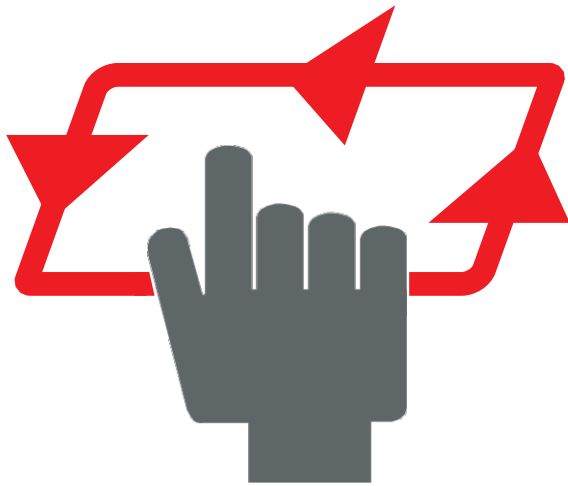


Now With
LABC Partner
Pre-Application
Advice

The LABC National Building Control Application Portal



A Local Authority Service



1

Submit-a-Plan is the Local Authority Building Control (LABC) National Portal for making electronic and postal Building Control applications to ANY Local Authority in England, Wales and Northern Ireland.

The portal has been designed as a single location for both the general public and professional users to complete their Building Control applications online.

Users simply have to complete the LABC dynamic forms ready for electronic or postal submission to their intended Local Authority.

Submit-a-Plan users can also track the progress of electronically submitted applications using the online management system.



Submit-a-Plan Screenshot

2

Did you know that you can now submit your Building Control applications online?

There are many benefits to submitting applications online which are:-

- Free of charge to use
- Works with all CAD applications
- Eliminates sending paper plans
- Saves time and money
- Send an application at anytime (24/7)
- Environmentally friendly
- All you require is web access
- Free of charge technical support
- Track the progress of your applications



3

Making an application is easy and takes less time than a standard paper application.

Follow the steps below to make an electronic application :-

- Logon
- Select the relevant Local Authority
- Complete the online application form
- Select the electronic drawings to send
- And submit

Why not give it a try, once registered you can even make a test application.

Helpline

If you need some friendly advice, call our help line on 01242 260505 or use our online service at www.submit-a-plan.com

4

Submit-a-plan includes a wide variety of LABC forms to cover most building work.

Application Types Include:-

- **Full Plan Submission**
A Full Plan Submission requires detailed drawings to be submitted to the Local Authority before the work is undertaken.
- **Building Notice**
This is a basic application for non-commercial developments.
- **Replacement Doors and Windows**
Enables you to notify a Local Authority of such changes.
- **Regularisation Certificates**
Lets you inform a Local Authority of work that has already been carried out.



DataSpace On-line Screenshot

5

DataSpace On-line is a new addition to the LABC Submit-a-Plan Portal to help applicants manage their applications.

DataSpace On-line provides applicants with lots of useful tools to enhance online Building Control applications providing features such as application history, document viewing and online tracking.

Revised applications can also be made through DataSpace On-line.

Features Include:-

- **My Applications**
Search through part complete and completed application history.
- **Documents**
Viewing application documents.
- **Tracking**
Monitoring of application progress (electronic applications).
- **Site Inspection**
Request a Local Authority site inspection
- **My Profile**
Manage your profile details.