

# SUBMIT A PLAN

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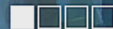
THE NATIONAL PORTAL FOR MAKING ONLINE AND OFFLINE  
BUILDING CONTROL APPLICATIONS TO LOCAL AUTHORITIES

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## SUBMIT-A-PLAN

Online Building Control Application and Processing



## 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 applications and the service is both free of charge and available 24/7.



Applicants are provided with their own secure online Submit-a-Plan accounts where they can submit, track and store numerous applications to different authorities all in one place. For applicants and agents, our electronic applications mean easy step-by-step online forms that are delivered instantly to the authority. Following submission, the applicant or agent can upload additional or revised documents and track the status of their application.

For authorities, our step-by-forms mean they receive more accurate and complete applications, overcoming the issues experienced receiving applications via email, such as incomplete forms, applications too large for mailboxes and receiving file formats they cannot open. Submit-a-Plan simply overcomes these issues, making the process of Building Control submission much quicker, simpler and more efficient. In subscribing to Submit-a-Plan authorities gain advanced tools for processing and approving applications as well as being able to offer its applicant and agents additional services through the portal.

On Submit-a-Plan we have many Authorities currently accepting full electronic applications online through our portal. While there are some authorities not yet accepting electronic applications on Submit-a-Plan, we still offer applicants the opportunity to register for an account and fill in their application form using our easy step-by-step online form, who can then simply print and post it to their authority with their documents.

## Improving Building Control Efficiency

Submit-a-Plan is more than just an online portal to submit Building Control applications electronically to Local Authorities. Submit-a-Plan's long-term vision is to create a more modern, efficient, electronic Building Control application process for Local Authorities and their applicants.

Submit-a-Plan is designed to offer a complete and advanced electronic online solution for approving applications that is intuitive of the processes, requirements and conditions related to Local Authority Building Control. When designing the functionality and tools of Submit-a-Plan we look closely at how our solutions can benefit authorities not only in the way and speed with which they process applications but also in the overall efficiency of Building Control departments.

Local Authority Building Control departments are increasingly coming under administrative, qualitative and financial pressures that arise from viewing, printing, scanning and storing paper applications and their documents. Submit-a-Plan's electronic applications are an efficient solution enabling authorities to save in the money, time and quality lost in scanning, the costs of printing and the space used in the storage of paper applications. Plus no paper means saving trees!

By submitting your application online through Submit-a-Plan you will be helping authorities improve the efficiency of their department and service, saving time, space, the environment as well as money that can then be spent improving other areas.



# SUBMIT-A-PLAN

## **Submit-a-Plan Applicant & Agent Accounts**

Applicants and agents can register for a free-of-charge secure online Submit-a-Plan account where they can submit numerous Building Control applications to different Authorities, all in one place at no additional cost.

Once an application has been submitted the applicant or agent can upload additional or revised documents, request inspection visits, make payment, track the status and activity of the application and contact the authority by email directly from their account. Through Submit-a-Plan, authorities can also offer partner agents pre-application advice and submission.

An email receipt is provided when an application is submitted and email notifications update the applicant or agent of any application activity and decisions made. In addition, our Submit-a-Plan applicant and agent accounts act as a secure place of application storage that can be returned to for reference and or to print or download application forms.

With our Submit-a-Plan accounts operating from our Cloud based web system, an account or application can be accessed from any location with internet connection and applications can be submitted 24 hours a day. Applicants and agents also have access to our free Submit-a-Plan telephone and email support during working hours and 24/7 YouTube Video Support Channel and online guide sheet assistance.

The functionality included in applicant and agent accounts is dependent on whether the authority accepts electronic applications and the level of account the Authority has subscribed to.



## **Applicant & Agent Account Overview**

### **Secure Account**

Your applicant or agent account will be username and password protected. Applications cannot be deleted ensuring their secure long-term storage within your account.

### **Application List & Storage**

In your account you can view a list of your applications where you can view, print and download submitted application forms and continue with incomplete applications. Your account can be used as a safe and secure place to store applications for reference. You can access your account at any time, anywhere with internet connection and on a range of devices.

### **Pre-application Advice and Checking**

If you work as part of a Partner Authority Scheme, apply for pre-application checking and advice before submitting.

### **Submit Applications**

A full range of LABC applications in easy step-by-step forms available, including Full Plans Submission, Building Notice, Retrospective Certificate, Replacement Doors & Windows and Partner Authority Scheme. Electronic applications are received instantly by the Authority.

### **Upload Additional or Revised Documents**

If you have submitted an electronic application, you will be able to upload additional or revised documents. The Local Authority will be notified of the added document and directed to it within their account.

### **Download and Print Applications Forms**

Within your account you can view, download or print your application form.

### **Email Receipts and Notifications**

Applicants and agents will receive email receipts and notifications emails for submitted applications and any activity taking place, such as the authority updating the application status.

### **Tracking the Status and Activity of your Application**

Once you have submitted an electronic application you will be able to receive live status updates from you authority and view a recorded log of your application's activity.

## **Applicant & Agent Account Overview**

### **Request a Site Inspection**

For those Authorities using this feature, applicants and agents can send a request for a site inspection from their account to their authority's account. Once an inspection has been completed, the results can be viewed in the applicant or agent's account.

### **Application Payment**

For authorities using this feature, the authority can send a request for payment and the applicant or agent can complete their payment online through Submit-a-Plan using the council's own payment system.

### **Email**

Our messaging tool within applicant and agents accounts allows a message to be sent directly to the Authority's account, and in addition, attaches the message permanently to the application. Your inbox will allow you to see a record of correspondence.

### **Submit-a-Plan Support**

Help is available during working hours by our email or phone support or access our 24/7 YouTube Video Support Channel for tips, tutorials or problem solving.



# SUBMIT-A-PLAN

## **What Authorities can offer through Submit-a-Plan**

To enable applications submitted electronically via Submit-a-Plan to be processed and approved, we provide authorities with advanced specialist tools to ensure your application gets the best attention.

### **Processing**

Through Submit-a-Plan authorities can offer all services connected to the administration and processing of applications, including pre-application advice and checking, assigning dedicated Officers to applications, booking site inspections, offering online application payment and by updating the status of an application, allowing the applicant or agent to keep track of its progress in their own Submit-a-Plan accounts. The email tool across all accounts allow applicants and authorities to correspond about applications.

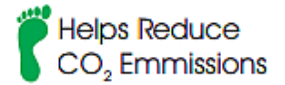
### **Approving**

To approve applications authorities are equipped with an advanced document and plan viewer that comes with powerful viewing tools and specific functionality for dealing with plans, such as calibration, measuring, redlining, mark-up and printing to scale. The viewer supports 250+ file formats enabling fast and simple viewing of native file formats, including being compatible with CAD and scanned hand-crafted drawings. Authorities can also benefit from our Mobile and Tablet Inspections App, enabling quicker and more efficient site inspections. Applicants and agents can request a site inspection through Submit-a-Plan and view the results in their own accounts.

### **Consultation**

Often Authorities need outside consultees to check and approve plans. Authorities subscribed to our advanced Submit-a-Plan accounts can gain access to our secure, online application sharing and consultation environment PlanShare, where an Authority can invite expert consultees as well as Fire and Partner Local Authorities into the electronic approval process while retaining control over confidential data.

# SUBMIT-A-PLAN



## Key Benefits

Submit-a-Plan makes the entire process of building regulation applications faster, easier, more accurate and more secure.

Access your account and submit applications at any time of the day, from any location with internet access, enabling flexible working.

Full range of LABC forms in easy step-by-step online forms.

No application size limits and supports 250+ document file formats. Compatible with CAD and scanned hand-crafted drawings.

Upload additional or revised documents.

Advanced applicant and agent accounts for submitting, tracking and storing applications.

Advanced authority tools for processing, approving and consulting on applications.

Range of authority services offered to applicants and agents through Submit-a-Plan.

Faster email communication between applicants, agents and authorities.

Systems hosted, maintained and updated by Resolution with Submit-a-Plan Training available for authorities.

Full Submit-a-Plan telephone, email and online support for authorities, consultees, applicants and agents.

Online electronic application and approval process removes the need for applicants, agents and Local Authorities to print and post applications, not only saving money, but to reduce CO2 emissions and save trees.

## The Fast, Easy and Low Cost Solution



# SUBMIT-A-PLAN

**Register for  
an account!**

## Contact Us

If you would like to ask us a question about Submit-a-Plan or submitting an application, please contact us at any time, we'd love to have a chat.

### Contact us:

Phone: 01242 260505

Email: [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com)

Web: [www.resolutiondm.com](http://www.resolutiondm.com)



**Register for a free  
applicant or agent  
account today.**

Our applicant and agent accounts are free of charge, you can register for an account by visiting [www.submitaplan.com](http://www.submitaplan.com) and clicking on 'Register'.

**Need some help using your account or submitting an  
application?**

Watch some of our handy video tips and tutorials on our YouTube video support channel.

Visit:

[www.youtube.com/channel/UC2Bbi\\_yFZWbCEy8BYZm66A](http://www.youtube.com/channel/UC2Bbi_yFZWbCEy8BYZm66A)

Or search 'Submit-a-Plan You-Tube' in YouTube or Google.

