



submit-a-plan.com



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Submit-a-Plan

A Local Authority Funded Service

The National Portal for Building Control Applications

All Local Authorities Now Online





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Submit-a-Plan Introduction

Submit-a-Plan enables anyone, with access to the web, to submit Building Control applications electronically and offline to ANY Local Authority in England, Wales and Northern Ireland **Free of Charge**

A Green Service

By submitting applications electronically you are helping to reduce your Carbon Footprint by not Printing or Posting your applications.

 Reduce Your
Carbon Footprint



The screenshot shows the homepage of submit-a-plan.com. The header includes the logo and navigation links for 'Login' and 'Register'. The main content area features a welcome message and a list of key features:

- Free of charge to use
- Works with all CAD applications and paper scans
- Eliminates sending multiple paper plans (when submitted electronically)
- Saves time and money
- Send an application at any time (available 24/7)
- Environmentally friendly
- All you require is web access
- Track the progress of your application online (when submitted electronically)
- Local Authority funded service
- Free of charge application assistance.



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Submit-a-Plan Main Features

- **All Local Authorities Enabled** for electronic or postal submissions
- Wide range of dynamic forms
- Online application management (DataSpace On-line)
- Fast document application submission
- Option to use map to select Local Authority
- Part complete applications
- View drawings before submitting.



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Five Easy Steps

Making an application is easy, just follow the five easy steps.

1. Logon
2. Select the relevant Local Authority
3. Complete the on-line version of the application form
4. Select the drawings you want to send (For Electronic Submissions)
5. And submit/print

Online help

- Live online help and remote support available.





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Submission Process – Select Authority

- Option to use graphical map to select authority
- Or use the drop down list.





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Submission Process – Select Form

- Wide range of dynamic forms
 - Full Plans Submission
 - Replacement Doors and Windows
 - Building Notice
 - Regularisation Certificate
 - More Forms Available Soon.
- Part save applications
 - Revisit at any time to complete.

Electronic Applications:

Stevenage Borough Council currently accept the following application types directly from Submit-a-Plan
To proceed click on the form name.

[Full Plans Submission](#)

[More Information...](#)

[Replacement Doors and Windows \(Building Notice\)](#)

[More Information...](#)

[Building Notice](#)

[More Information...](#)

[Regularisation Certificate](#)

[More Information...](#)



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Submission Process – Select Documents

- Bulk document upload
 - Upload multiple documents at once
 - Attach multi document Zip files
- Submit for Pre-Application advice
- Submit applications without documents.



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Application Management

- Track applications in real time
- Submit additional documents
- Replace already submitted documents
- Submit revised documents
- Send site inspection requests.

DataSpace On-line

You are logged in as Mr. Steven Habbott (Resolution Data Management Ltd) | Logout

My Applications | Site Feedback | My Profile | My SAP Profile | Logout

My Applications

Application Type: (All Applications)

Application:

Description:

Applicant Name:

Submission Date: (none)

Work location:

PostCode:

DataSpace Application ID:

BOS ID:

SubmissionDate: (none)

Search Clear

Visit Submit-a-Plan to make a new application

Total of 0 records Click column headings to sort

The specified criteria did not match any applications.

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