

Uploading documents during your application

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1. Introduction

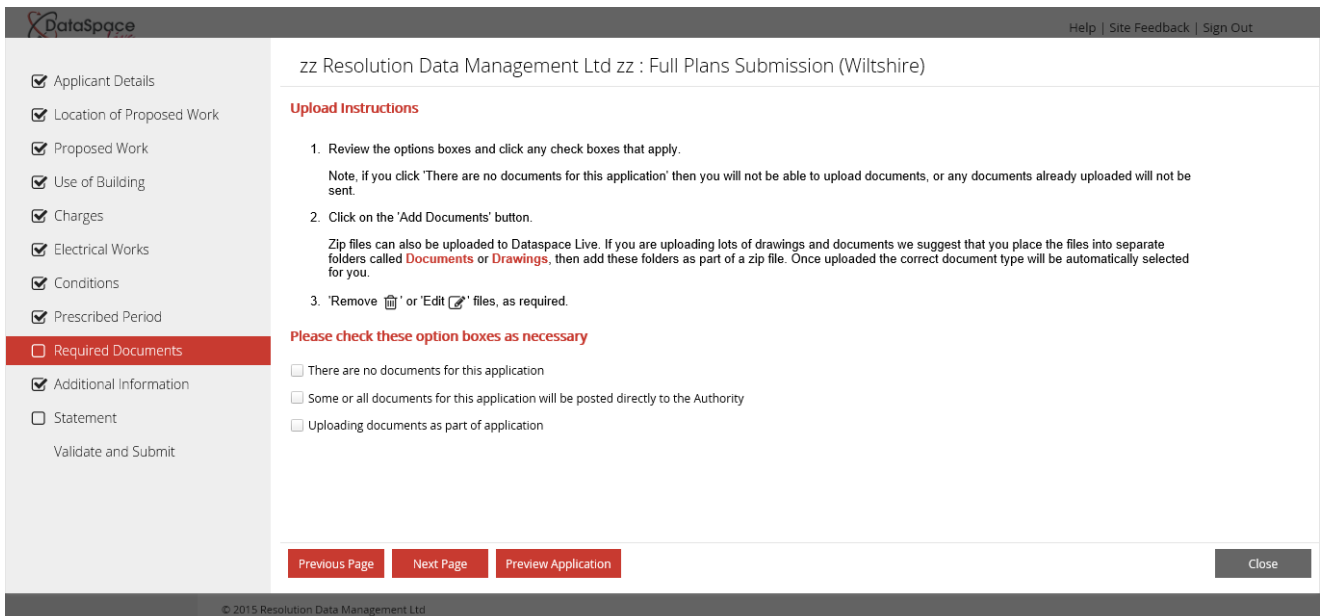
When filling in your online building control application form on Submit-a-Plan, many authorities allow you can to upload any accompanying documents or plans that you may have. Whether a local authority accepts electronic documents and plans with applications on Submit-a-Plan, is however dependent on what level of Submit-a-Plan account that authority has subscribed to.

This guide demonstrates how to upload documents and plans to an electronic application.

2. The 'Required Documents' Section

To upload documents to your application, you will need to progress to the 'Required Documents' section of your form, which includes some instructions on uploading documents.

If you can't see all of the information on your screen, you will need to zoom out or use the scroller on the right hand side of your screen to move up and down the page.



The screenshot shows the DataSpace application interface. The top navigation bar includes the DataSpace logo and links for Help, Site Feedback, and Sign Out. The main content area is titled "zz Resolution Data Management Ltd zz : Full Plans Submission (Wiltshire)". A sidebar on the left contains a list of application sections, with "Required Documents" highlighted in red. The main content area displays "Upload Instructions" with three numbered steps: 1. Review the options boxes and click any check boxes that apply. 2. Click on the 'Add Documents' button. 3. 'Remove' or 'Edit' files, as required. Below the instructions, there is a section titled "Please check these option boxes as necessary" with three checkboxes: "There are no documents for this application", "Some or all documents for this application will be posted directly to the Authority", and "Uploading documents as part of application". At the bottom of the main content area, there are three buttons: "Previous Page", "Next Page", and "Preview Application". A "Close" button is located in the bottom right corner of the main content area. The footer of the page contains the copyright notice: "© 2015 Resolution Data Management Ltd".

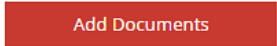
Toward the bottom of the screen, you will see some option boxes:

Click on the box for **'Uploading documents as part of this application'**.

Please check these option boxes as necessary

- There are no documents for this application
- Some or all documents for this application will be posted directly to the Authority
- Uploading documents as part of application

Once you have ticked the box, an **'Add Documents'** button will appear toward the bottom of the screen:



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Upload Instructions

- Review the options boxes and click any check boxes that apply.
Note, if you click 'There are no documents for this application' then you will not be able to upload documents, or any documents already uploaded will not be sent.
- Click on the 'Add Documents' button.
Zip files can also be uploaded to Dataspace Live. If you are uploading lots of drawings and documents we suggest that you place the files into separate folders called **Documents** or **Drawings**, then add these folders as part of a zip file. Once uploaded the correct document type will be automatically selected for you.
- 'Remove' or 'Edit' files, as required.

Please check these option boxes as necessary

- There are no documents for this application
- Some or all documents for this application will be posted directly to the Authority
- Uploading documents as part of application

Add Documents

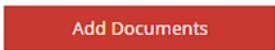
Description	Document Type	Doc No	Sheet No	Rev		
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Previous Page **Next Page** **Preview Application** **Close**

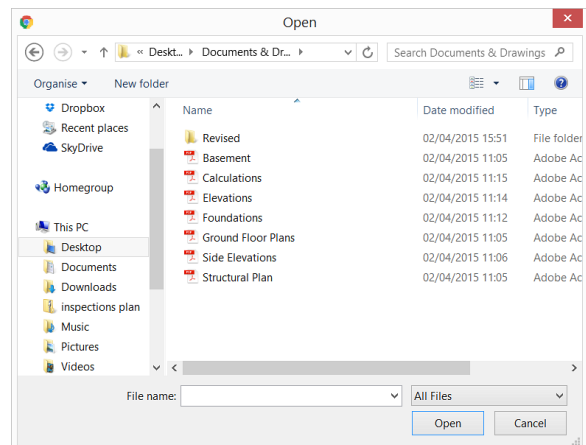
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3. Adding Documents

To upload documents, click on the **'Add Documents'** button:

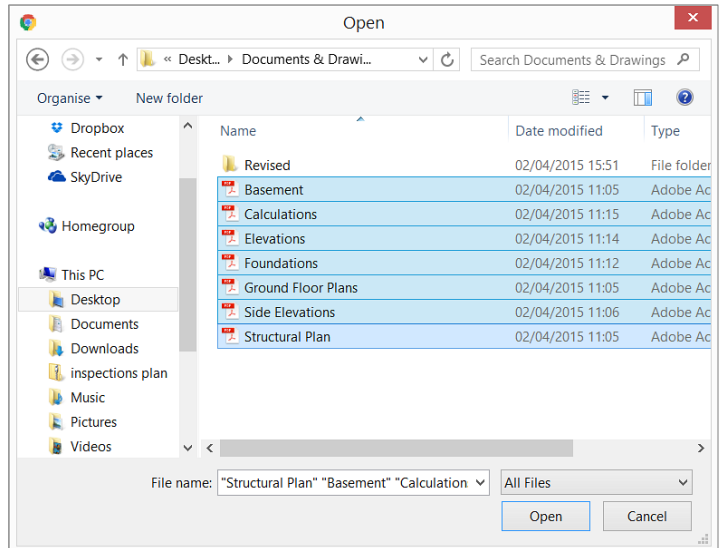


The system will automatically open your computer folders so that you can select the documents or plans you wish to upload.



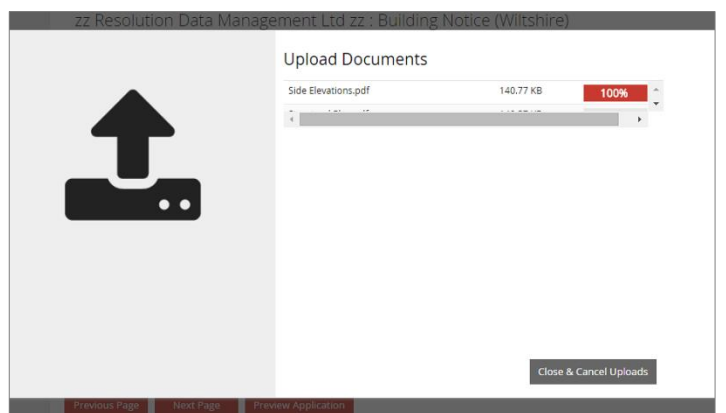
You can add documents one at a time or by holding the **'Shift'** button on your keyboard and clicking on each file to highlight it, you can add multiple files at the same time.

Click **'Open'** to add.



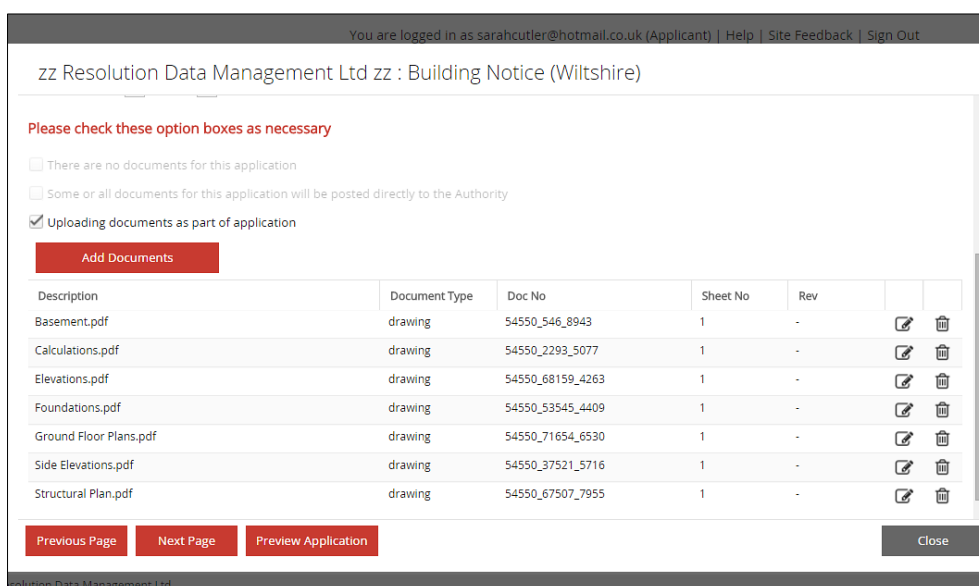
A loading window will open showing you a progress bar.

Once the progress bar reaches 100%, this window will automatically close.



When the window automatically closes itself, you will see that the documents have been added to your application.

To delete a document from your application, click on the **'Trash'** icon next to the document.





By pressing the **'Update Document Details'** icon next to each document, you will be able to change the details of the document.

Click **'Update Details'** to apply changes.

Update Document Details

Original Filename: Basement.pdf

Description:

Document Type:

Document Number:

Sheet Number:

Revision Number:

Your documents are now successfully added to your application and you can continue to the next page of your application form by clicking the **'Next Page'** button.

Next Page

In addition, by clicking on the **'Preview Application'** button, you can view a Draft A4 version of your form, and under the documents section, it will list how many documents you have added.

Preview Application

Dataspace Live Viewer - Google Chrome

www.dataspacelive.co.uk/services/EmbeddedViewer.aspx?p=1&applicationid=151245&applicationtype=4

DataSpace Live submit a plan.com NOTICE LABC

The Building Act 1984
The Building Regulations 2010

6 Charges

Schedule	Total Fee (inc VAT) £:	No. of Dwellings
Schedule 1 - New Dwellings		
Schedule 2 - Certain Domestic Dwellings		Internal Floor Area
Schedule 3 - Other Works		Estimated Costs

How are fees for this application to be paid ?
Who should the invoice for inspection charges be sent to ?
Claim exemption from the building regulation charges?

7 Electrical

Is the proposed work Domestic ? Yes If so, is any electrical work involved ? No
Electrical Statement.

8 Documents associated with this application

Are there documents associated with this application ? If so, how many ? 7

Are there any documents which are being posted directly to the Local authority ?

9 Additional Information:



The Submit-a-Plan Guide

helpdesk@resolutiondm.com
01242 260505

Guide-sheet playlist:

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

You  Video playlist:

<https://www.youtube.com/playlist?list=PLBgc0Ngpt4NVoDK91bWjeYTuPNLJNPOd>