

## Not subscribed to Submit-a-Plan? Understanding your authority 'Forms' account.

Applicants and agents have always been able to fill in an application form on Submit-a-Plan for Local Authorities who are not currently subscribed to the portal. In the past the applicant and agent would then have to print and post or download and email the form with any accompanying documents or plans to the authority. Non-subscribing authorities have always had a 'guest' account where they log in and view a list of forms that had been filled in for them.

Following increasing pressure from applicants and agents who wish to be able to submit to ALL authorities on Submit-a-Plan, we have now made it possible for those authorities to view, print and download the application forms from the portal while waiting for the accompanying documents.

### Why do applicants and agents wish to fill in forms on Submit-a-Plan?

There are a number of reasons that applicants and agents may choose to still fill in their form on Submit-a-Plan, even if your authority is not subscribed to accepting electronic applications through our portal. We provide our applicants and agents with free of charge online accounts where they can fill in, submit, store and track live status updates of applications for different authorities all in one single place rather than having to visit numerous council websites, to use different online submission systems or download different forms. In their Submit-a-Plan account, forms for all authorities are found in one place, in one standard design providing continuity and simplicity. Our forms are also in a simple step-by-step format making them easy and straightforward to fill in.

You will usually find that those filling in forms for your authority are agents who use Submit-a-Plan on a daily basis to submit numerous applications to different authorities. Agents are aware that some authorities do not subscribe to Submit-a-Plan, but they like being able to carry out their work and store their applications electronically all in one location in their Submit-a-Plan account, where they can return for reference and track the progress of the applications that have been submitted electronically. With over 74,000 applicants and agents currently registered to Submit-a-Plan, it seems the desire to submit applications electronically continues to grow. Also appealing to applicants and agents is the fact that we **do not** charge them any extra fee for submitting an application through our portal, unlike other providers who are rumored to charge £10 for submitting a single application on their system.

### Logging in to your authority's DSLive account

For authorities not subscribed to Submit-a-Plan we provide an authority guest account where you can log in and view, download or print the application forms being filled in through Submit-a-Plan. Also you should receive a notification email to let you know when somebody has submitted a form on Submit-a-Plan and that they have been advised to send any documents or plans they have to you via post or email.

You can request your account log-in details at [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com)  
You can log in to your account at [www.dataspacelive.co.uk](http://www.dataspacelive.co.uk)

## Trial one of our Full Accounts

**DS View** > 'DS View' is our basic paid subscriber account. The applicant or agent will be able to submit full electronic applications with documents and plans to you through the portal. The authority can view or download the applications and documents as well as benefiting from some of our processing tools. We offer a free trial of this account for the first 10 applications you receive.

## Our Brochures

We have a range of brochures for Submit-a-Plan, DSLive and our specialist modules. Why not view or download one at: <http://www.resolutiondm.com/brochures>

If you need any assistance in logging in to your account or simply have a question please do feel free to contact us at any time.

## CONTACT US

We'd love to hear from you!

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