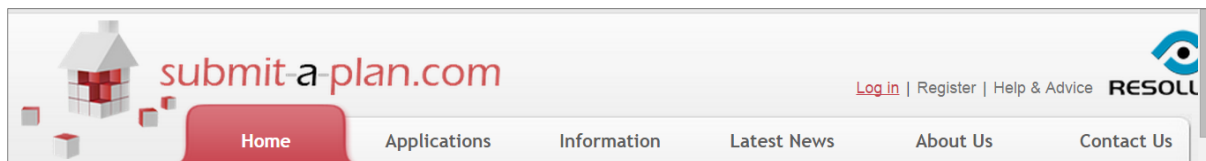


## How to open, print and download Your application form

### Contents:

1. Logging in and finding your application .....p.1
2. How to open your application form .....p.2
3. How to print your application form .....p.3
4. How to download your application form .....p.3
5. More video and guide sheets from 'The Submit-a-Plan Guide' .....p.4

### 1. Logging in and opening your application



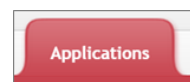
The first step is to log in to your **Submit-a-Plan** account at [www.submitaplan.com](http://www.submitaplan.com)

Click on the red [Log in](#) link at the top right hand of your screen on Submit-a-Plan '**Home**' page.

When the black log in box opens, enter your email and password and click login.



Once you have logged in, click on the '**applications**' tab on the Submit-a-Plan '**Home**' page to find your application.



**How do I do this?...**

For a detailed demonstration of how to login, find and open your application, watch or download our guide "**Finding your application**":

**Watch a video:**

**Download a guide:**



## 2.How to open your application form

Once you have your application open you will need to go to the **'application documents'** tab.

The screenshot shows the DataSpace Live web application. The user is logged in as sarah.cutler@resolutiondm.com. The main navigation menu includes 'My Dataspace', 'My Applications', 'My Calendar', 'My Mail', 'My Profile', and 'Sign Out'. The 'My Applications' section is active, showing a list of applications for ID {405-354639-37488728}. The 'Application Documents' tab is selected, displaying a table of documents. A red arrow points to the 'View' icon in the toolbar above the table.

Name	Description	Drawing	Shi	Rel	Size	Origin	Created D	Last Upda
AF(405-54639-1704150...	Application Form	AF1	1	A	54.9...	Orig...	17 Apr ...	17 Apr ...
Ground Floor Plans.pdf	Ground Floor Plans.pdf	54639_341...	1	-	140...	Orig...	17 Apr ...	17 Apr ...
Structural Plan.pdf	Structural Plan.pdf	54639_859...	1	-	140...	Orig...	17 Apr ...	17 Apr ...
P07 Notes.pdf	P07 Notes.pdf	30512_428...	1	-	601...	Addit...	12 May...	12 May...

You can open your application form in a number of ways:

You can click on the application form in the list once to select it and then either press the **'View'**  icon on the toolbar or right click on the application and select **'View document'** .

Alternatively you can double-click on the form in the list to open it.

**Please note that currently only application forms can be viewed and not other documents.**

The screenshot shows a web browser window displaying the application form. The URL is www.dataspacelive.co.uk/viewpdf.aspx?applicationid=7754359&fileid=2709746. The page features the 'submit-a-plan.com' logo and 'FULL PLANS SUBMISSION' text. The application is for the London Borough of Lewisham. The form is populated with data submitted via the Submit-a-Plan website.

**Application To:** London Borough of Lewisham  
2nd Floor, Laurence House  
Catford Road  
SE6 4SW

**This Full Plans Submission Notice conforms to the Building Regulations 2010.**  
This form is populated with data submitted via the Submit-a-Plan website. www.submitaplan.com

**1 Applicant's Details**  
Name: Miss. Sarah Cutler Organisation: Resolution - Submit-a-Plan  
Address: 2nd Floor, 3, Royal Crescent, Cheltenham, Gloucestershire  
Postcode: GL503DA Phone: 01242 260505 Fax:  
Email: sarah.cutler@resolutiondm.com

**2 Agent's Details (if applicable)**  
Name: Organisation:  
Address:  
Postcode: Phone: Fax:  
Email:

Your application form will automatically open.

Use the scroller on the left hand side of the box to scroll up and down your form.

## 2.How to print your application form

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Once you have opened your application form, if you move your cursor around on the form you will notice a small hovering toolbar appears.



To print your application form, click the **'Print'** button on the far right:

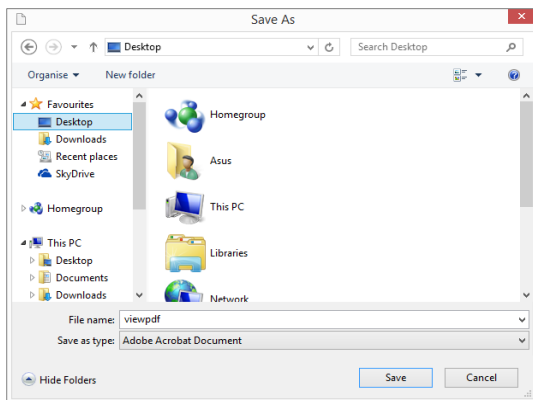


Your printer window will open. Make sure you have 'all pages' selected before printing.

## 3.How to download your application form

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To download your application form, open the form and click the **'Save'** button on your tool bar:

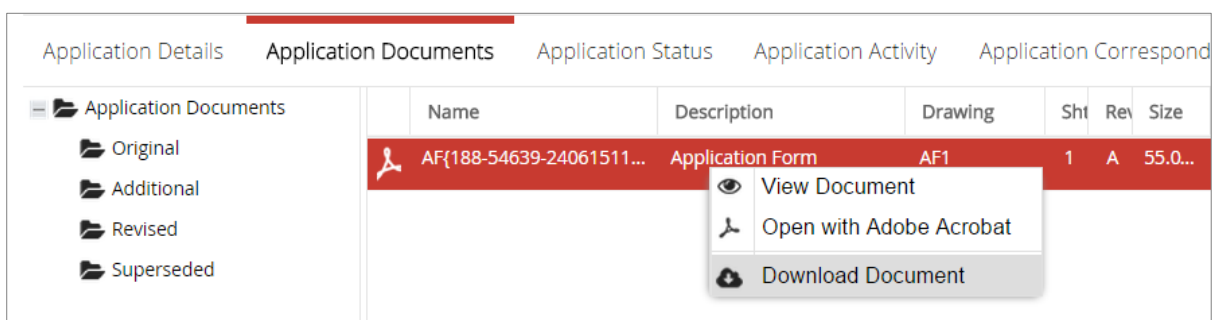


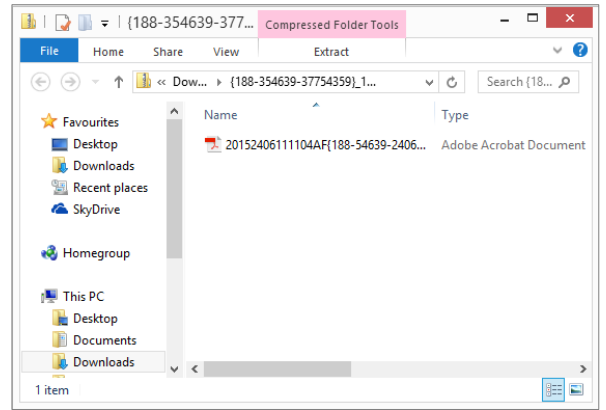
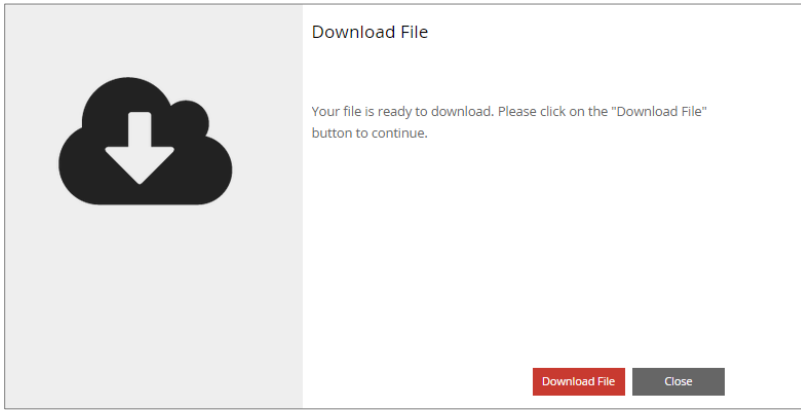
Your computer folders will automatically open so that you can choose a location to save your application to.

Once you've chosen a location, click **'Save'**.

Alternatively you can download your application form from the **'Application Documents'** tab.

Right click on the form and choose **'Download Document'**.





You will be prompted to download the form.

Once you have clicked **'Download File'** the application form will automatically be saved to your **'Downloads'** folder on your computer.

Double click on the file to open it.

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### Watch this guide-sheet as a video:

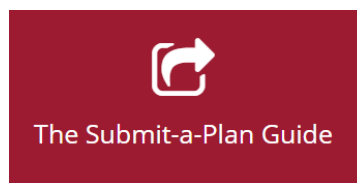
**"How to open, print and download your application form":**

[https://youtu.be/U4l7wg\\_21bg](https://youtu.be/U4l7wg_21bg)

We hope you found this guide helpful.

For further guides and video tutorials please follow the links below.

For support please email [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com) or call 01242 260505



### Guide-sheet playlist:

<http://www.screencast.com/t/vpwR42dRu>

### YouTube Video playlist:

<https://www.youtube.com/playlist?list=PLBgc0Ngpt4NVoDK91bWjeiyTuPNLJNPOD>