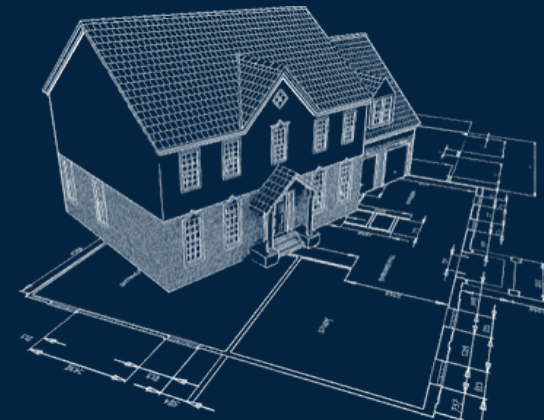# SUBMIT-A-PLAN &
DATA SPACE LIVE

ONLINE APPLICATION SUBMISSION & APPROVAL

LOCAL
AUTHORITY
BUILDING
CONTROL
ON **SUBMIT-A-PLAN**
National Building Control Portal

RESOLUTION

**Agile Building Control
Solutions for
Local Authorities**

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.
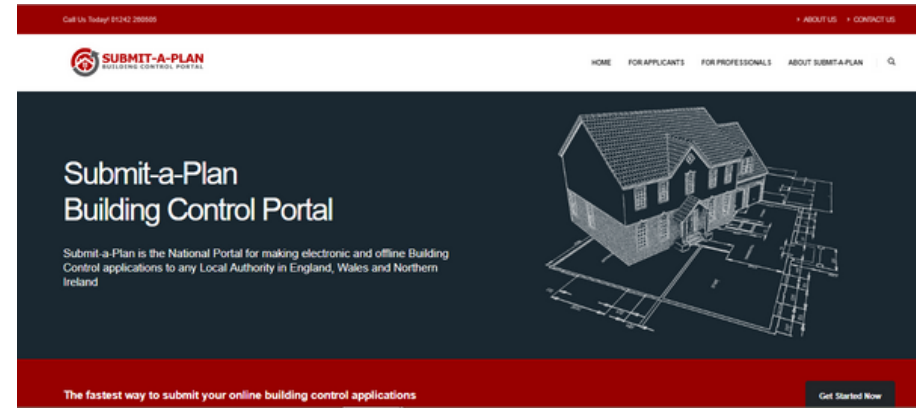
DataSpace Live

DataSpace Live provides all the tools and functionality Local Authorities require to receive, register, process and approve applications online and prioritizes flexible, streamlined working, quicker communication and easier data integration.

At its core are our electronic inspections, plan-checking and consultation modules as well as our site inspection apps. With a set of sophisticated and bespoke tools, DataSpace Live also provides solutions to all department administrative and management tasks and removes the need for a separate Back Office.

With DataSpace-Live operating from the cloud, applications, inspections and consultations can be accessed at any time, from any location with internet access and on a range of devices, facilitating flexible and out of office working.

Agile Working - Our Philosophy

To Resolution, 'Agile Working' means working in the most agile and intelligent way to ensure one's highest performance and efficiency.

When applied to software, it means single hosted, cloud-based, electronic online solutions that are responsive, streamlined, communicative, flexible and accessible.
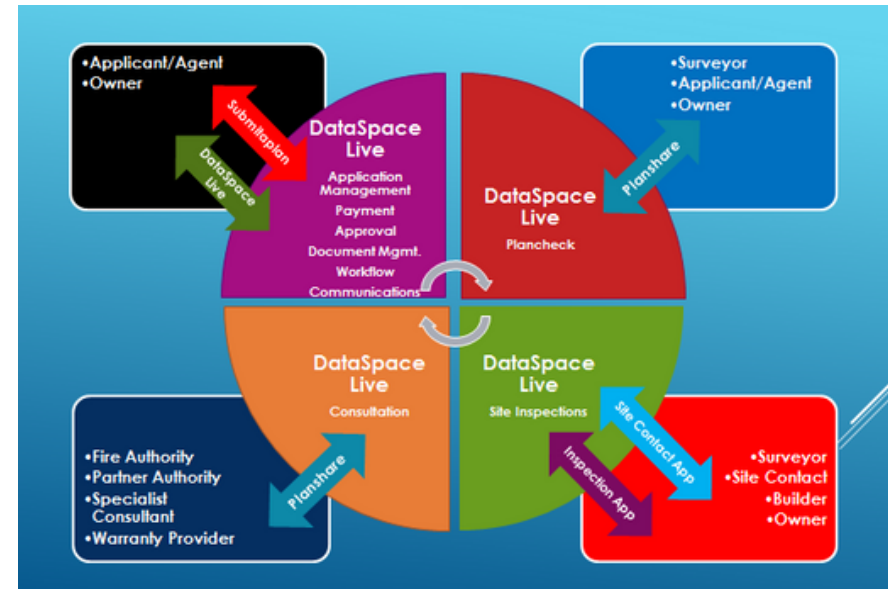
Our comprehensive, cloud-based solutions for Building and Development control embodies the concept of agile working, assisting Local Authorities to carry out all tasks related to processing and approving applications in the quickest, easiest and most efficient way possible.

DataSpace Live particularly prioritizes communication - with functionality for sharing detailed updates and reports with clients, online consultations with specialist experts and for outsourcing authority resources.

Agile Working Solutions - The Benefits

Communication

Quicker, direct email correspondence
Authority can phone/text clients from inspections app
Inspection visit text message update & tracking service
Live, automated client notifications
Live updates of conditions and requirements
Online inspections requests and bookings
Share approved documents and certificates
Comprehensive inspection reports for transparency
Online consultation environment with commenting
Dedicated 2-Way client portal and services
Dedicated support for applicants and local authorities

Flexibility & Access

Partnership configurations
Flexible access for hot desking, home & remote working
Compatible with various devices
Inspections app works on and offline
Multi-format viewer
Invite external experts and plancheckers
Authority define own templates, regimes & checklists
Authority define standard comments & conditions
Authority creates own standard docs & certificates
Data Security

Streamlining

Easy, straightforward processes in less steps
Application workflows
Easy integration with Back Office
Easy paper app scanning for electronic processing
Clients have one easy interface for all authorities
Straightforward, step by step online forms for clients

Intelligent & Responsive

Smart Forms - Create & Share standard documents
Mobile apps fully sync-able with DataSpace-Live
Online application and inspection payment
Manage apps, inspections and payments
Generate reports
Advanced automations and integrations
Inbuilt online map for planning inspection routes
Save time, money & CO_2

Our Local Authority Subscriptions

We have an account type for every requirement which vary in the level of functionality provided. This section briefly summarises each of our four account levels.

Account 1: DataSpace Live 'Forms'

Our basic account enables 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 an application form electronically and that they will need to send any accompanying plans and documents in the post to the relevant authority.

The authority will receive an email notification every time an application form is submitted to them through the Submit-a-Plan web portal.

Account 2: DataSpace Live 'View'

DataSpace Live 'View' enables the submission of full electronic applications including accompanying plans and documents. Applicants can also add additional or revised documents after they have submitted their application.

Authorities can view, print and download application forms and accompanying documents as well as gaining some application processing and administration tools.

Account 3: DataSpace Live 'Approve'

The next level up from 'View', our 'Approve' account provides all the essential tools for processing, consulting on and approving applications.

'Approve' also gives the authority the option to choose from a range of paid extra 'add-on' modules, including InspectMate and SiteMate - our mobile inspection apps, PlanCheck, Application Payment, Back Office Integration and My Virtual Mail Room.

You can learn more about these 'add-on' modules under our '**DataSpace Live Directory - Specialist Modules'** section of this guide.

Account 4: DataSpace Live 'Office'

Our premium account comprises all the elements of our other accounts but with all of our 'add-on' modules included in the account price.

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

With the aim of replacing the need for a separate Back Office system, authorities are able to register all applications in DataSpace Live, generate and share certificates, notices, reports and other documents and create application workflows.

Please contact us to request a more detailed matrix of the functionality and tools included in each of our accounts.

DataSpace Live Directory

>Specialist Modules

DataSpace Live Inspection Solutions

'DataSpace Live Inspections' are designed to offer complete and advanced electronic inspection solutions that are intuitive of the processes, requirements and conditions related to Local Authority Building Control Inspection.

Our solutions include two cutting edge mobile and tablet apps, InspectMate - our Inspections App and SiteMate - our Site Contact App, which are both part of our long-term vision to create a more efficient, electronic building control application process for Local Authorities and their clients.

>Inspections Tab

Within each online application in DataSpace Live is a dedicated Inspections Tab where authorities can schedule, manage, sign-off and report on inspections. The tab syncs automatically with our inspection apps.

>InspectMate App

Complete inspections quickly and upload to the relevant application to DataSpace-Live using the InspectMate App. Take photos, post comments, add actions, check plans, book visits, all online or offline while on site.

>SiteMate App

With our SiteMate app, Site Managers, Applicants and Builders can receive live updates and results on inspections and even request inspections visits from the Local Authority.

>Download our detailed 'Inspection Solutions Brochure' from www.resolutiondm.com/brochures or request a copy by email.

DataSpace Live Directory

> Specialist Modules

PlanShare

Situated within DataSpace Live, PlanShare enables Local Authorities to share application documents and other information electronically online with applicants, agents, inspectors, consultees, site managers and partner or fire authorities among others.

Local Authorities can invite individual or groups of consultees to review and comment on applications documents facilitating a shared consultation environment with DataSpace Live that is dynamic, secure and feature rich. Consultees do not require any new software but simply receive an email notification which links them to the application online. Meanwhile our special 'Client Folder' within PlanShare enables an authority to share application documents, reports and approval certificates instantly with the applicant or agent.

PlanCheck

PlanCheck is our online plan-checking solution within DataSpace Live. Authorities can assess and comment on plans against a comprehensive editable 'Check' List, in line with the relevant Building Control regulations. As they work their way through the list they can assign a status, report contraventions, or request further information and even add comments to each check.

A 'Notify' button enables the authority to instantly send an automated email or text message of any issues that require attention to the applicant or agent. The applicant or agent is then lead 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 and create plan-checking reports, confirming all checks have been done.

*PlanShare and PlanCheck are a great solution for enabling flexible working or to externalize plan and structural checking activities to outside providers for example, while still preserving the confidentiality of sensitive application or document information.

DataSpace Live Directory

>Specialist Modules

Back Office Integration

This module comes with the 'Qwick Fill' tool which enables application data to be transferred easily into your back office systems registration screen. The Qwick Fill tool also allows you to add a Back Office ID number to an application in DataSpace-Live and also speeds up the process of creating scanned applications by optionally pulling information from your back office system to populate the form.

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/agent is sent a request to make payment. The applicant is then informed of the request, what it is for and intelligently linked to the authorities online system to pay by debit or credit card, handling payment codes and VAT requirements. As the requests are done by email, if an agent requires the applicant to pay, they are invited to forward the email to the applicant.

Planning Import

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

My Virtual Mail Room Scanning

FREE TRIAL

All paper applications which authorities receive can be sent to our Scanning Bureau for our daily Scan-on-Demand service and delivered directly into DataSpace-Live ready for electronic processing and consultation. Our Scan-on-Demand service can also be used for archive applications. Turnaround times are typically same-day.

>Download detailed brochures for all of our specialist modules from www.resolutiondm.com/brochures or request a copy by email.

Submit-a-Plan Client Portal for Applicants & Agents

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. It standardises the process making life simple for your clients.

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. Authorities can send certificates and inspection and plan-checking reports as well as requesting more documents or information - all through the client's account.

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.

Core Functionality & Benefits

- Free Submit-Plan account
- No extra charge for submission
- 24/7 application submission
- Upload additional or revised documents
- Submission receipts and notification updates
- Track application status & activity
- Email authority within account
- Online access from any location with internet
- Free Submit-a-Plan phone and email support
- Save time and money by eliminating shipping & plotting of multiple plans
- Support environmental policy

Advanced Functionality

- Online application payment
- Submit initial notices
- Request inspection visits
- Live updates on inspections & plan-checking
- Respond to conditions & requests for more information or documents online
- Receive approval certificates, reports & other documents straight to account
- Pre-Application submission & advice

* The functionality provided to applicants is dependent on the subscription level of the authority.

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 DataSpace Live. 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 email support for both applicants and Local Authorities is included in the price of account subscriptions.

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 Business Case

Subscription Basis – Our Local Authorities join Submit-a-Plan on a subscription basis that includes upgrades, maintenance and customer support. There are no large up-front costs.

Quick to Deploy - DataSpace Live is quick to deploy, all you need is a web browser and internet access, and you're ready to go. Our solutions don't require any software to be installed so you are able to access your new software immediately.

Zero Infrastructure - Resolution handles all of the underlying IT infrastructure.

Seamless Upgrades - Resolution manages all of the software updates and upgrades for you so you always have the most up to date software.

Guaranteed Levels of Service - Submit-a-Plan and DataSpace Live uptime is now 99.8% of the time.
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Backups and Data Recovery - All done for you. DataSpace Live carries out automatic backups ensuring data integrity.

Work Anywhere - DataSpace Live only requires an internet connection enabling efficient access to data allowing you to work from anywhere in the world. Supporting home, mobile, and flexible working.

Security - DataSpace Live is run across two geographically separate data centres. Your data is backed up across multiple hard drives and servers. Hosted in UK, ISO approved Data centres.

Easy Adoption - DataSpace Live is easy adopt to as users tend to already be used to working on the internet.

Long Term Relationship - Upfront prices for the subscription are small compared to the cost of sale in the first year, so it's important to us that you are happy with the service and stay with us for several years. This means we are very focused on ensuring you remain happy customers over the long term.

Environmentally & Economically Friendly - Submit-a-Plan's electronic submission, consultation and approval process removes the need for paper entirely. Our inbuilt maps enable more efficient inspection route planning. Information is available wherever you are, and administration workloads reduced. Authorities not only save money, but reduce CO_2 emissions and save trees.

Helps Reduce
CO_2 Emmissions

Get in Touch

Phone: 01242 260505

Email: sales@resolutiondm.com

Web: www.resolutiondm.com

Demo's & Consultations

We can provide you with a demo either at your offices or online over the phone.

We can also offer consultations of your existing systems of working.

To book a demo or consultation please get in touch.

Subscription Price List

For a quote of one our Local Authority subscriptions, please get in touch with our Sales & Marketing Manager.

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RESOLUTION   SUBMIT-A-PLAN
National Building Control Portal