Registering for an Account
& Completing an Application

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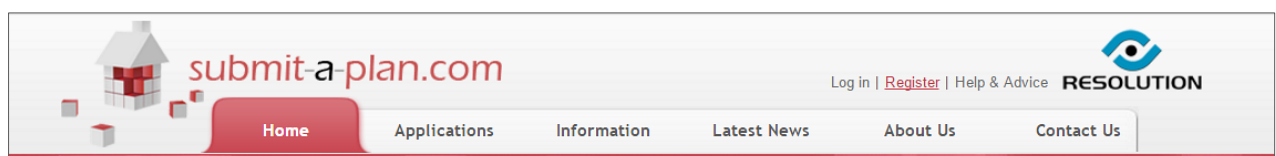
Submit-a-Plan is designed to make submitting building control applications quicker, easier and more efficient. Our online application forms therefore are easy to complete step-by-step forms in the same Submit-a-Plan format and can all be filled in one place for different authorities. This makes a change 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.

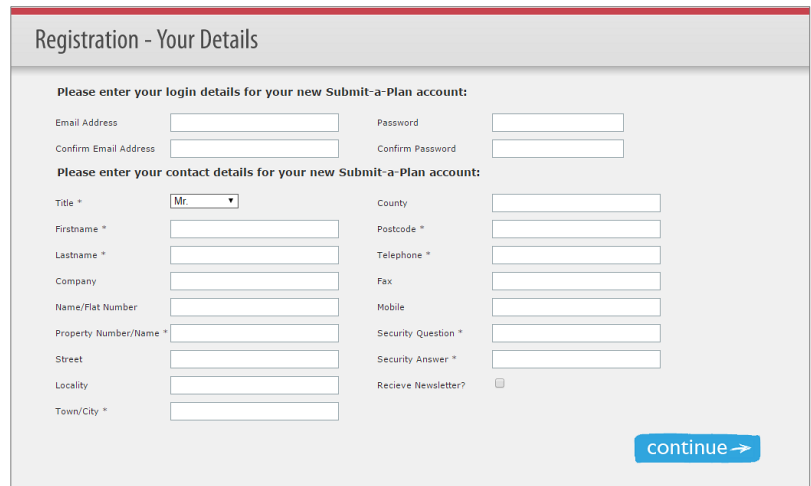## 1. Registering for an account on Submit-a-Plan

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

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'.

Registration - Your Details

Please enter your login details for your new Submit-a-Plan account:

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
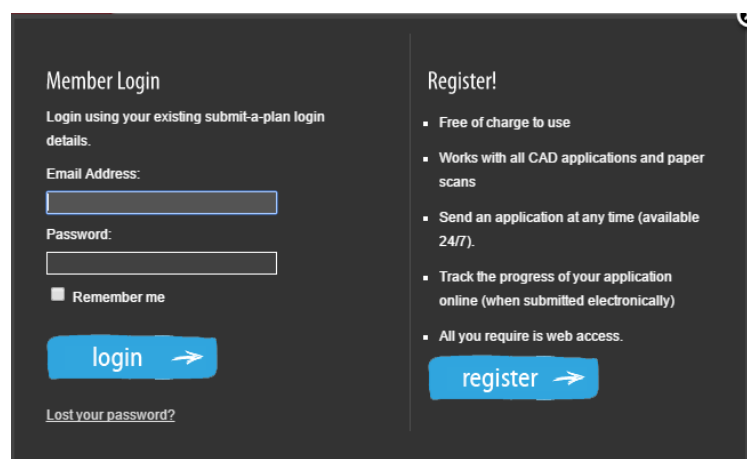
2. Selecting an Application

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.

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.

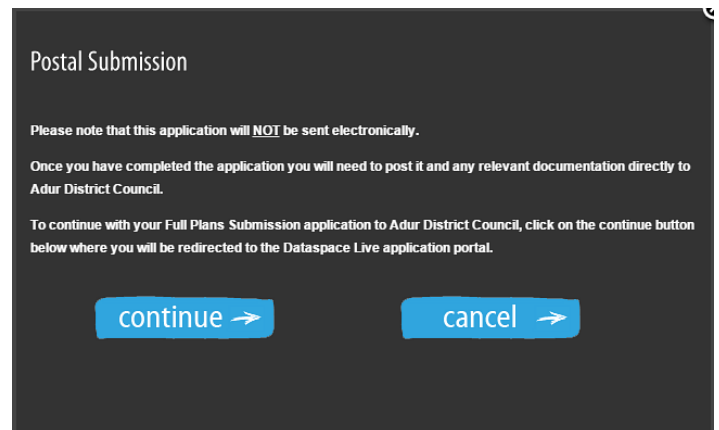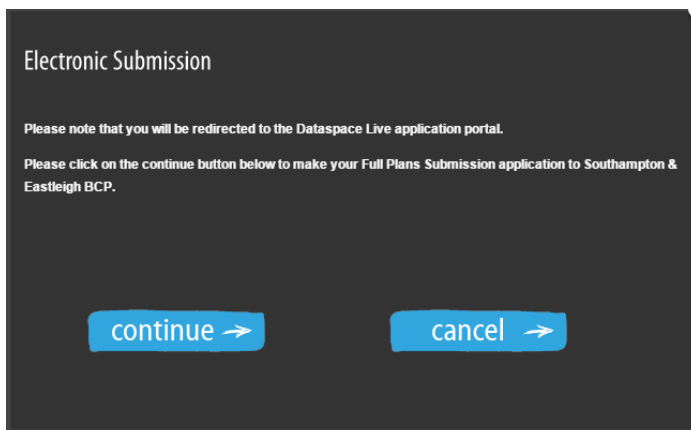To select an application, click on a red application link in the list.

✓ 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/gMUiyG9eVkQ , visit the LABC website at 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.

Electronic Submission

Please note that you will be redirected to the Dataspace Live application portal.

Please click on the continue button below to make your Full Plans Submission application to Southampton & Eastleigh BCP.

continue →   cancel →

Postal Submission

Please note that this application will **NOT** be sent electronically.

Once you have completed the application you will need to post it and any relevant documentation directly to Adur District Council.

To continue with your Full Plans Submission application to Adur District Council, click on the continue button below where you will be redirected to the Dataspace Live application portal.

continue →   cancel →

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

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.

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

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

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.

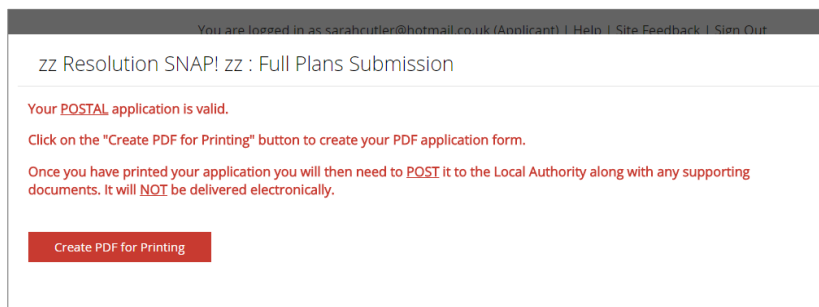

View & Print Application

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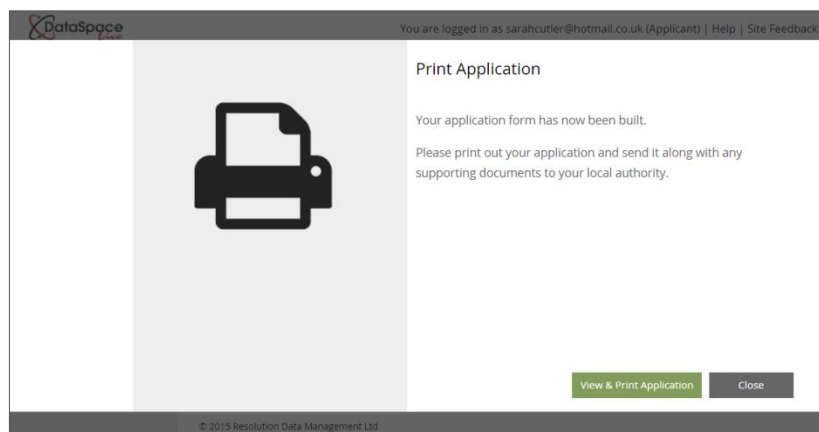
Click the **'Create PDF for Printing'** button.

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.

helpdesk@resolutiondm.com
01242 260505

Guide-sheet playlist:
http://www.screencast.com/t/vpwR42dRu

You Tube **Video playlist:**
https://www.youtube.com/playlist?list=PLBgc0Ngpt4NVoDK91bWjejyTuPNLJNPOd