection requests from applicants. Our 'Calendar' tool in addition allows authorities to schedule inspections visits and any other activities.

One of the key features of 'DataSpace Approve' is the inclusion of PlanShare, our online document sharing and consultation solution, and the option of adding on our other paid 'Add On' modules. You learn more about these under the 'DSLIVE Modules' section of this guide.

### What's Included:

- Receive electronic forms with documents
- Receive additional or revised documents
- Application search
- View, download and print all documents
- Upload your documents & revisions
- Measure, redline, markup plans
- Update application status
- Application activity log
- Email
- View work location on Google Maps
- Create scanned applications
- Create certificates and other documents
- Email notifications of new apps or docs
- Status flag
- Calendar
- Qwick Fill
- Receive inspection requests
- Assign officer to application
- Unlimited application archive (Additional Fee)
- PlanShare information sharing & consultation
- User Admin Tool & Create Reports

### \* Optional Paid Add On Modules

- Back Office
- Payment Engine
- Planning
- Scanning
- PlanCheck
- Inspections

## Account: 'DataSpace Office Live'



'DataSpace Office Live' is our advanced account. It comprises all the elements of our other accounts but with all our add-on modules included in the account price.

With this account you'll be able to manage and carry out all your inspection, consultation and plan-checking tasks in one place in DSLive.

This account gains its name of 'Office' because in addition it aims to provide solutions to all your department's administrative and management tasks with a set of sophisticated and bespoke tools.

Our 'Application Workflow' tool allows you to determine the route a newly submitted application progresses through your department and is setup for each authority individually based on their wants and needs.

With the aim of replacing the need for a separate Back Office system, you will be able to register all applications in DSLive as well as creating and sharing certificates, notices and other documents. DSLive Reports enables you to create detailed reports on the applications, inspections and plan-checking in your DSLive account to monitor and review the work and money coming in to your department(s).

### What's Included:

- Receive electronic forms with documents
- Receive additional or revised documents
- Application search
- View, download and print all documents
- Upload your documents & revisions
- Measure, redline, markup plans
- Update application status
- Application activity log
- Email
- View work location on Google Maps
- Create scanned applications
- Create certificates and other documents
- Email notifications of new apps or docs
- Status flag
- Calendar
- Qwick Fill
- Receive inspection requests
- Assign officer to application
- Send payment request
- Unlimited application archive (Additional Fee)
- PlanShare document folders & consult
- User Admin Tool & Create Reports
- Bespoke Import

### Included Modules

- |                  |               |
|------------------|---------------|
| • Back Office    | • Scanning    |
| • Payment Engine | • PlanCheck   |
| • Planning       | • Inspections |



## DSLIVE Overview - Specialist Modules

### Back Office

This module comes with the 'Qwick Fill' tool which enables application data to be transferred easily, making registering applications in your Back Office system quick and simple. The Qwick Fill tool also allows you to add a Back Office ID number to an application in DSLive and also speeds up the process of creating scanned applications by automatically pulling information from your back office system.

### Application Payment Engine

Our Payment Module enables authorities to request and receive online payment for applications through Submit-a-Plan by integrating with their own online payment system. Local Authorities can set their own pricing and adjust payment fees after reviewing an application, before an applicant is sent a request to make payment. The applicant is then directed to the authorities online system to pay by debit or credit card.

### Planning Import

Featuring full 1APP integration our Planning Module enables authorities to import planning applications from the Planning Portal into DSLive for processing. Planning Departments can also subscribe to our full accounts to receive, view, process, approve and consult on planning applications electronically in DSLive.

### My Virtual Mail Room Scanning

All paper applications which authorities receive can be sent to our Scanning Bureau for our daily Scan-on-Demand service and delivered directly into DSLive ready for electronic processing and consultation. Our Scan-on-Demand service can also be used for archive applications.



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## Inspections

Our Inspections Integration will allow you not only to schedule and manage inspections in DSLive but also carry out inspections with using our mobile and tablet Inspections App. The App enables you to view plans, complete an inspection report and take photos on site, and all without the need for an internet connection. The moment you return to any location with cabled, Wi-Fi, 3G or 4G connection in the office, at home or in your car your report can be uploaded to the application in DSLive. Also available is our Site Manager's App.



## PlanShare

PlanShare enables authorities to easily share folders of application or other documents electronically online from DSLive with applicants, agents, consultees, partner authorities or with the local fire authority. The recipient can then access a shared consultation environment with DSLive that is dynamic, secure and feature rich. Consultees can view, measure, markup, comment on, download and upload documents or drawings. All activity and comments are logged against the consultation and can be viewed and responded to by both consultees and the authority.

## PlanCheck

PlanCheck is our brand new plan-checking solution In DSLive. Authorities can assess and comment on plans against a comprehensive editable 'Check' List. As they work their way through the list they can assign a status, report an outstanding condition and even add comments to each check. A 'Notify' button enables the authority to send an automated email or text message of any outstanding conditions that require attention to the applicant or agent. The applicant or agent can then login to their Submit-a-Plan account to respond with a comment or upload any documents as required. PlanCheck also allows you to invite freelance plan-checkers in.

PlanShare and PlanCheck are a great solution to the increasing need of authorities to work from home or to externalize plan and structural checking activities to outside providers and are designed at the same time to preserve the confidentiality of sensitive application or document information.

## DSLIVE Overview - Directory of Core Tools

### Application Search

Advanced search tool for finding applications in your applications list or archive.

### Upload/Download

Download individual documents or entire applications.  
Upload additional/revised documents.

### Create Scanned Application

Create applications from scanned, emailed or postal paper applications using simplified online forms. 'Approve' and 'Office' account holders can in addition use our Back Office Integration to automatically pull information from their back office systems to speed up the process.

### View Work Location

View the work location of an application on Google Maps.

### Application Status

Update the status of an application so your department and the applicant can see the stage an application has progressed to

### Application Activity

View a log of all activity connected to an application.

### Status Flag

Give our coloured status flags your own meanings and use them to flag application documents.

### Create and Share Standard Documents

Create certificates, notices, reports or other documents using your authority's own headings and standard responses and share with applicants and agents.

### Qwick Fill

Qwick Fill is a tool connected to our Back Office Integration. It allows you to quickly transfer application and applicant details from DSLIVE into your Back Office System. In addition it enables you to search for an application in DSLIVE using a Back Office ID number.

### Inspections Request

Applicants can request an inspection visit from their Submit-a-Plan account.

### Assign Officer

Assign an officer to work on an application. An officer is notified by email and can view a list of applications assigned to them using our Application Search tool.

### **Document Viewers**

Forms and documents can be viewed in two ways, in either our DSLive Viewer or our Adobe PDF viewer.

### **Viewing and Magnification Tools**

Our DSLive Viewer supports 250+ file formats enabling fast and simple viewing of native file formats and comes with powerful document viewing and magnification tools such as zoom, pan, rotate, text magnification. Functionality for calibration and printing to scale is also supplied.

### **Redlining and Markup Tools**

Advanced functionality is provided for redlining and marking-up plans, including tools such as markup layers, arrow, rubber, stamp, text, note, symbols, freehand, shapes, paint and highlighter.

### **User Admin Tool & DSLive Reports**

Manage your own users and some of your DSLive settings such as templates, standard notes, inspection types your PlanCheck check-list. Use DSLive Reports to create reports on your application, inspection & plan-check data, defined by a range of DSLive fields & criteria.

### **Notifications**

Notification emails notify the authority and applicants about application activity. Authorities receive notifications when new applications are submitted or new documents added. Applicants receive receipts when submitting their application and are notified when the status of their application is updated or a request for payment has been made.

### **Calendar**

Use our calendar tool to plan and schedule activities such as site inspection visits.

### **Email**

Our Emailing Tool enables applicants to send a message about their application from their Submit-a-Plan account directly to a local authorities DSLive account and vice versa. The recipient is sent a notification of a new message and all emails are logged against the application.

### **Application Workflow**

Define how an application moves from one individual or group's 'to do list' in your department to the next, simply by 'signing off' when their work has been completed.

## Setup, Configuration & Support

### Authority Configuration

Submit-a-Plan accounts can be configured for unitary authorities or for authorities working together as a partnership. With our Partnership Configuration you can create as many or as few user logins as you desire and our 'Reassign' button will allow you to assign a newly submitted application to the most relevant partner department to handle.

### User Licensing

The number of user logins an authority can have is dependent on the Submit-a-Plan account subscribed to.

Single Login licence (forms & view account)  
Concurrent Multiple Licences (approve account)  
Concurrent Unlimited Licences (office account)

### Trials & Demos

We offer free online demos and trials of Submit-a-Plan and DSLive. We can also come and see you at your offices if you would like us to.

### Submit-a-Plan Support

Submit-a-Plan telephone and support is included in the price of account subscriptions and also includes access to our 24hr online video and guide sheet assistance available for applicants, authorities and consultees.

### Submit-a-Plan Training

Training is available remotely online and over the phone and also by day sessions at your authority department. Training fees not included in subscription.

### Submit-a-Plan Membership

All Submit-a-Plan accounts come with our full Submit-a-Plan membership, providing council branded Submit-a-Plan pages and branded Submit-a-Plan URL links for authority websites, along with marketing resources.

## The Easy and Low Cost Solution

Submit-a-Plan's electronic approval process removes the need for local authorities to print and post applications, not only helping authorities save money, but to reduce CO2 emissions and save trees.

Resolution can scan all paper applications received and deliver them directly into DataSpace Live just like an electronic application with our Bureau Scanning Services.

Our Submit-a-Plan accounts also extends the usage of electronic data into the consultation environment, helping justify the cost of scanning paper applications by removing the cost of creating and distributing multiple paper copies to consultees.

In addition, DataSpace Live is fully hosted by us at Resolution and therefore does not require any onsite installation or the provision of expensive servers. The intuitive design of our solutions also enables training to be kept to a minimum, helping to keep the costs low.

Our DataSpace Live solutions are continuously updated online, ensuring that users are always running on the latest version, thus removing the need for costly onsite upgrades.

## Key Benefits

- No software to install or expensive servers to maintain.
- Account access at any time, from any location over internet for flexible working.
- Carry out electronic inspections online or offline on site.
- Supports building control, planning portal and scanned applications.
- No application size limits and supports 250+ document file formats.
- Advanced document measuring and mark-up tools.
- Shared online consultation environment.
- Advanced plan-checking solution.
- Partnership configurations available.
- Assign officers and create application workflow through departments.
- Integration with authorities own back office and payment systems.
- Faster email communication with applicants and consultees.
- Create reports about applications and inspections.
- Systems hosted, maintained and updated by Resolution.
- Submit-a-Plan Training available.
- Full Submit-a-Plan telephone, email and online support for authorities, consultees and applicants.
- Good quality application scanning service at low costs.
- Reduces printing and postal costs, reduces CO2 emissions.

## Account Prices

For a summary of our Submit-a-plan account prices and what they include, please download our account price list at <https://www.screencast.com/t/TNRYYLWDi> by clicking 'download media' or request one by email.

## Request a Demo

If you would like to book a free online demo, inquire about subscriptions or just have a question about our Submit-a-Plan accounts, please contact us at any time, we'd love to have a chat.

### Contact us:

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