

## Registering for an Account & Completing an Application

### Contents:

1. Logging in and finding your application .....p.1
2. Finding an application .....p.2
3. Opening an application .....p.5
4. More video and guide sheets from 'The Submit-a-Plan Guide' .....p.6

### Introduction

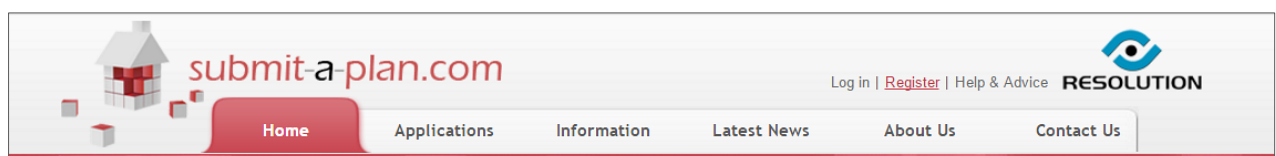
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Submit-a-Plan is designed to make submitting building control applications quicker, easier and more efficient. Our online application forms therefore are easy to complete step-by-step forms in the same Submit-a-Plan format and can all be filled in one place for different authorities. This makes a change from the forms supplied by authorities themselves which come in many different formats and designs and all have to be sourced on different council websites.

This guide provides a brief demonstration on how to register for a Submit-a-Plan account and make an application. Please be aware that not all authorities are subscribed to accept full electronic applications through Submit-a-Plan. For those authorities who do not, you can still fill in your form on Submit-a-Plan but you would need to print it off and email or post it to them with any other plans or documents you may have.

### 1. Registering for an account on Submit-a-Plan

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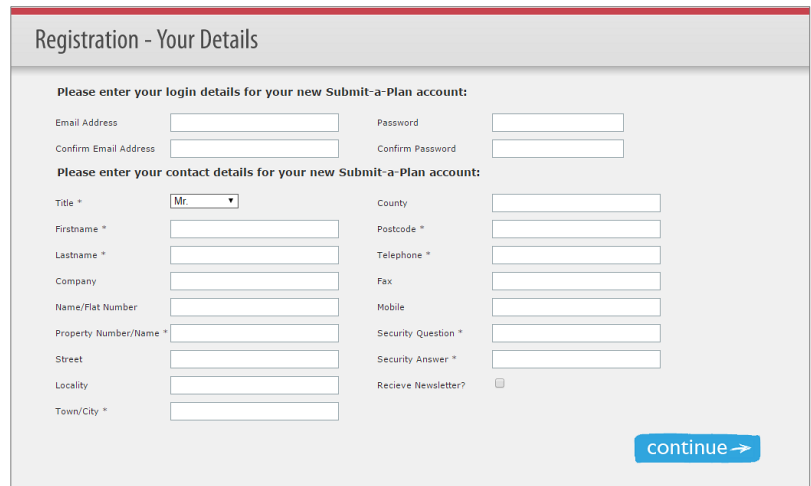
To submit an application on Submit-a-Plan you will first need to register for an applicant or agent account, which is free of charge.

To do this, simply go to the Submit-a-Plan 'Home' page at [www.submitaplan.com](http://www.submitaplan.com)

Click on the red [Register](#) link at the top right hand of the 'Home' page.

You will then be asked to choose if you want an applicant or agent account and to fill in your details to register for an account.

*Tip: A security question and answer is what we will ask you if you forget your password. It can be any question such as 'Mother's Maiden Name' or 'Favourite Colour'.*



The image shows a registration form titled "Registration - Your Details". It is divided into two main sections: "Please enter your login details for your new Submit-a-Plan account:" and "Please enter your contact details for your new Submit-a-Plan account:". The login section includes fields for Email Address, Confirm Email Address, Password, and Confirm Password. The contact section includes fields for Title (with a dropdown menu), County, Postcode, Telephone, Fax, Mobile, Name/Flat Number, Property Number/Name, Street, Locality, Town/City, Security Question, and Security Answer. There is also a checkbox for "Recieve Newsletter?". A blue "continue" button with a right-pointing arrow is located at the bottom right of the form.

Once you have registered you will be sent an activation email. In this email will be a link that when you press it will activate your account. If this email does not appear in your inbox then check your spam or junk folder. If you still do not receive it then contact us at 01242 260505 or [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com)

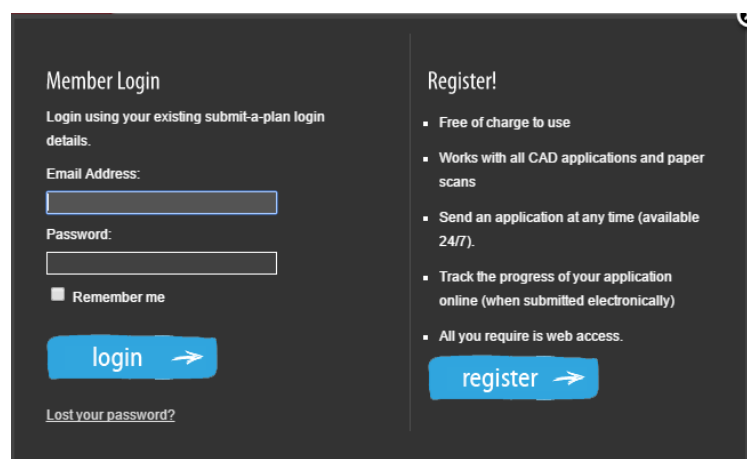
## 2. Selecting an Application

Once you have registered and activated your account, you can now select your application.

On the Submit-a-Plan 'Home' page, click on the 'Make an Application' button.



If you are not already logged in to your account, you will now be prompted to log in with your email address and password.



The image shows a dark-themed login and registration interface. On the left, under "Member Login", there are fields for "Email Address:" and "Password:", a "Remember me" checkbox, a blue "login" button with a right-pointing arrow, and a link for "Lost your password?". On the right, under "Register!", there is a list of bullet points: "Free of charge to use", "Works with all CAD applications and paper scans", "Send an application at any time (available 24/7)", "Track the progress of your application online (when submitted electronically)", and "All you require is web access.". Below the list is a blue "register" button with a right-pointing arrow.

You will now be prompted to choose a local authority to submit an application to.

You can find your authority by postcode search or using the map, or by typing the name in the 'Authority List' box and selecting from a list of matching searching results.

Once you have selected a local authority, a page will open displaying a list of applications available for that authority.

If the authority accepts electronic applications on Submit-a-Plan, a list of applications will appear under the '**Full Electronic Submission**' section, as seen in the image below.

If however the authority does not accept electronic applications on Submit-a-Plan, a list of applications will appear under the '**PDF Fill and Post**' section. In this case, you will be able to fill in an application form on Submit-a-Plan, but then you would need to print it off and post to the authority.

At the bottom you can use the '**Application Advice**' section to send the local authority an email inquiry.

To select an application, click on a red application link in the list.

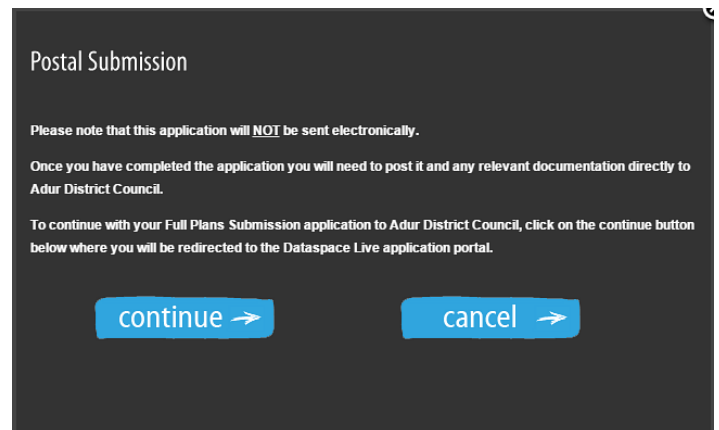
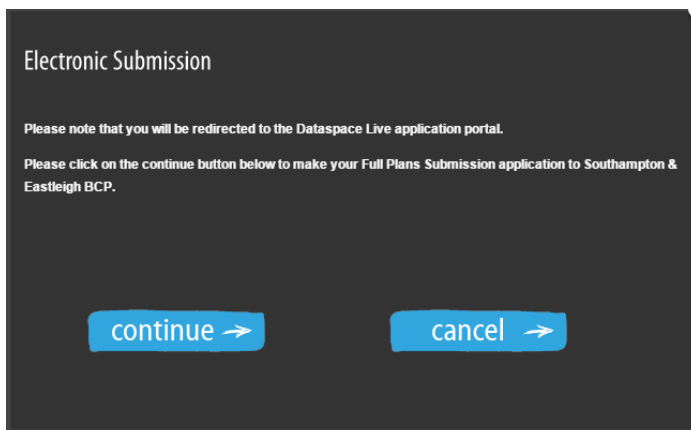
- ✓ [Make a Full Plans Submission application](#)
- ✓ [Make a Building Notice application](#)
- ✓ [Make a Regularisation Certificate application](#)
- ✓ [Make a Replacement Doors and Windows \(Building Notice\) application](#)
- ✓ [Make a Partner Authority Scheme application](#)

*For advice on choosing a type of application, either watch our helpful video at <https://youtu.be/gMUiYg9eVkJ>, visit the LABC website at [www.labc.co.uk](http://www.labc.co.uk) or contact your local authority building control department for advice.*

Once you have clicked on an application in the list a notice will appear on your screen that you are about to be directed through to DataSpace Live, our application form portal where you can fill in your form.

If you selected a **'PDF Fill in & Post'** application, you will be reminded that your application will not be sent electronically and that you will need to print and post your form and documents.

Click **'Continue'** to continue on to the application form.



### 3. The Application Form

Once you have clicked **'Continue'**, a new application form should open on your screen.

*The example used here is a Full Plans application*

**DataSpace** You are logged in as sarahcutler@hotmail.co.uk (Applicant) | Help | Site Feedback | Sign Out

#### Adur District Council : Full Plans Submission

Please enter the Applicant's name, address and communication details

Title*:	Miss.	Name or Flat Number:	
Firstname*:	Sarah	Property Name or Number*:	22
Surname*:	Bay	Street*:	Fildminster Road
Organisation:		Locality:	Leckhampton
Telephone*:	0773068958	Town*:	Cheltenham
Fax:		County:	Gloucestershire
Email*:	sarahbay@email.co.uk	Postcode*:	GL52 7PJ

Previous Page Next Page Preview Application Close

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On the left hand side of your application form is a list of sections that make up the application form.

For the application to be complete, you will need to have completed every section. Each time you complete a section, it will be ticked off.

- Applicant Details
- Location of Proposed Work
- Proposed Work
- Use of Building
- Charges
- Electrical Works
- Conditions
- Prescribed Period
- Additional Information
- Statement

Validate and Submit

When you have completed a page, click the **'Next Page'** button at the bottom of the page.

Next Page

To return to a previous page, click on the **'Previous Page'** button or on the section in the list.

Previous Page

By pressing the **'Preview Application'** you can see an example of how your application will look when transformed into an A4 form. The preview will only show the sections you have filled in.

Preview Application

The **'Close'** button will close your application but not delete it. Your application will be saved in the **'Incomplete Applications'** section in your account, where you can reopen it and continue to complete it.

Close

Once you have completed all the sections in your form, you will reach the **'Validation and Submission'** page. If you have missed completing a part of your application then you be notified on this page and asked to return to the page and complete it.

## 4. Submitting or Printing your Application Form

### Electronic Applications

If you are completing an electronically submitted application and you have completed all sections of the form, the system will now tell you that your application is valid and ready to be submitted.

Press the green **'Submit Application'** button to submit your form.

Submit Application

You will then receive a notification that your application has been submitted to the system.

You will receive a further email confirmation when the application has successfully arrived in the local authority's account.

Here you can also print a copy of your application form by clicking the **'View & Print Application'** button.

View & Print Application

You are logged in as sarah.rutter@hotmail.co.uk (Applicant) | Help | Site Feedback | Sign Out

zz Resolution Data Management zz : Full Plans Submission (Wiltshire)

Your application is valid, to submit your application please click on the "Submit Application" button below.

Please be aware that Submit-a-Plan are not responsible for taking payments from the website.

Once your application has been validated by the local authorities building control department they will contact you by the method you have selected in the charges section of the application form.

Submit Application

Application Submitted

Your application has been sent to Dataspace Live.

You will receive a notification email once the application has been processed & delivered to the authority.

Please note: At busy times applications may take up to an hour to process.

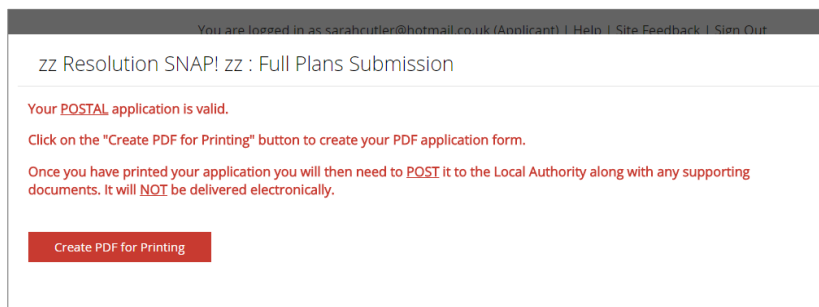
View & Print Application Close

## Postal Applications

If you are completing a **'PDF Fill in & Post'** postal form and completed all sections of the form, you will instead receive a message that your application is valid and ready to be printed so you can post it to the authority.

Click the **'Create PDF for Printing'** button.

Create PDF for Printing

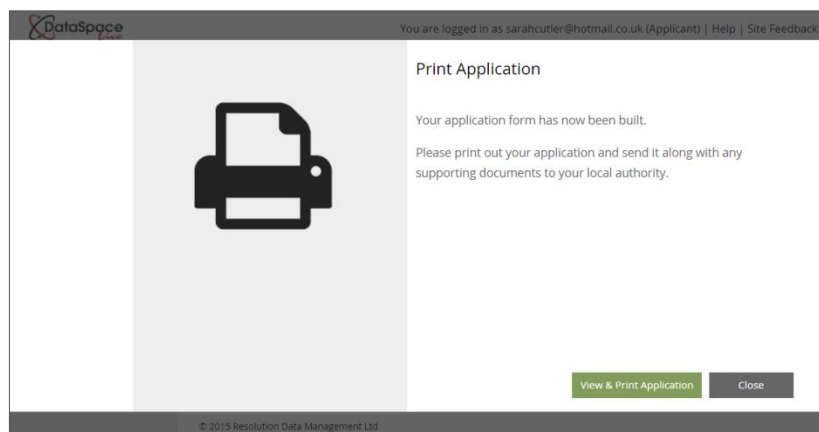


This screenshot shows a confirmation message on a web application. At the top, it says "You are logged in as sarahcutler@hotmail.co.uk (Applicant) | Help | Site Feedback | Sign Out". The main heading is "zz Resolution SNAP! zz : Full Plans Submission". The message states: "Your **POSTAL** application is valid. Click on the 'Create PDF for Printing' button to create your PDF application form. Once you have printed your application you will then need to **POST** it to the Local Authority along with any supporting documents. It will **NOT** be delivered electronically." A red button labeled "Create PDF for Printing" is located at the bottom of the message box.

You will receive a notification that the system has created your application into a PDF document that you can now print.

Press the **'View & Print Application'** button to print.

View & Print Application



This screenshot shows a "Print Application" confirmation screen. The top left has the "DataSpace" logo and the user is logged in as "sarahcutler@hotmail.co.uk (Applicant) | Help | Site Feedback |". The main heading is "Print Application". The message states: "Your application form has now been built. Please print out your application and send it along with any supporting documents to your local authority." A large printer icon is displayed on the left side. At the bottom right, there are two buttons: "View & Print Application" (green) and "Close" (grey). The footer contains the copyright notice "© 2015 Resolution Data Management Ltd".



The Submit-a-Plan Guide

helpdesk@resolutiondm.com  
01242 260505

**Guide-sheet playlist:**

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

**YouTube** Video playlist:

<https://www.youtube.com/playlist?list=PLBgc0Ngpt4NV0DK91bWJejuTuPNLJNPOd>