

User guide

Introduction

We have designed the eBuildingStandards.scot website to provide an efficient and supportive process for members of the public and professional services (such as architects and agents) to apply for building warrants and submit completion certificates and other building standards related forms to the local authorities.

The online process provides easy-to-use forms to allow you to apply for a building warrant, submit a completion certificate (or other building standards forms) and helps you to send in the relevant form, documents and any associated fee.

This guide describes how to use the site.

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Create a user account

Before you can use the eBuilding Standards Scotland site to manage applications or submissions, you must first create a user account from the home page of eDevelopment.scot. Creating an account gives you access to both the eBuildingStandards.scot and ePlanning.scot services.

1. To create a new user account, click the **create an account** button on the Home page.



2. Register your personal details by filling in the following fields.

Personal Details

Please enter your personal details. See help for more information about the User Type options.

User Type: * Professional User General Public User

You must enter a value for Title, and if 'Other' is selected a value for Other Title: *

Title:

Other Title:

First Name: *

Surname: *

Security Questions

Please choose your security questions and answers. These will be used if you ever need to verify your account.

Login Details

Please enter your login details.

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

In order to create an account and use the eDevelopment.scot service to submit applications online, we ask that you read and agree to the [terms and conditions](#) of the service, and are aware of how your personal data will be used as set out in our [Privacy Notice](#).

I agree to the terms and conditions of using the eDevelopment.scot service and consent to the use of my personal data as set out in our Privacy Notice

The Scottish Government aims to continuously improve the eDevelopment site and periodically contact site users to seek their views through emails or surveys. If you wish to be participate in this process, please check this box.

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- **User Type** – confirm you are either a member of the public or a professional user, such as an architect.
 - **Title** – select the title you want to be addressed by.
 - **First Name** – enter your first name.
 - **Surname** – enter your surname.
3. Please choose your security questions and answers. These will be used if you ever need to verify your account.
- **Security Questions** - select two questions from the drop-down menu and enter the answers (please note that these need to be unique).
4. Your login details are the details that you will use to access eBuildingStandards.scot
- **Email Address** – enter your email address. Enter it again below to confirm that it is correct.
 - **Password** – enter a password that will allow only you to access your eBuildingStandards.scot account.
- Note** – Passwords must be over 10 characters long, must not contain spaces and must satisfy at least three of the following rules:
- At least one English lowercase character (a-z)
 - At least one English uppercase character (A-Z)
 - At least one numeral (0-9)
 - At least one non-alphanumeric character (character other than a-z, A-Z, 0-9)
- Enter the password again below to confirm that it is correct.
5. Click to read the terms and conditions that apply when you use this site. When you have read them, tick the box to show that you agree to them.
6. When you have entered your personal and login details, click on the **Save Account Details** button.
7. An email will be sent to the address you entered. This provides final confirmation that you want to create an eDevelopment.scot account. When the email arrives, click the link in the email which will

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return you to the eDevelopment.scot site.



Confirmation your account has been created successfully

Hello V Pershon,

To confirm creation of your account please visit the following URL:

<http://80.4.144.179:81/eDevelopmentClient/custompages/registration.aspx?id=b02fde2e-17e5-4e92-9aa2-0f19f4bdb8c0>

Please Login with the email address and password you originally selected.

This email has been sent from the eDevelopment Scotland. This e-mail and any attachments are private and confidential. If you are not the intended recipient of this e-mail, any disclosure, copying, distribution or use of its contents is strictly prohibited. Please contact the eDevelopment Scotland helpdesk on 0131 244 1450 immediately and then delete it (including any attachments) from your system. All emails and attachments are virus scanned. It is your responsibility to ensure that any onward transmission, opening or use of this message and any attachments will not adversely affect your or the onward recipients' systems or data. Please carry out such virus and other such checks as you consider appropriate.

8. When you click the link, you will be brought back to the last step of setting up your account. You will need to add your address and phone number then click **Save Account Details** to finish.

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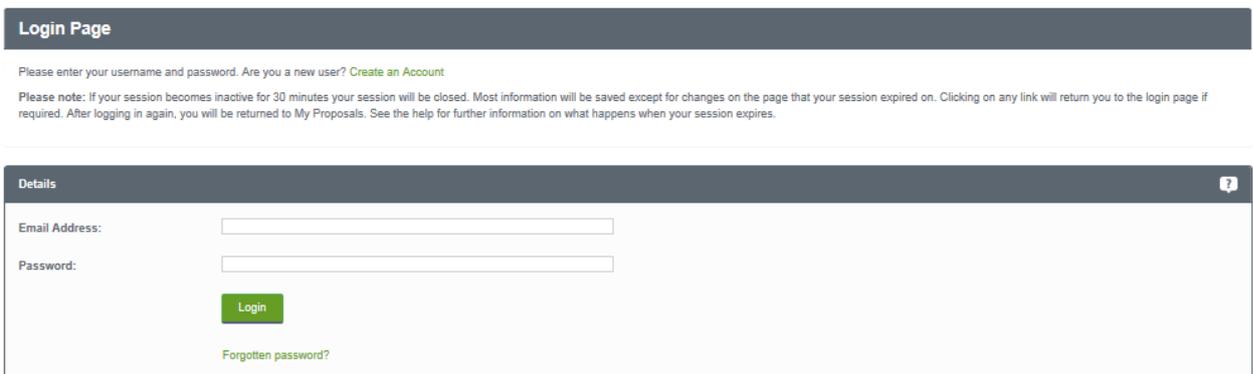
Login

To use eBuilding Standards Scotland, you need to log in to the site using the user name and password you provided when you created your account.

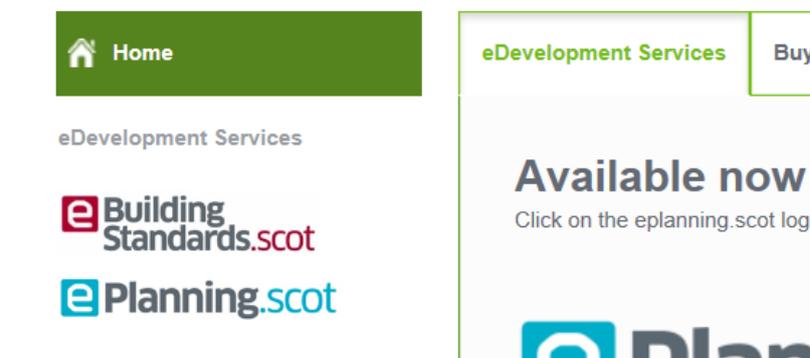
1. Click on the **Log-in** button on the home page.



2. Enter your user name and password, then click on the Log-in button.



3. Once logged on you can navigate to both eBuilding Standards Scotland and ePlanning Scotland using the appropriate icon



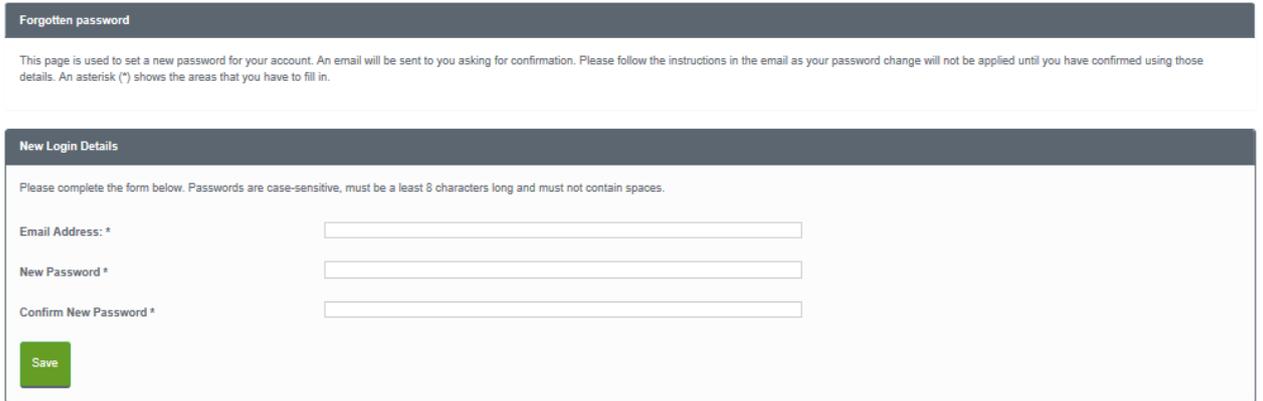
Timeout

After a period of inactivity (usually 30 minutes), your session will automatically be logged out. To continue working, you must login again and you will be returned to your **My Proposals** page.

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Forgotten password

1. If you forget your password, click on the **Forgotten password?** link.



The screenshot shows a web form titled "Forgotten password". Below the title is a paragraph of instructions: "This page is used to set a new password for your account. An email will be sent to you asking for confirmation. Please follow the instructions in the email as your password change will not be applied until you have confirmed using those details. An asterisk (*) shows the areas that you have to fill in." Below this is a section titled "New Login Details" with a sub-instruction: "Please complete the form below. Passwords are case-sensitive, must be a least 8 characters long and must not contain spaces." The form contains three input fields: "Email Address: *", "New Password *", and "Confirm New Password *". A green "Save" button is located at the bottom left of the form.

Enter your email address and then enter a new password twice. Click the **Save** button.

2. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link which takes you back to eDevelopment.scot. You will now be able to login with your new password.

Logout

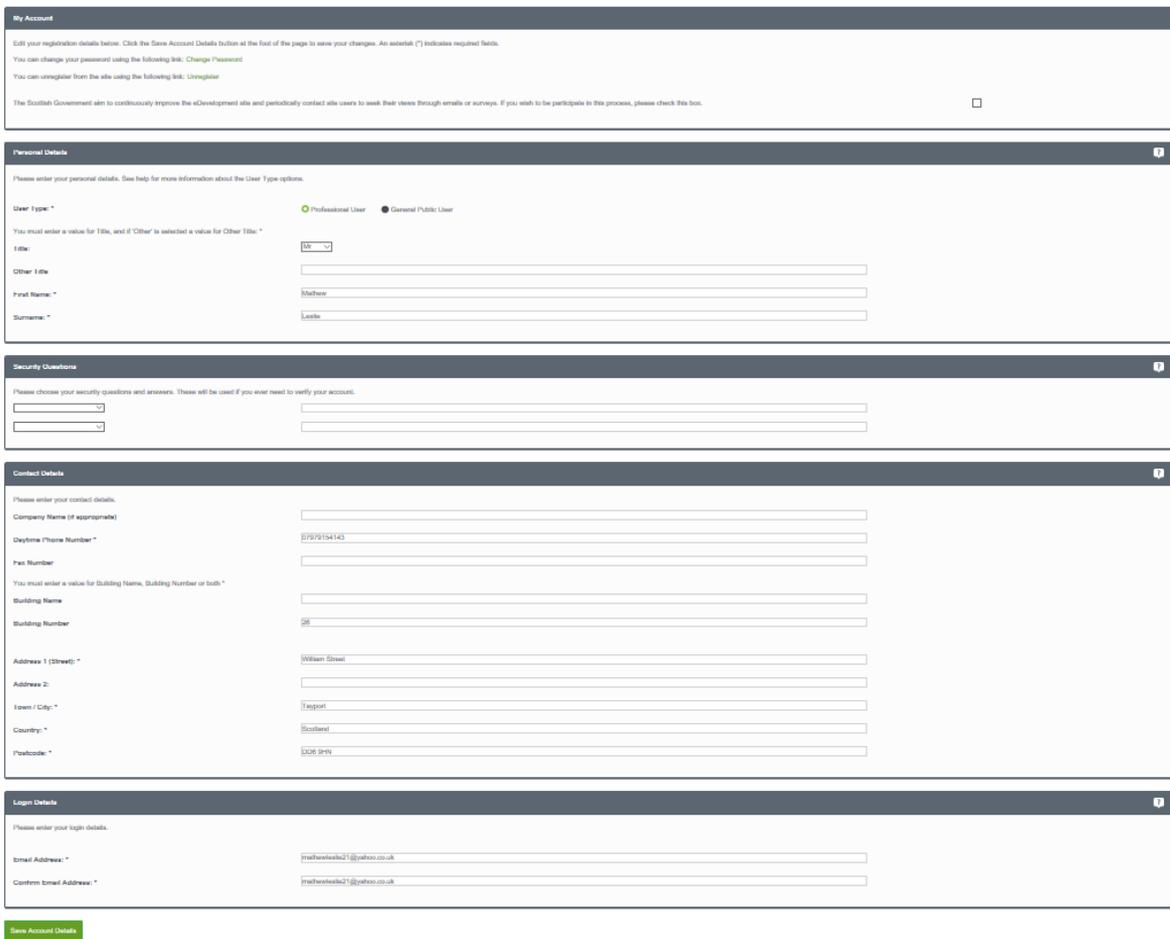
When you are finished with eDevelopment.scot, remember to logout by clicking on the **Logout** button in the menu bar on the left-hand side of the screen.

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My account

Once your account has been created it is a good idea to add further details, such as your address, which you can include in your applications. You can access the **My Account** page at any time to allow you to update any of your account details.

1. To access your **My Account** page, click on **My Account** in the left-hand menu bar.



The screenshot displays the 'My Account' page with the following sections:

- My Account**: Contains instructions on how to edit registration details, change passwords, and unsubscribe from emails. A 'Save Account Details' button is located at the bottom left.
- Personal Details**: Includes a 'User Type' selector (Professional User selected), a dropdown for 'Title', and input fields for 'First Name' (Matthew) and 'Surname' (Lewin).
- Security Questions**: Features two dropdown menus for selecting security questions and two input fields for answers.
- Contact Details**: Includes input fields for 'Company Name', 'Daytime Phone Number', 'Fax Number', 'Building Name', 'Building Number', 'Address 1 (Street)', 'Address 2', 'Town / City', 'Country', and 'Postcode'. Pre-filled values include '01753514143', 'William Street', 'Eggeston', 'Scotland', and 'DD08 9HN'.
- Login Details**: Contains input fields for 'Email Address' and 'Confirm Email Address', both pre-filled with 'm@heaven21@yahoo.co.uk'.

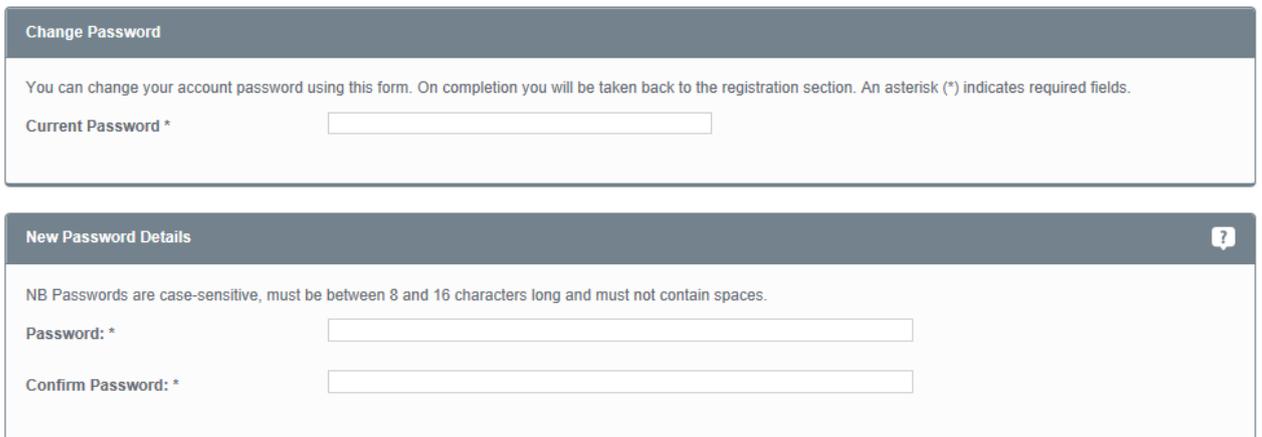
2. Your personal details and Login details will be filled in already, but you can edit these at any time.

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3. Fill in your contact details, including:
 - **company name**
 - **phone number**
 - **fax number**, and
 - **full address**, including postcode.
4. When you have finished, click the **Save Account Details** button.

Change password

1. To update your password, click the **Change Password** link in your **My Account** page.



The screenshot shows a web form titled "Change Password". It contains a header, a descriptive paragraph, and two input fields. Below this is another section titled "New Password Details" with a help icon, a note about password requirements, and two more input fields.

Change Password

You can change your account password using this form. On completion you will be taken back to the registration section. An asterisk (*) indicates required fields.

Current Password *

New Password Details 

NB Passwords are case-sensitive, must be between 8 and 16 characters long and must not contain spaces.

Password: *

Confirm Password: *

2. Enter your new password then enter it again to confirm. Click the **Change Password** button to save the new password.
3. A confirmation email will be sent to your email address. When it arrives, click the confirmation link which will bring you back to eDevelopment.scot. You will now be able to login with your new password.

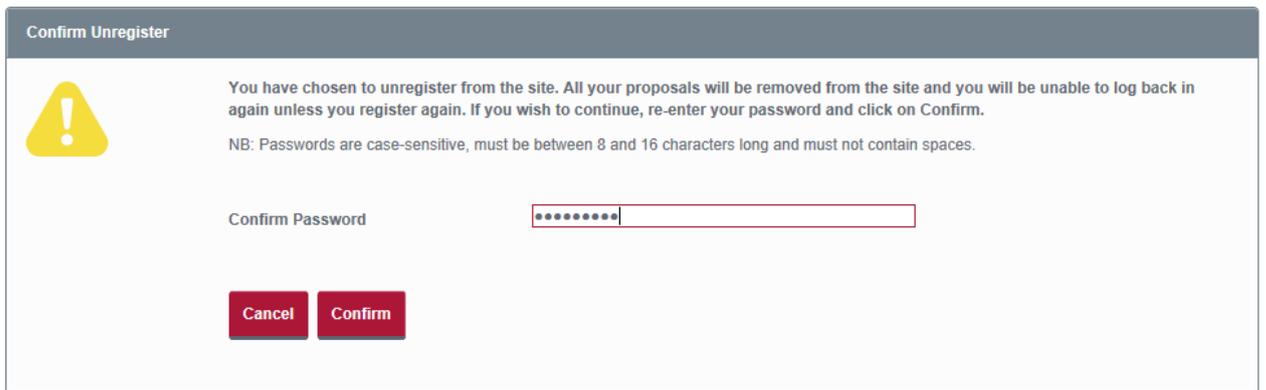
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Unregister

If you no longer want to use eDevelopment.scot, you can remove your details by **unregistering**.

Note – If you are an organisation administrator, you must first transfer your administrator rights to another user or delete the organisation before you can unregister your details.

1. To unregister your details, click the **Unregister** link in your **My Account** page.



Confirm Unregister

 You have chosen to unregister from the site. All your proposals will be removed from the site and you will be unable to log back in again unless you register again. If you wish to continue, re-enter your password and click on Confirm.

NB: Passwords are case-sensitive, must be between 8 and 16 characters long and must not contain spaces.

Confirm Password

Cancel **Confirm**

2. Confirm that you want to remove your details from eDevelopment.scot by entering your password in the **Confirm Password** box.
3. Click the **Confirm** button.

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Sharing

It may be helpful to involve other people in your proposals to assist with the completion of your application or submission. For example, if you are the agent you could share the application with your applicant, to allow them to view the application documentation prior to submission. Alternatively you could share the application with other professional users, such as a structural engineer or energy designer, and invite them to upload their plans, specification or Certificate of Design to the application.

You can invite other people to become eDevelopment.scot users and allow them either to view or edit your proposals, and other users can offer you the same invitation.

Professional users can create groups of users from their organisation who can automatically view proposals created by other members.

Receiving a sharing invitation

When someone sends you an invitation to view an application, you will receive an email telling you about this.

1. Login to eDevelopment.scot.
2. Go to the Sharing tab and you will be asked if you want to accept or refuse the invitation. Click **Accept**.
3. The invitation will disappear but the proposal will now be showing in "My Proposals".

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Sending a sharing invitation

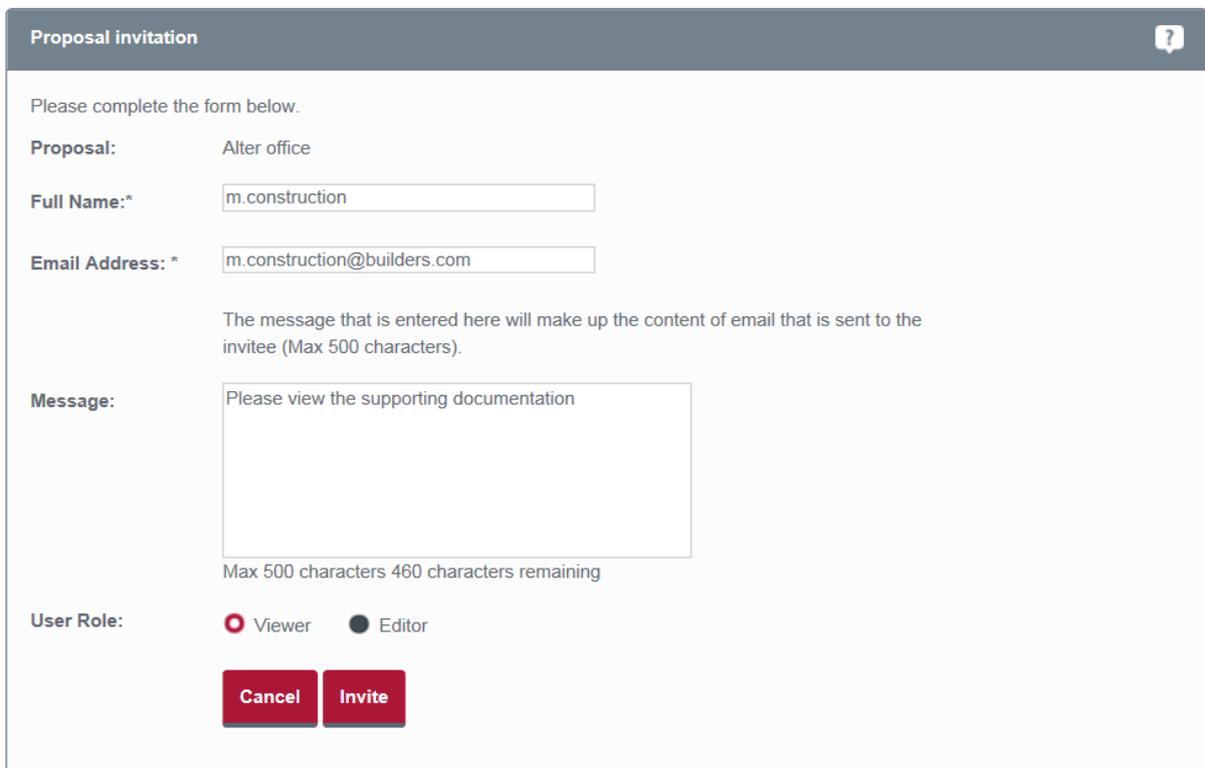
Once you have created a proposal, you can invite others to view it by clicking on a proposal and going to the **Proposal Users** section in the **Proposal Summary** page. You may invite as many users as you like.

1. On the **Proposal Summary** page click **Send Invitation**.



The screenshot shows a panel titled "Proposed Users" with a help icon. Below the title, it says "You have shared this proposal with the following people". At the bottom, there are two buttons: "Send Invitation" (with an envelope icon) and "Modify Proposal Users" (with a plus icon).

2. Enter the name of the person you want to invite and then enter their email address.



The screenshot shows a "Proposal invitation" form with a help icon. It contains the following fields and options:

- Proposal:** Alter office
- Full Name:*** m.construction
- Email Address: *** m.construction@builders.com
- Message:** Please view the supporting documentation (with a character count: Max 500 characters 460 characters remaining)
- User Role:** Viewer Editor

At the bottom, there are two buttons: "Cancel" and "Invite".

3. Type a short note in the **Message** box to explain the purpose of the invitation.
4. Select the role that you want this user to have by choosing Viewer or Editor for **User Role**.
5. Click the **Invite** button.

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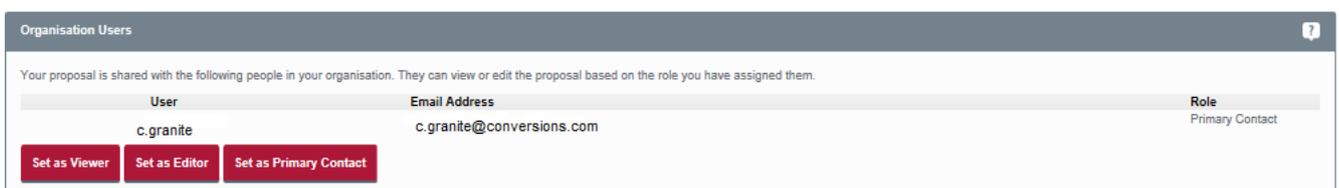
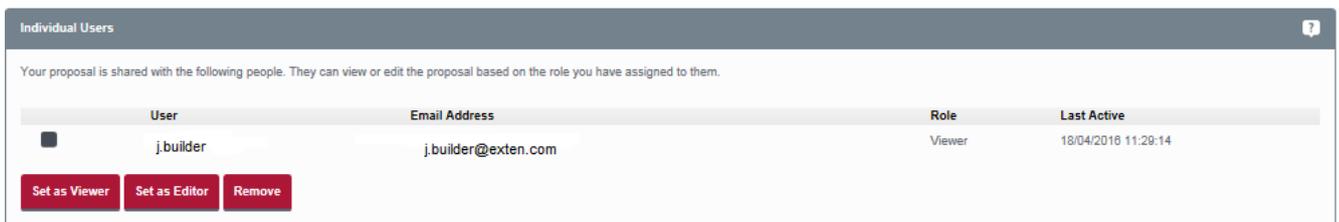
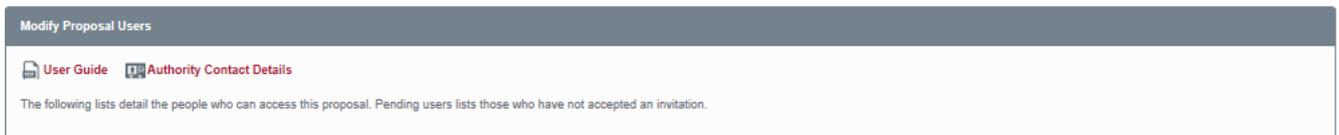
Modify proposal users

Once you have invited people to view your application, the number of pending invitations is displayed in the Proposal Users area of the Proposal Summary. You can modify the viewing rights for users who accept the invitation, and allow some of them to edit your proposal if you want to.



1. Click **Modify Proposal Users** on the Proposal Summary page

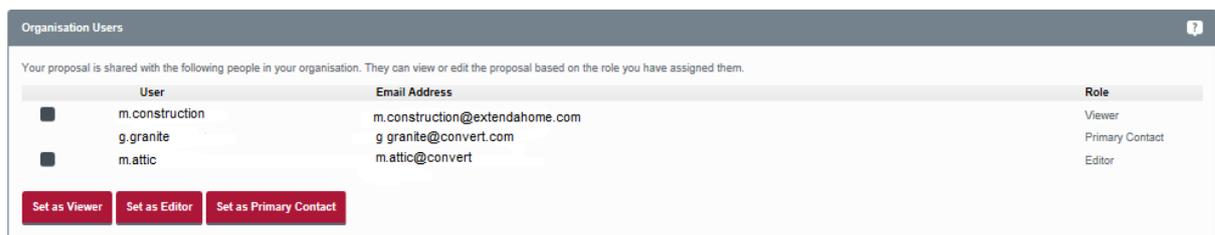
Invited users will be entered into the 'Users invited to share' area until they either accept or refuse the invitation.



2. To change a user's rights from viewing to editing, select them and click **Set as Editor** button.

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- To change a user's rights from editing to viewing, select them and click **Set as Viewer** button.
- To delete a user's ability to view your proposal, select them and click **Remove user** button.
- Users invited to share gives you a list of the users you have sent an invitation to but who have not yet accepted or refused. You can send a user a reminder email by selecting them in this section and clicking the **Send Reminder** button. To withdraw the invitation, select the user and click the **Cancel Invitation** button
- If you are a member of an organisation, your proposals will be accessible by all of your organisation's members.



These users will have one of the following roles.

- **Primary Contact** – the main user involved in the proposal. Only the Primary Contact can carry out the user roles for this proposal. If you created the proposal, this will be you unless you make another user the primary contact.
 - **Editor** – a user who can work on the proposal, editing the proposal details and filling in the attached forms.
 - **Viewer** – a user who is not directly involved in completing the proposal but is allowed to view the proposal for information purposes only.
- To make another member of your organisation the primary contact, select them and click the **Set as Primary Contact** button.

Note – When you transfer primary contact status to another user, you will automatically lose the ability to change the user status of that proposal unless you're the administrator of the organisation.
 - To allow a member of your organisation to edit the details of the proposal, select them and click **Set as Editor**.
 - To restrict a member of your organisation to only viewing this proposal, select them and click **Set as Viewer**.

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Organisations

Professional users can create groups of users, known as organisations. Organisations are used to allow members to collaborate on the proposals created by their colleagues. Generally these correspond to a business organisation or group of individuals who often work together. To register an organisation on eDevelopment.scot, click **Sharing** in the left-hand menu then click **Register a new organisation** on the **Sharing** page.

Register Organisation

You can register an organisation from this page. An asterisk (*) indicates required fields.

Register new organisation

Please enter a name for the organisation.

Organisation Name *

Cancel Register Organisation

1. Enter a name for the organisation then click the **Register Organisation** button.
2. Enter the name of the person you want to invite to join the organisation and enter their email address.

Send Invitation

This page allows you to invite users to join your organisation. An asterisk (*) indicates required fields.

Add Invitation Details

Please complete the invitation form below with the required details.

Organisation Name Design&Build

Name *

Email Address *

Message

Cancel Invite

Invitations Already Sent

This table contains a list of invitations which have been sent. If an invitee chooses to join the organisation their name will no longer appear on this list.

Name	Email	Invitation Sent
S Moore	simon.moore@gov.scot	18/04/16 11:51

3. Type a short note in the **Message** box to explain the purpose of the invitation.
4. Click the **Invite** button.
5. Users who have not yet accepted or refused the invitation are listed under **Invitations Already Sent**. Those who choose to join the organisation will disappear from this list.

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Joining an organisation

If you are invited to join an organisation, you will be sent an email. You can accept or refuse the invitation. Once you have accepted the invitation, the organisation's details will be shown in your **Sharing page** and all of the proposals that belong to the members of the organisation will be available in your **My Proposals page**.

Notes

- You cannot remove yourself from an organisation. Only the organisation's administrator can do that.
- If the organisation is deleted, all users that belong to it (except the administrator) will lose access to the proposals.

Managing organisations

When you create an organisation, you are automatically made the organisation's administrator. This allows you to invite further users, remove existing users, or transfer the administrator role to another user.

Design&Build

This page displays the details of the organisation and allows you perform changes to the organisation itself, like inviting new members and delete the organisation itself.

[Invite Member](#) | [Delete Organisation](#)

Organisation Members ?

The following table contains a list of users who have joined the organisation. You can set a user as the administrator or remove a user using the form controls found in the table.

User Name	Email	Set as Admin	Remove
D. Forrest	d.forrest@convert.com		
S. Demolish	s.demolish@builder.com	Set as Admin	Remove
C. Construct	c.construct@gmail.com	Set as Admin	Remove

Pending Organisation Invitations ?

The following table contains a list of users who have been invited to the organisation. You can send a reminder or choose to remove a user using the form controls found in the table.

Email	Invitation Sent	Send a Reminder	Remove
joiners@construct.com	18/04/18 11:51	Send Reminder	Remove

1. To invite another member to the organisation, click **Invite Member** and enter the name, email address and invitation message. Then click the **Invite** button.
2. To remove a user from the organisation, click the **Remove** button next to their name.

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3. To transfer administrator rights to another organisation member, click **Set as Admin** next to their name.
4. Pending organisation invitations shows you the list of users you have sent an organisation invitation to but who have not yet accepted or refused. You can send a user a reminder email by clicking **Send Reminder**. Or, to withdraw the invitation, click the **Remove** button.
5. If the organisation is no longer needed, you can delete it by clicking **Delete Organisation**.

When you delete an organisation, you will also be given the option of deleting the user accounts of the organisation's members. If you delete the user accounts, the proposals that were shared by the organisation become the property of only the administrator.

If you do not take this option, the proposals go back to their original owners.

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Proposals

The main purpose of eBuildingStandards.scot is to help you create, manage and send building standards related applications to a local authority. This allows you to manage the building warrant process from application stage all the way through to the submission of the completion certificate. For example, you can notify the local authority that work has started using the relevant form. All of this is done in your **My Proposals** area.

A proposal includes a number of activities. Your **My Proposals** area provides a number of tools to help you to work out which activities you need to do and allows you to keep track of their status until your proposal is ready to submit.

Proposal activities

You will need to carry out some, or all, of the following activities to complete your proposal:

- **Identify the address of the proposal** – choose which address or location the proposal refers to.
- **Fill in the appropriate form** – decide which form you need for your proposal and fill it in.
- **Attach a block/location plan** – if you are applying for a building warrant, or submitting a completion certificate where no warrant was obtained, a block/location plan should accompany your application. If you do not already have access to location plans, eBuildingStandards.scot provides links to three accredited block/location plan providers.
- **Attach supporting documents** – upload drawings, plans, images, reports, etc. to accompany your application..
- **Send in certificates** – you can upload Certificates of design or Certificates of construction to accompany your application/submission.
- **Pay fees** – work out the fee for your application, where appropriate, and pay the total amount.

As your proposals will stay active until you send them in, you can carry out these activities at different times until your proposal is ready. Once you have made your application or submission, if you find that you need to add more supporting documents, you can do this by submitting the **Additional supporting documents** form by clicking “Add Additional Forms” in the Proposal Summary.

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My proposals

Your **My Proposals** list displays all of the proposals in which you have some involvement.

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.

[+ New Proposal](#)

Active Deleted ?

Show Proposals

All
[I Manage](#)
[I Can Edit](#)

Sort By

Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started

32r2
City of Edinburgh Council
23
Primary Contact: Linda Stewart | Started: 16-02-2016 | Proposal Reference: 100004362

Alterations and Extension
Clackmannanshire Council
Alterations
Primary Contact: Linda Stewart | Started: 11-02-2016 | Proposal Reference: 100004324

Bellahouston Park
Glasgow City Council
Erection of 20 houses
Primary Contact: S Donoghue | Started: 11-02-2016 | Proposal Reference: 100004323

Dulachas Test1
Highland Council
House attic conversion
Primary Contact: Linda Stewart | Started: 09-02-2016 | Proposal Reference: 100004303

1. Under **Show Proposals**, click **All** to display all of the proposals available to you. These will include your own proposals, as well as proposals that you have been invited to contribute to, either as a viewer or an editor.
2. Click **I manage** to display only the proposals you are the primary contact for.
3. Click **I can edit** to display the proposals you have been allowed to contribute to as an editor. You can sort the listed proposals in a number of ways:
 - **Proposal Name** – sort alphabetically by the name of the proposals.
 - **Local Authority** – sort alphabetically by local authority.
 - **Primary Contact** – sort alphabetically by primary contact.
 - **Proposal Reference** – sort by the proposal reference.
 - **Date Started** – sort by the date you made your proposals (this only applies to proposals you own).

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Active proposals are proposals currently in progress. When a proposal has been completed and submitted, you can delete it. You can see proposals deleted during the last 90 days in the **Deleted** area. Submitted forms will be deleted automatically after 90 days.

Creating a proposal

1. To create a new proposal click **New Proposal** in the **My Proposals** page.
2. Identify the location of the proposal site. There are four ways of doing this:
 - **Address Search** – the address of the property.
 - **Easting and Northing** – the easting and northing references of the proposal location.
 - **Map Search** – an interactive map used to find a property when you do not know the exact address.
 - **No Exact Address** – you would use this option to identify a location where you cannot find an exact address or where the development covers several addresses.

Address Search

If the address of the proposal is a building and you know the address or part of the address, you can enter that here.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing search, Map Search and No Exact Address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address Search | Easting and Northing | Map Search | No Exact Address

Specify a full postcode and click the Postcode Search button to search for a known address matching your site location.

Postcode:

Postcode Search

Or enter at least two fields below and click on the Address Search button to search for a known address.

Building Name:

Building No:

Street Name:

Town/City:

Postcode:

Address Search

1. If you know the postcode, enter it into the **Postcode box** and click **Postcode Search** to display the search

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results list.

2. Or, enter at least two pieces of information into the **Address search fields** then click the **Address Search** tab.
3. You don't have to enter information in every field, but the more information you supply the easier it will be to find the correct address.
4. Click the **Address Search** button to display the search results list.

Create a New Proposal - Step 1 of 5

This page displays a list of addresses that match your search criteria.

Search Results ?

Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.

Address	Town	Postcode
Almondvale Business Park 3 Almondvale Way Almondvale	Livingston	EH54 6GA
Almondvale Business Park 5 Almondvale Way Almondvale	Livingston	EH54 6GA
Almondvale Business Park 6 Almondvale Way Almondvale	Livingston	EH54 6GA
Building Standards Devision Almondvale Way Almondvale	Livingston	EH54 6GA
Education Scotland Almondvale Way Almondvale	Livingston	EH54 6GA
The Independant Living Fund Scotland Almondvale Way Almondvale	Livingston	EH54 6GA

Refine Search **No Exact Address**

5. If there are too many results in the list, click the **Refine Search** button to return to the **Address Search** page and enter more information.
6. If you cannot find a match, click the '**Refine Search**' button. If you have a broadband connection, you can select the '**Map Search**' button to use the interactive map tool to find the address (see Map search).
7. Otherwise, select the '**No exact address**' button which allows you to describe the location of the **proposal** in a free text field (see No exact address).
8. Find the correct address in the list. If necessary, sort the list according to the address, the town or the postcode by clicking on the links at the top of the list.
9. If there are lots of results, you can choose how many to display on one page by clicking the **Page Size**

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button. Move between pages by clicking the **Results Page** number you need.

10. When you have found the correct address, select it.
11. Review the details then click the **Confirm Address** button.
12. Check that the name of the local authority is correct for the address, and click **Next**.

Note – If you discover a minor mistake in your address details, we recommend that you complete your proposal and then email your local authority to report the mistake.

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Easting and Northing search

Eastings and Northings are map references that you can use to point to a precise location. This search method is useful when you want to give a proposal location that does not currently have an address (for example, a plot of land).

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing search, Map Search and No Exact Address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address Search **Easting and Northing** Map Search No Exact Address

You must provide both the northing and easting and a short description of the site location.

Easting: *

Northing: *

Location Description: *

Max 250 characters 250 characters remaining

Save **Use Map**

1. Click the **Easting and Northing** search tab.
2. Enter the easting value (between 0 and 500000) in the **Easting** box and enter the northing value (between 500000 and 1300000) in the **Northing** box.
3. Give a brief description of the location.
4. To use these references to define the proposal location, click **Save**.
5. Click the **Confirm Address** button (now see Confirm local authority).
6. To check that these references have given you the correct location, you can view the location on the interactive map. Click **Use Map** button (see Map search).

User guide

Map search

If your area of interest to the proposal is on open land, you can use the Map search feature to identify the location using an interactive map.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing search, Map Search and No Exact Address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address Search Easting and Northing **Map Search** No Exact Address

Instructions
Use the zoom and pan tools to locate the location that you are interested in.
[Quick Reference Guide](#)
Click on the button below then click once on the relevant location in the map.

Select Point Location For Proposal

E:-181601.6m, N:1011921.9m

X:-181602, Y: 101192, 1: 7500000 543.79 x 434.05 Powered by MapGuide

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1. If the interactive map is not displayed, click the **Map Search** tab.
2. The interactive map contains a number of tools to help you zoom in and find the correct address.



- **Initial map view** – click this to zoom the map out to show the whole of Scotland.
- **Zoom in** – select this tool then click a point on the map that you want to zoom in to.
- **Zoom out** – select this tool then click on the map to zoom out.
- **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button pressed down, drag the cursor in the direction that you want to pan.
- **Zoom to rectangle** – to zoom in on a certain area, select this tool then click and drag the cursor to draw an area on the map.
- **Previous view** – to return to the previous view, click on this tool.

User guide

- **Next view** – when you have used the Previous view tool, click this button to go to the view that followed the one that is currently displayed.
- **Select address** – to identify a location on the map that you want to use for the proposal location, select this tool and click on the desired point on the map. If you click on a building, the address will be displayed. If you click anywhere else, only the easting and northing reference will be displayed.

E: 317325.2m, N: 674335.8m 21.5 x 23.8 (km)

- **Easting and Northings reference** – displays the Easting and Northing reference of the place on the map that the cursor is currently pointing at.
- **Map area** – displays the dimensions of the area displayed by the map.

3. Use these tools to find the correct property. Click the **Select Point Location for Proposal** button, then click on the map to identify the property.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing search, Map Search and No Exact Address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address Search Easting and Northing **Map Search** No Exact Address

Instructions
Use the zoom and pan tools to locate the location that you are interested in.
Quick Reference Guide
Click on the button below then click once on the relevant location in the map.

Select Point Location For Proposal

E:319648.9m, N:672318.6m

X: 319649, Y: 672; 1: 992.37 308.39 Powered by MapGuide

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4. To use the exact Easting and Northing reference as the proposal location, click **Use this point as site location**.
5. Click **Confirm Address**.

User guide

No Exact Address

If there is no postcode address for your site, you can enter a description of a site location here. Also, if your proposal covers several addresses, you can use this option to describe the site area. However, your local authority should be consulted in these cases.

1. Select the **No Exact Address** tab and click the **Continue** button.

Create a New Proposal

If the proposal relates to a building warrant that will cover multiple existing buildings the local authority should be consulted to agree with this approach. A local authority may reject an application for a building warrant covering multiple buildings if they consider it would be appropriate to submit a separate application in respect of each of those buildings.

Multiple Buildings ?

Where your proposal relates to multiple buildings, have you spoken with the local authority to agree the approach?

Please select from the following options

Yes
My proposal relates to multiple buildings and the local authority have agreed with the approach.

No
My proposal relates to multiple buildings and I have not discussed the approach with the local authority.

Not Applicable
My proposal does not relate to multiple buildings. It relates to a site location that could not be established through the other site location search options.

[Previous](#) [Continue](#)

2. If your proposal is for a single location, select the **Not applicable** button, then click the **Continue** button.
3. If your proposal covers multiple buildings (several addresses), you have two options:
 - if you have already discussed this with the local authority, Select **Yes** and click **Continue**.
 - if you have not discussed this with the local authority, Select **No** and click **Continue**. You will then be given a dropdown list showing the contact details for all local authorities where you can contact them to discuss your proposal.

User guide

Create a New Proposal

This page should be used to identify the location of the proposal and the relevant local authority. An asterisk (*) indicates required fields.

Site Location and Local Authority ?

Please select the local authority from the list below and enter the details of the site location.

Select Local Authority Name: *

Location Details: *

Max 250 characters 206 characters remaining

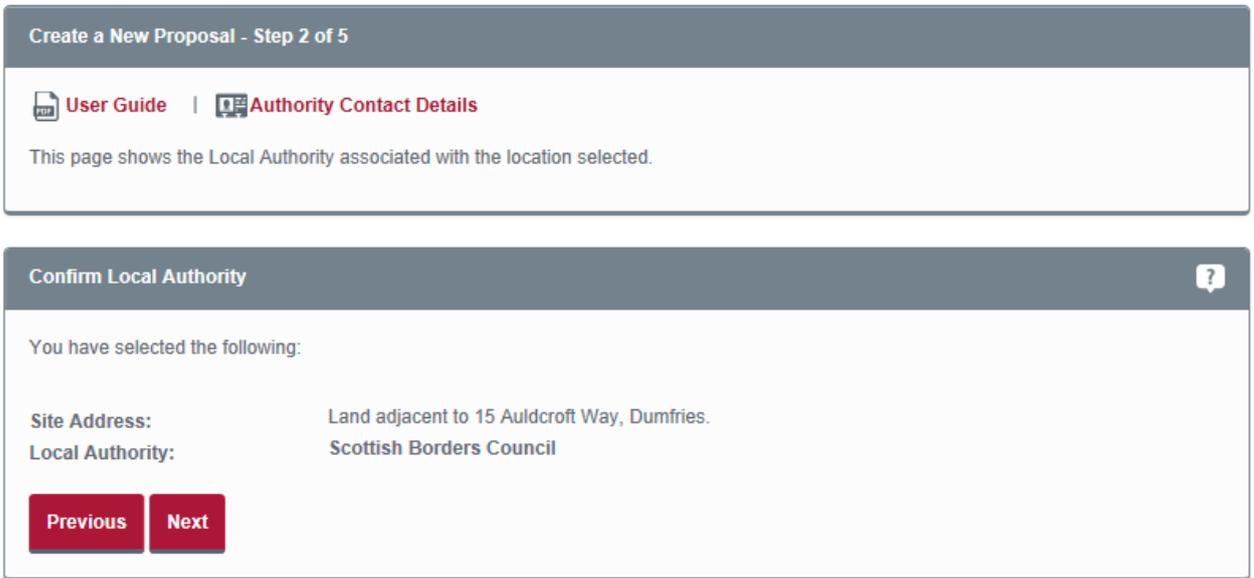
[Previous](#) [Use as Site Location](#)

4. Once you have confirmed that the proposal does not relate to multiple buildings (several addresses), you will be given a dropdown list of all local authorities. Select the relevant local authority for the site location and enter your description in the **Location Details** box. Click **Use as Site Location** button.
5. You will be asked to check and confirm the description that you entered, click **Confirm Address**.

User guide

Confirm local authority

Once you have chosen the site location, the relevant local authority will be displayed.



The screenshot shows two parts of a web interface. The top part is a grey header bar with the text 'Create a New Proposal - Step 2 of 5'. Below it is a white area with a navigation bar containing 'User Guide' (with a document icon) and 'Authority Contact Details' (with a location pin icon). Below the navigation bar, it says 'This page shows the Local Authority associated with the location selected.' The bottom part is a white box with a grey header bar that says 'Confirm Local Authority' and a help icon (question mark in a square). Below the header, it says 'You have selected the following:'. There are two rows of text: 'Site Address: Land adjacent to 15 Auldcroft Way, Dumfries.' and 'Local Authority: Scottish Borders Council'. At the bottom of this box are two red buttons: 'Previous' and 'Next'.

1. Check the relevant local authority displayed is correct.
2. If this is correct, click the **Next** button.
3. If it is not correct, please contact the relevant local authority directly. You can find how to contact them by clicking on **Authority Contact Details**.

User guide

Name proposal

You now need to name the proposal and give it a short description. This is only for your reference on the website.

Create a New Proposal - Step 3 of 5

 [User Guide](#) |  [Authority Contact Details](#)

An asterisk (*) indicates required fields.

Proposal Name and Details 

Please complete the Proposal Name and Proposal Details fields.

You are required to complete the Proposal Name and Proposal Details fields. The Proposal Name must be unique. This name is for your use only and will not form part of the submission. Please use a name that clearly identifies the proposal for your purposes.

Site Location: Building Standards Devision, Almondvale Way, Almondvale, Livingston, EH54 6GA.

Proposal Name: *

Proposal Details: *

Max 250 characters 211 characters remaining

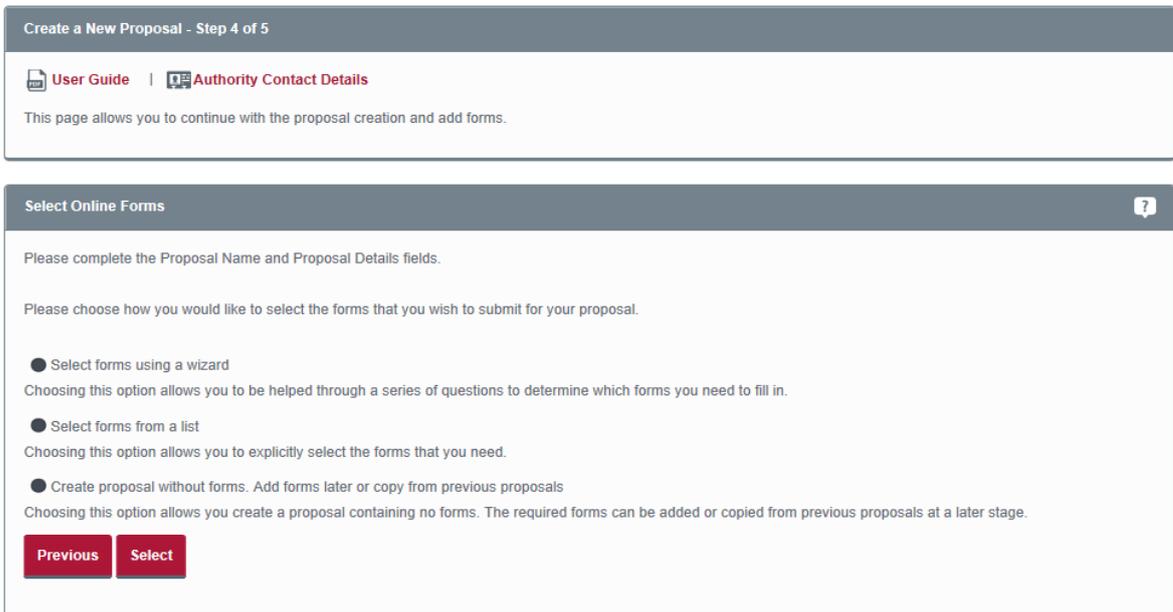
[Previous](#) [Confirm Details](#)

1. Enter a name for the proposal in the **Proposal Name** box.
2. Briefly describe the proposal in the **Proposal Details** box.
3. Click **Confirm Details** button.

User guide

Select forms

At this stage you can choose which form you need to send with the application. You do not have to do this at this stage, but you may find it easier if you do.



Create a New Proposal - Step 4 of 5

 [User Guide](#) |  [Authority Contact Details](#)

This page allows you to continue with the proposal creation and add forms.

Select Online Forms 

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

- Select forms using a wizard
Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.
- Select forms from a list
Choosing this option allows you to explicitly select the forms that you need.
- Create proposal without forms. Add forms later or copy from previous proposals
Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.

[Previous](#) [Select](#)

1. Select one of the options provided, and click **Select** button.
2. **Select forms using a wizard** – we recommend this if you are not sure about building standards processes or which form it is you need to add. #

User guide

Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

The Proposal

Please select one of the options below

- Apply for a Building Warrant or make an amendment to a Building Warrant to
 - erect, alter, extend, a building
 - convert a building
 - demolish a building
 - provide services, fittings or equipment
- Submit documentation/information that supports a previously submitted form.
- Submit a Completion Certificate confirming that construction work has been completed in accordance with the building regulations.
- Inform the local authority that a stage/aspect of the construction work has begun or been completed.
- Inform the local authority that you intend to use a Scottish Government Approved Certifier of Construction. Approved Certifiers of Construction can certify that certain construction work meets the building regulations.
- Apply to occupy or use a building before a Completion Certificate has been accepted by the local authority.
- Apply to extend the period of validity of a building warrant.
- Apply to extend the period of use of a limited life building.
- Apply to discharge or vary a continuing requirement imposed by a verifier.

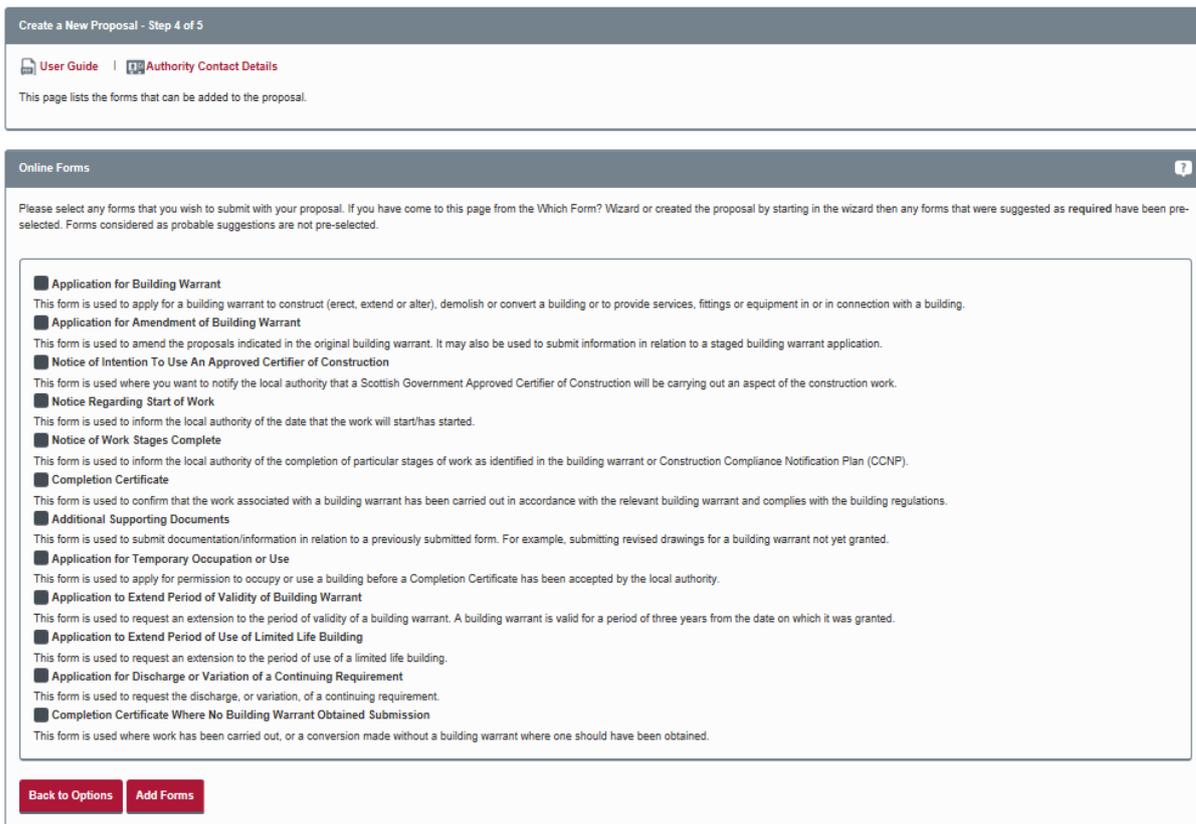
Previous Next

The **'Which form?' wizard** leads you through a number of questions related to the nature of your proposal. Once you have answered the questions on each page, the wizard will recommend the form you need to fill in. The 'Which form?' wizard selects only the form you need. It does not offer forms that might be suggested as possible or optional.

You can access the 'Which form?' wizard at any time by clicking on the **'Which form?' wizard** link in the left-hand menu bar.

User guide

3. **Select forms from a list** – if you are more experienced with building standards processes and know which form you need, you can select the relevant one.



Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page lists the forms that can be added to the proposal.

Online Forms

Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as required have been pre-selected. Forms considered as probable suggestions are not pre-selected.

- Application for Building Warrant**
This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.
- Application for Amendment of Building Warrant**
This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.
- Notice of Intention To Use An Approved Certifier of Construction**
This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.
- Notice Regarding Start of Work**
This form is used to inform the local authority of the date that the work will start/has started.
- Notice of Work Stages Complete**
This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).
- Completion Certificate**
This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.
- Additional Supporting Documents**
This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.
- Application for Temporary Occupation or Use**
This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.
- Application to Extend Period of Validity of Building Warrant**
This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.
- Application to Extend Period of Use of Limited Life Building**
This form is used to request an extension to the period of use of a limited life building.
- Application for Discharge or Variation of a Continuing Requirement**
This form is used to request the discharge, or variation, of a continuing requirement.
- Completion Certificate Where No Building Warrant Obtained Submission**
This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Back to Options Add Forms

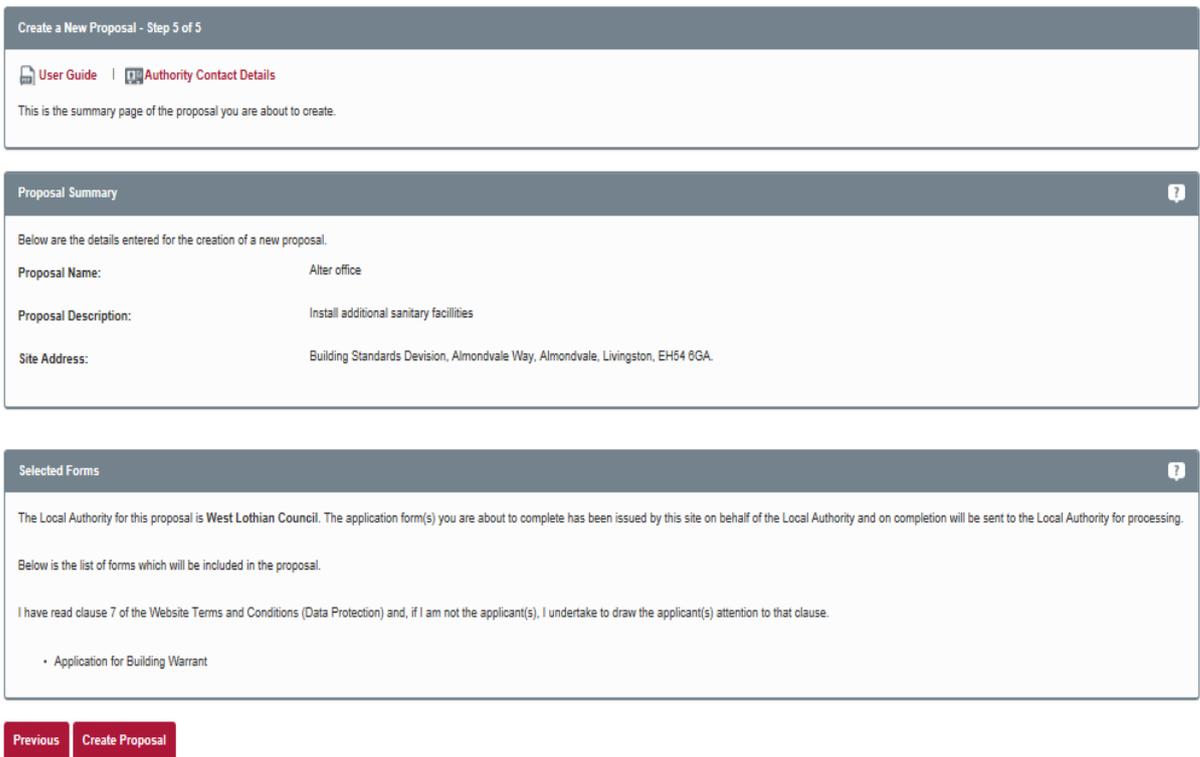
Once you have selected the relevant form, click **Add Forms** button.

4. **Create proposal without forms** – instead of adding the form now, you can choose to skip this step. You can then add the form later or copy one from a previously created proposal by choosing this option.

User guide

Create proposal

The final step in creating your proposal is to check the proposal summary and enter the proposal into your **My Proposals** area.



Create a New Proposal - Step 5 of 5

[User Guide](#) | [Authority Contact Details](#)

This is the summary page of the proposal you are about to create.

Proposal Summary ?

Below are the details entered for the creation of a new proposal.

Proposal Name: Alter office

Proposal Description: Install additional sanitary facilities

Site Address: Building Standards Devison, Almondvale Way, Almondvale, Livingston, EH54 8GA.

Selected Forms ?

The Local Authority for this proposal is **West Lothian Council**. The application form(s) you are about to complete has been issued by this site on behalf of the Local Authority and on completion will be sent to the Local Authority for processing.

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website Terms and Conditions (Data Protection) and, if I am not the applicant(s), I undertake to draw the applicant(s) attention to that clause.

- Application for Building Warrant

[Previous](#) [Create Proposal](#)

1. Read carefully through the proposal summary and the selected form(s) and make sure that these are accurate.
2. If you need to make any changes, click the **Previous** button and step back through the process to the step that needs to be changed.
3. When you are happy that the proposal details are correct, click the **Create Proposal** button.

User guide

Completing a proposal

In **My Proposals**, click on a proposal name to view the **Proposal Summary**.

Proposal Summary

[Delete Proposal](#) | [New Proposal](#)

Summary

Alter office
Install additional sanitary facilities
[Edit Proposal Details](#)

Status: Active
 Primary Contact: Fred Flintstone
 Date Started: 19/04/2016
 Proposal Reference: 100005454

Local Authority

West Lothian Council
 Civic Centre Howden South Road Livingston West Lothian EH54 6FF
 Tel: 01506 280000
 Fax: 01506 282489
customer.service@westlothian.gov.uk

Draft Forms

To complete the proposal click on the form.

[Application for Building Warrant](#)

[Add Additional Forms](#)

Site Location

Building Standards Division, Almondvale Way, Almondvale, Livingston, EH54 6GA
[Change Address](#)

Submitted Forms

Submitted forms are automatically removed from the site 90 days after the submission date.

Name	Submission Date
No Submitted Forms	

Help

[User Guide](#)
 Help and guidance with completing this proposal.

Proposed Users

You have shared this proposal with the following people

[Send Invitation](#) | [Modify Proposal Users](#)

In this area you can:

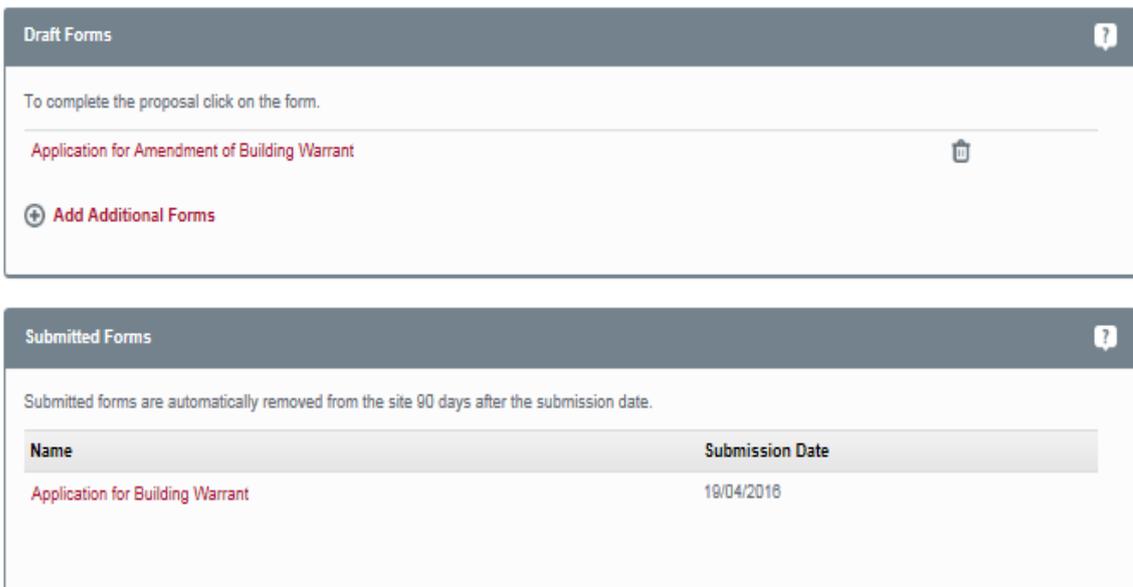
- fill in the form you selected when you created the proposal
- **add** new form or copy existing ones
- review forms that you have already sent in
- edit the **proposal details**
- edit the proposal **site location**
- **invite** people to view the proposal and manage their roles (see Sharing), and
- contact the relevant **local authority**.

User guide

Application form

To send in your proposal you need to complete the relevant form(s). This process is likely to include providing supporting material such as plans/drawings, providing certificates of design or construction and, where appropriate, paying the fee.

If you have not filled in a form fully, it will be listed in the **Draft Forms** section of the **Proposal Summary** page. You can delete any draft form by clicking the **Delete** button.



The screenshot shows two sections of the user interface. The top section is titled 'Draft Forms' and contains the instruction 'To complete the proposal click on the form.' Below this, there is a single draft form listed: 'Application for Amendment of Building Warrant', which has a trash can icon to its right for deletion. At the bottom of this section is a button labeled '+ Add Additional Forms'. The bottom section is titled 'Submitted Forms' and contains the instruction 'Submitted forms are automatically removed from the site 90 days after the submission date.' Below this is a table with two columns: 'Name' and 'Submission Date'. One row is visible in the table: 'Application for Building Warrant' with a submission date of '19/04/2016'.

Name	Submission Date
Application for Building Warrant	19/04/2016

Forms which you have completed will be listed in the **Submitted Forms** area. These forms are kept for up to 90 days during which time you can refer to them for information or copy them for use in other applications or submissions. **You should note that 90 days after you have sent a form it will be deleted from your application.**

User guide

Completing a form

1. In the **Draft Forms** area of the Proposal summary click on the name of the form to access the **Application Summary** page.

The screenshot shows the 'Application Summary' page for a 'Building Warrant' application. The page is divided into three main sections: 'Application for Building Warrant', 'Local Authority', and 'Help'.

Application for Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 100005454-003

Item	Status
Main Details	✓ complete
Block/Location Plan	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Checklist	✗ incomplete
Declaration	✗ incomplete
Fee No fee has been entered	✗ incomplete

[Back to Proposal Summary](#)

Local Authority

West Lothian Council
Civic Centre Howden South Road Livingston West Lothian EH54 6FF
Tel: 01506 280000
Fax: 01506 282489
✉ customer.service@westlothian.gov.uk

Help

- Preview Application for Building Warrant**
PDF opens in a new window
- Form Guide (PDF opens in a new window)**
Download this document for guidance on completing this specific form. The link will open a new window.
- Download Whole Contents**
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF (where provided), all supporting documents in their uploaded format and a PDF containing fee information you have used in the fee calculator.
- Acrobat Reader**
In order to view PDF files you must have Adobe Acrobat Reader installed on your computer. We recommend that you use the latest version. Click on the following link [information about Acrobat Reader](#) to download it now. The link will open a new window.

2. Each section of the application has a status displayed. You need to fill in each section and change all of the status indicators to ticks. Remember, you do not have to complete an application or submission all at once, you can save, log out and return at a later time to complete it.

Each form has a number of different sections. You need to fill in each of these sections. Depending on the type of form, these may include the following:

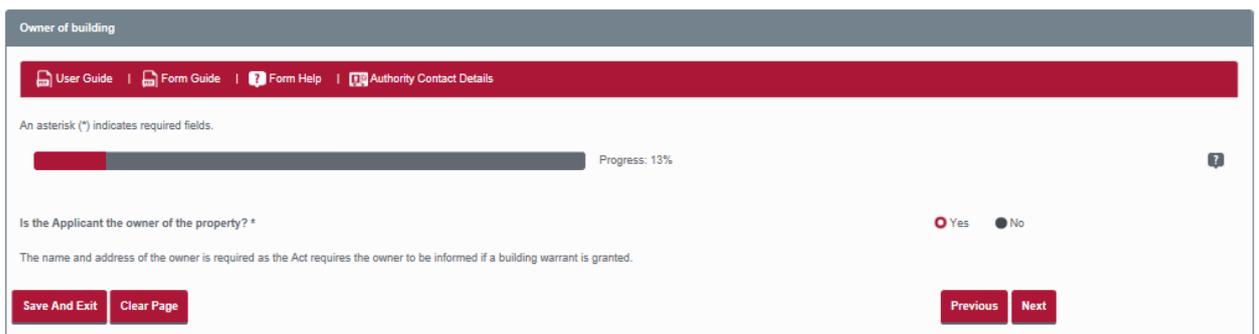
- **Main Details** – is the main body of the form where most of the questions are asked.
- **Block/location Plan** – an application for building warrant or a completion certificate submission where no warrant was obtained require a block/location plan.
- **Supporting Documentation** – this is where you can upload electronic copies of all your plans, drawings, certificates, photos, statements or any other documents to support your application or submission.

User guide

- **Email Notification** – if you want a client or colleague to get an automated email when you send in your form, this is where you provide their email address.
- **Checklist** – is a list of items and activities which you need to have done before the application or submission is ready to be sent to the relevant local authority.
- **Declaration** – allows you to review the application or submission and sign an electronic declaration that it is accurate and a true representation of the information that you want to provide.
- **Fee** – the fee calculator will ask a number of questions to help you determine the fee for your application or submission. You do not need to use the calculator, however, it is recommended you do so.
- **Payment Method** – this section only appears if there is a fee to pay. This is where you declare how you want to pay for your application or submission when you submit it.

Main Details

1. Click on the title of the section to begin filling out the form.



2. Navigate through the form using the **Next** and **Previous** buttons, answering the questions (if there are 'mandatory questions' on the page you will not be able to go any further until you have answered these). The **Progress bar** at the top shows how far through the form you are.
3. You can clear the current page by clicking the **Clear Page** button.
4. You don't have to complete the form all in one sitting. You can save what you have done so that you can come back to it later by clicking **Save and Exit**.

User guide

Block/location plan

Where you are making an application for building warrant or submitting a completion certificate where no building warrant was obtained, you have to send a block/location plan because it shows clearly the building that is covered by the proposal. If you do not already have a block/location plan, we recommend that you buy a plan from one of our accredited suppliers. The three suppliers that are listed on the eBuildingstandards.scot portal all provide an efficient and professional service. You will be able to select the size of plan to suit your application or submission, mark it up with the relevant information and save it to your computer. Once you have bought and saved your block/location plan, you are ready to attach it to your application or submission.

1. Click **Block/location Plan** in the Proposal summary.
2. If you need to buy a location plan, click **Purchase Block/location plan**.

Add block/location plan

User Guide | Form Guide | Form Help | Authority Contact Details

You must send a block/location plan with your proposal. It should preferably be based on Ordnance Survey information on a scale of 1:1250 (4 Ha), and include a North point. It should contain enough information of the surrounding area to allow the site to be clearly identified, for example, landmarks, road junctions and so on.

The land your proposal relates to must be outlined in **RED** and any other adjoining land you own in **BLUE**.

[View example block/location plan \(opens in a new window\)](#)

Add block/location Plan Options

- Purchase Block/Location Plan
 - This option will present user with links to sites where they can purchase a block/location plan to attach.
- Attach Block/Location Plan
 - We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW.
 - The maximum file size is 5Mb.

Continue

User guide

3. Links to the three accredited suppliers are provided..

Purchase Block/Location Plan Sites

User Guide | Form Guide | Form Help | Authority Contact Details

Links to Purchase Block/Location Plan

Below are links to site where a block/location plan can be purchased to be used in your application:

UK Planning Maps	emapsite™	getmapping®
<ul style="list-style-type: none">• Ordnance Survey Location Plans for your planning application.• Preview free and download your plan instantly.• Free paper copies with every order.• Lowest prices online.• Telephone helpline available 6 days a week for queries and orders.	<ul style="list-style-type: none">• Compliant maps for planning• Competitive pricing• No hidden or up front charges• Simple step process for home users• Advanced tools for professionals• Edit purchased plans at no cost	<ul style="list-style-type: none">• FREE to Register, Search and View• Simple to use• Competitively priced• Fast Secure Payment• Scottish Government Approved• Block and Location Plans• A Range of scales Available• Receive your maps instantly• Mark boundaries

Cancel Continue

Attach block/location plan

1. To attach your block/location plan to the form, click the **Continue** button in the **Add Block/Location Plan Options** section of the Add block/location plan page.

Block/location plan options

User Guide | Form Guide | Form Help | Authority Contact Details

Block/location plan options

Please select the required option

Uploaded
• Select this option if you want to attach a file from your file system as your Block/Location Plan.

Posted
• Select this option if you want to post a copy of a document as your Block/Location Plan.

Continue

User guide

2. Select whether you want to **Upload** an electronic copy of the location plan or provide (by **Post**) a hard copy.

Upload Block/Location Plan

User Guide | Form Guide | Form Help | Authority Contact Details

An asterisk (*) shows the areas that you have to fill in.

Block/Location Plan Details

Please select the file that shows the Block/Location plan for this application.

Document Title: Block/Location Plan

Attach File: * G:\DD\SSSA\Building Standards Testing\Supporting Docs\PDF\ExampleLocationPlan.pdf Browse...

Paper Size: A4

Document Type: OS Extract

The plan is clearly annotated with a scale bar/dimensions.

Cancel Save

3. To upload the plan, click the **Browse button** to find the file in your computer. Select the paper size of the plan and what kind of document it is. It is important that these details are correct. Tick the box to confirm the scale and dimension details are correct, then click the **Save** button.
4. Where you have the prior agreement of the relevant local authority to provide a paper copy of the block/location plan by post select **Posted** from the **Block/location plan options page**. Select the paper size of the plan and what kind of document it is. It is important that these details are correct. Tick the check box to show that you have followed these instructions, then click the **Save** button.
5. Once uploaded, you can view or remove a location plan by clicking on **Location Plan** in the Application summary

User guide

Supporting Documentation

For some of the forms you will need to upload documents to support your application or submission (for example, plans, drawings or certificates). You should only send documents by post where you have prior agreement with the relevant local authority to do so. The contact details of the relevant local authority are provided on the application summary page of your application or submission.

1. To upload or make a record of what you are going to post, click **Supporting Documentation** in the Application summary page.

Supporting Documentation

[User Guide](#) | [Form Guide](#) | [Form Help](#) | [Authority Contact Details](#)

Applications: You must include supporting documents for most applications, for example architect drawings.
Additional documentation: You must include all the extra documents the local authority have asked for or provide all the documents you want to be considered.
We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW.
You can attach the documents online. You should only send documents by post where you have prior agreement with the local authority to do so. When posting is appropriate please use the local authority contact details in the link above.
Add details of the documents you will be providing in the panel below.

Details of Supporting Documentation

This panel shows details about the documentation that you have already added that you intend to supply electronically or by post in support of your application. You can modify these details by clicking on the Edit or Delete links adjacent to each document. Click the Add Document to continue to add more documents.

If attaching electronic files, each file must be no larger than 5 Mb (5120Kb) and you may supply up to 100 Mb in total for all supporting files. If you need to exceed either of these limits you will need to contact your local authority for further instructions. Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc

Where it is necessary to post a paper document to the local authority, it must be on paper no larger than A0 (approximately 1.2 x 0.84m). However, you should also supply an electronic copy on CD or DVD by post to avoid large emails or the need to scan documents. Note: All documents or disks that you intend to post should be sent to the Authority's contact address available on this page.

You are currently using 0% of your quota - 0 Kb of 100 Mb

Title	Document Type	Size	Status	Action
-------	---------------	------	--------	--------

[Add Document Details](#)

Please indicate whether you have added details of all the documentation you intend to provide.

I intend to add more supporting documents later.

I have finished adding supporting documents and this section is completed.

[Save](#)

2. Click the **Add Document Details** button.

User guide

Supporting Documentation

[User Guide](#) | [Form Guide](#) | [Form Help](#) | [Authority Contact Details](#)

Attachment Type Options ?

Please select the required option.

Upload

- Select this option if you want to attach a file from your file system.
- We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW.
- The maximum file size is 5120 Kb.

Post

- Select this option if you want to post a copy of a document.

Continue

3. Select **Upload** unless you have agreed with the relevant local authority to post the documents. Where it is necessary to post the document, the only change to the steps below is that there will not be an **Attach File Browse button**. Note, paper documents might be able to be posted on CD/DVD but we recommend speaking with the relevant Authority first.

Supporting Documentation

[User Guide](#) | [Form Guide](#) | [Form Help](#) | [Authority Contact Details](#)

An asterisk (*) indicates required fields.

Upload Document ?

Please complete or modify the details listed below as appropriate.

Document Title: *
(This should include the Unique reference number, including any revision number, where the supporting document is a drawing or plan)

Description: *

Other Description: *

Attach File: * Browse...

Paper Size: ?

Document Type: ?

Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

Cancel
Upload

4. Enter the **Document title**. Where the document being uploaded is a drawing or a plan a **Unique reference number must** be provided, including any revision number.

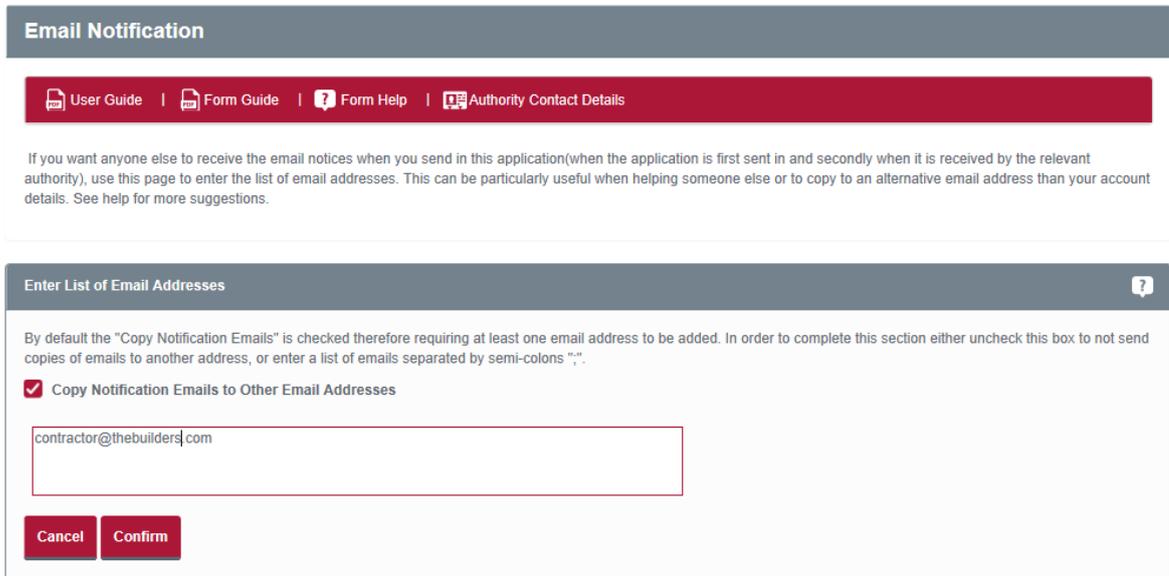
User guide

- From the **description field** select the appropriate description for your document from the dropdown menu. Where none of the selections are appropriate select **other** and enter an appropriate description in the **other description** field.
- Click the **Browse** button to find the file on your computer.
- Select the **paper size** and **document type** of the document. It is important that these details are correct. Tick the box to show that you have followed these instructions, then click the **Upload** button.
- Once documents have been uploaded or marked for posting, you can edit or delete them on the **Supporting Documentation page** from the Application summary.

Email Notification

If you want to let people know when you send in this application or submission, you can enter a list of email addresses in the **Email Notification tool**.

- Click Email Notification in the **Application summary** page.



The screenshot shows the 'Email Notification' tool interface. At the top, there is a navigation bar with links for 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below this, a text box explains the purpose of the tool: 'If you want anyone else to receive the email notices when you send in this application (when the application is first sent in and secondly when it is received by the relevant authority), use this page to enter the list of email addresses. This can be particularly useful when helping someone else or to copy to an alternative email address than your account details. See help for more suggestions.' Below the text is a section titled 'Enter List of Email Addresses' with a help icon. It contains a checkbox labeled 'Copy Notification Emails to Other Email Addresses' which is checked. Below the checkbox is a text input field containing the email address 'contractor@thebuilders.com'. At the bottom of the section are two buttons: 'Cancel' and 'Confirm'.

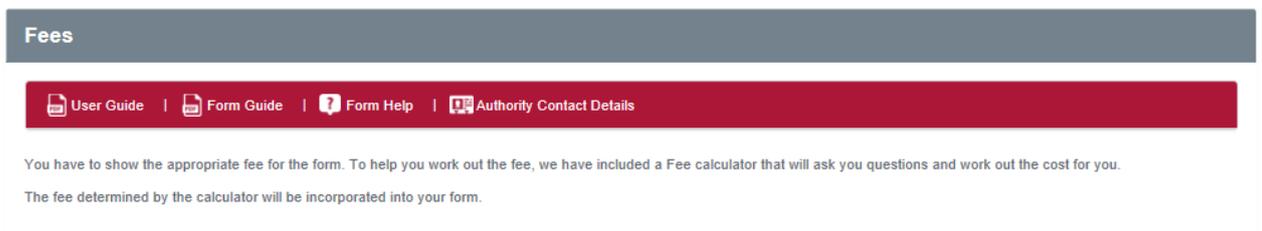
- Enter a list of email addresses in the box provided. Separate each address with a semicolon (;).
- The **'checkbox to send the emails'** is ticked by default, once you have added all the email addresses you want, click the **Confirm** button.
- If you do not want to send any email notices, remove the tick from **Copy Notification Emails to Other Email Addresses** and click **Confirm**.

User guide

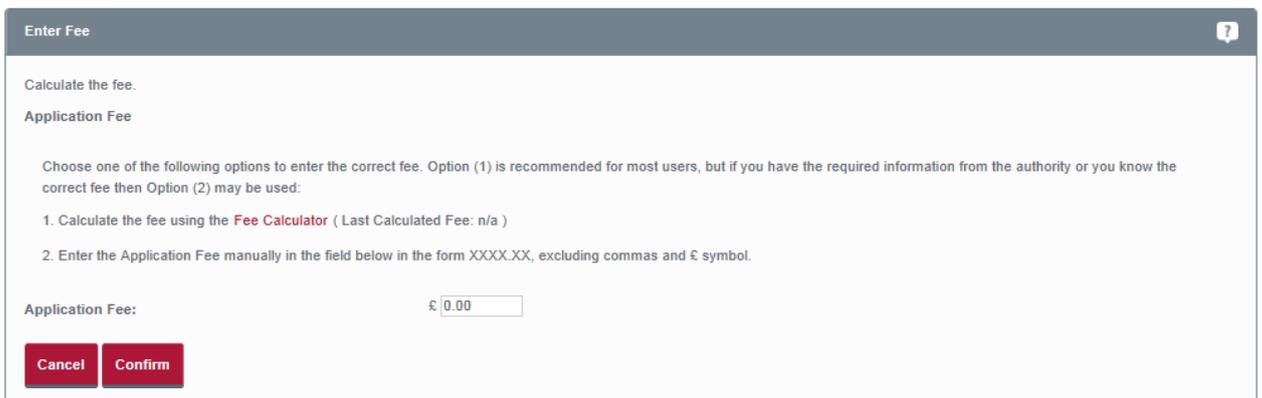
Fee

The Fees section is where you can enter and confirm the fee payable for your application or submission. You can use the fee calculator to work out what you need to pay. **Note** not all applications require a fee to be paid. If this is the case, this option will not be present.

1. Click **Fee** in the Application summary.

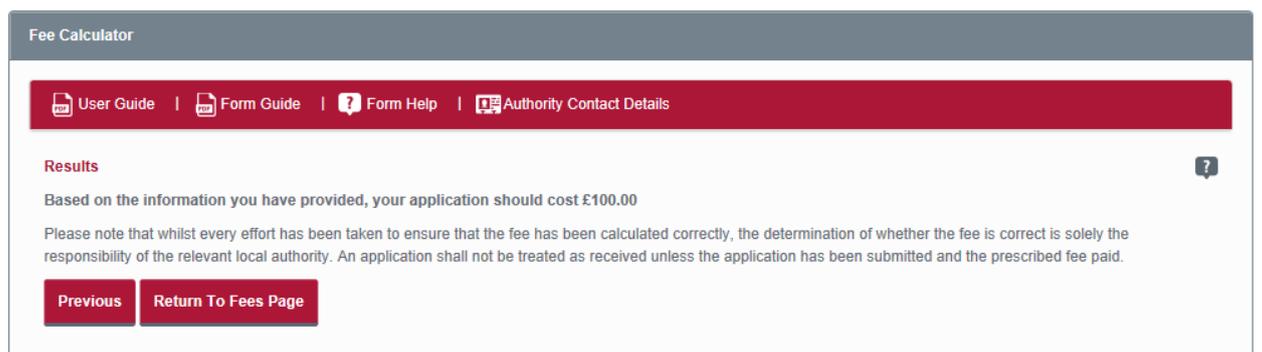


The screenshot shows the 'Fees' section of the application. At the top, there is a navigation bar with links for 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below this, a message states: 'You have to show the appropriate fee for the form. To help you work out the fee, we have included a Fee calculator that will ask you questions and work out the cost for you. The fee determined by the calculator will be incorporated into your form.'



The screenshot shows the 'Enter Fee' page. It prompts the user to 'Calculate the fee.' and lists two options: '1. Calculate the fee using the Fee Calculator (Last Calculated Fee: n/a)' and '2. Enter the Application Fee manually in the field below in the form XXXX.XX, excluding commas and £ symbol.' Below the options is a text input field labeled 'Application Fee:' with the value '£ 0.00'. At the bottom, there are 'Cancel' and 'Confirm' buttons.

2. To work out the fee that you need to pay, click **Fee Calculator** (this is also available direct from the left-hand menu). Or, if you already know the fee payable, you can type it into the box.
3. Follow the wizard through, answering all of the questions to arrive at the fee that applies. Click **Return to the Fees Page** and you will find that the fee amount is in the Application Fee box.



The screenshot shows the 'Fee Calculator' page. It displays the 'Results' section, stating: 'Based on the information you have provided, your application should cost £100.00'. A disclaimer follows: 'Please note that whilst every effort has been taken to ensure that the fee has been calculated correctly, the determination of whether the fee is correct is solely the responsibility of the relevant local authority. An application shall not be treated as received unless the application has been submitted and the prescribed fee paid.' At the bottom, there are 'Previous' and 'Return To Fees Page' buttons.

4. Click the **Confirm** button.

User guide

Payment method

In the Application summary page, click **Payment Method**.

Payment Method

User Guide | Form Guide | Form Help | Authority Contact Details

The method of payment you select here will be applied once you have submitted the application. You won't be able to submit the application until you select one of the options below.

Select a Payment Method

Please select a method of payment

- I am the agent and the applicant will pay directly.
Choose this option if you have agreed with your client to pay the authority directly.
Note: When you submit the application, an email will be sent to directly to the applicant which will give the below options to pay. The application will not be validated until payment is received.
- Credit/Debit Card
Choose this option if you would prefer to pay by online (by credit/debit card)
- Cheque
Choose this option if you want to pay by cheque
- Departmental Charge Code
Choose this option if you want to pay by Departmental Charge Code
- Telephone
Choose this option to pay by telephone

Cancel Save

Choose how you want to pay the fee. Your application or submission will not be processed until payment is received by the relevant local authority.

- **Pay Direct** – Client to pay option. (Only available on applications being completed as an Agent)
- **Online (by Credit/Debit Card)** - pay using a credit or debit card when you send in the application or submission. In selecting this option, you will be taken to your local authority's payment engine in order to make payment. You will be need to return to eBuildingStandards to submit your application.
- **Cheque** – send a cheque to the relevant local authority. You will be asked to enter details of your cheque (i.e. cheque number, dates, etc.) before submitting the application.
- **Departmental Charge Code** – for the relevant local authority department to register an internal payment.
- **Telephone** – make a payment over the phone. You will be asked to enter details of this payment before submitting the application.

Note – the relevant local authority may not offer all these options.

User guide

Sending in the application

- Once you have filled in all of the parts of the application or submission you can continue to the next page to send it to the relevant local authority.

Application Summary

Application for Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 100005454-003

Item	Status
Main Details	✓ complete
Block/Location Plan	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete
Fee Amount to pay: £ 100.00	✓ complete
Payment Method	✓ complete

You have now completed all sections.
Click Next to review your form and make any payments, if necessary.

[Next](#)

[← Back to Proposal Summary](#)

Local Authority

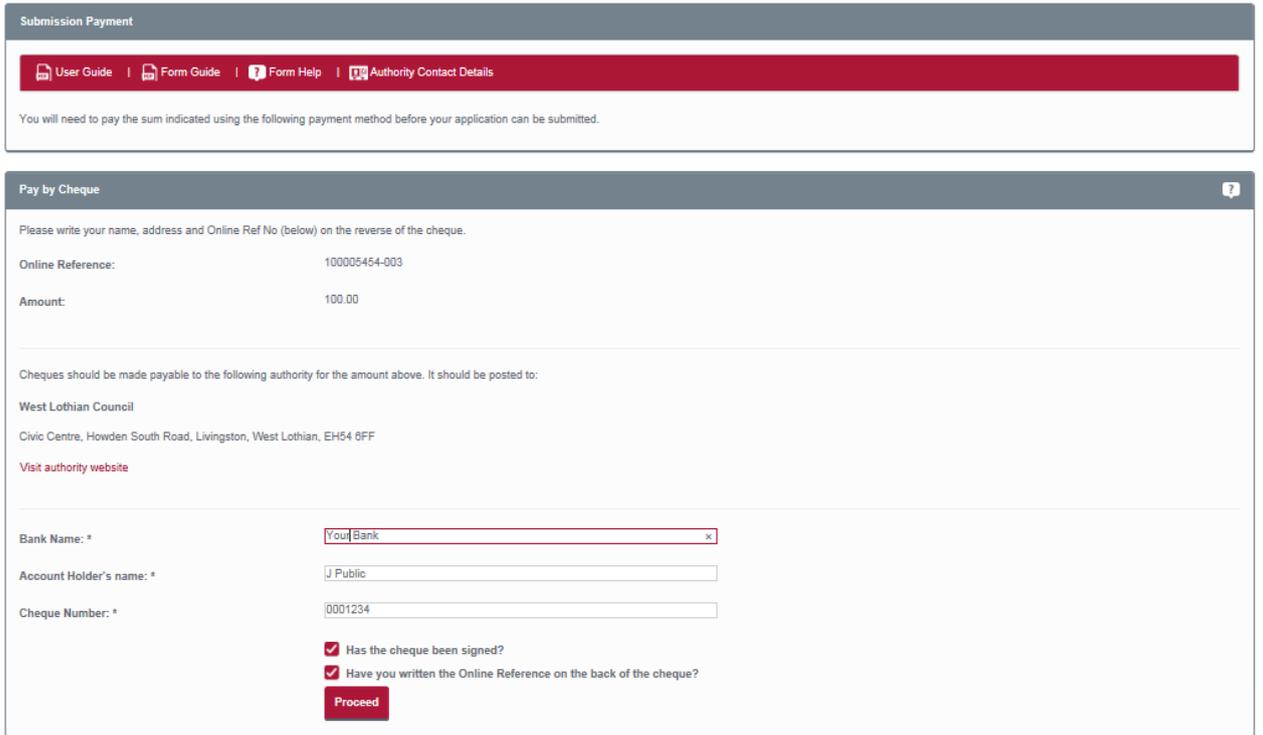
West Lothian Council
Civic Centre Howden South Road Livingston West Lothian EH54 6FF
Tel: 01506 280000
Fax: 01506 262489
✉ customer.service@westlothian.gov.uk

Help

- [Preview Application for Building Warrant](#)
PDF opens in a new window
- [Form Guide \(PDF opens in a new window\)](#)
Download this document for guidance on completing this specific form. The link will open a new window.
- [Download Whole Contents](#)
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF (where provided), all supporting documents in their uploaded format and a PDF containing fee information you have used in the fee calculator.
- [Acrobat Reader](#)
In order to view PDF files you must have Adobe Acrobat Reader installed on your computer. We recommend that you use the latest version. Click on the following link [information about Acrobat Reader](#) to download it now. The link will open a new window.

- Click the **Next** button. Review the **Submission Summary page**. If you are happy with the application click the **I Accept** button and then the **Submit** button.
- If you chose to pay any fee online you will be asked to enter your payment details on the following screen. If you chose to pay by cheque, phone or by departmental charge code, enter the details in the **Submission payment screen**.

User guide



The screenshot shows a web interface for 'Submission Payment'. At the top, there is a navigation bar with links for 'User Guide', 'Form Guide', 'Form Help', and 'Authority Contact Details'. Below this, a message states: 'You will need to pay the sum indicated using the following payment method before your application can be submitted.'

The main section is titled 'Pay by Cheque' and includes the following information:

- Please write your name, address and Online Ref No (below) on the reverse of the cheque.
- Online Reference: 100005454-003
- Amount: 100.00

Cheques should be made payable to the following authority for the amount above. It should be posted to:

West Lothian Council
Civic Centre, Howden South Road, Livingston, West Lothian, EH54 8FF
[Visit authority website](#)

Below this, there are input fields for:

- Bank Name: * (Dropdown menu showing 'Your Bank')
- Account Holder's name: * (Text input field showing 'J Public')
- Cheque Number: * (Text input field showing '0001234')

At the bottom, there are two checked checkboxes:

- Has the cheque been signed?
- Have you written the Online Reference on the back of the cheque?

A red 'Proceed' button is located at the bottom of the form.

- Once you have filled in the relevant sections, click **Proceed**.
- If you chose to send email notices to other users, they will be sent an email now.
- The completed **Submission Summary Page** displays all of the relevant information about your application or submission. You can view the application in PDF format by clicking **View Form PDF (opens in a new window)**.
- Your application or submission will be kept on the system for 90 days after you send it.

To keep a copy for your records, click **Download a copy of my submission** and save the file to your PC. Or, you can get a printed copy of the summary by clicking **Printable Version (opens in new window)** and click Print.

User guide

Adding documents after submitting an application

Where you need to add documents after you have made your application or submission to the relevant local authority you can do this from the proposal you have already created. For example, submitting revised drawings in response to a report issued by the relevant local authority on the proposals.

1. In the **Draft Forms** area of the Proposal summary click the **Add Additional Forms** link.
2. Select the option **Add from a list of standard forms** and click **Continue**.
3. Scroll down the list and select the **Additional Supporting Documents Form** and click the **Add** button.
4. You will be returned to the **Proposal Summary Page** once you have added the Additional supporting Documentation form. You will now have the form in the **Draft forms Section** of the Proposal summary page.
5. Click this form to access the Application Summary page.
6. Each section of the application or submission has a status displayed. You need to fill in each section and change all of the status indicators to ticks.
7. Please refer to the guidance in **Adding Supporting Documents**.

Remember that you do not have to complete an application or submission all at once, you can log out and return later to complete

User guide

Deleting proposals

1. If you no longer need a proposal, you may decide to move it from the Active list in the My proposals page to the Deleted tab. This removes the proposal, but allows you to refer to it for up to 90 days after it was deleted. To do this, click **Delete Proposal** in the Proposal summary page.

Proposal Summary

Delete Proposal | New Proposal

Summary

Alter shop unit
Install new shop front
Edit Proposal Details

Status: Active
Primary Contact: cad Donnelly
Date Started: 25/04/2016
Proposal Reference: 100005463

Local Authority

West Lothian Council
Civic Centre Howden South Road Livingston West Lothian EH54 6FF
Tel: 01506 280000
Fax: 01506 282489
customer.service@westlothian.gov.uk

2. To view deleted proposals, click the **Deleted** tab in the My proposals page.

My Proposals

My Proposals shows all the proposals you have access to.
Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.
Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.
All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.

New Proposal

Active Deleted

Show Proposals

All
Manage

Sort By

Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started

Alter shop unit
West Lothian Council
Install new shop front
Primary Contact: cad Donnelly | Started: 25-04-2016 | Proposal Reference: 100005463

Existing Office
West Dunbartonshire Council
Temporary Office
Primary Contact: cad Donnelly | Started: 05-02-2016 | Proposal Reference: 100004276

3. Under **Show Proposals**, click on **All** to display all of the proposals that were available to you or click on **Manage** to display only the proposals for which you were the primary contact.

User guide

4. You can sort the deleted proposals in a number of ways
 - **Proposal Name** – sort alphabetically by the name of the proposals.
 - **Local Authority** – sort alphabetically by local authority.
 - **Primary Contact** – sort alphabetically by the primary contact.
 - **Proposal Reference** – sort by the proposal reference.
 - **Date started** – sort chronologically by the date your proposals were deleted.
5. Once a proposal has been deleted, you can return it to the Active list again by opening the proposal and clicking on **Restore Proposal**.

Hints & Tips

On the **Proposal Summary** page there is a hints and tips box on the right hand side of the screen. There is useful guidance here on common problems encountered when making a eBuildingStandards application. These include:

1. How to submit revised drawings
2. How to submit additional documents (including SER Certificates)
3. Application is still in draft after paying a fee
4. Where to calculate a fee
5. How to share proposals
6. Checking on the status of your application
7. What reference number to use in the forms

User guide

The screenshot displays a user interface for a proposal. At the top, the 'Proposal Reference' is 500080815. Below this, there are two main sections: 'Draft Forms' and 'Hints and Tips'.

Draft Forms: This section contains a list of forms to be completed. The first form is 'Additional Supporting Documents', which is repeated 10 times. The remaining forms are 'Application for Amendment of Building Warrant' (repeated 4 times), 'Application for Building Warrant' (repeated 6 times), and 'Application for Temporary Occupation or Use'.

Site Location: This section shows the address '14 WILLIAM STREET, TAYPORT, DD6 9HN' and a 'Change Address' button.

Hints and Tips: This section contains several questions and answers:

- How do I submit revised drawings?** Go to My Proposals and under your proposal title click "Add additional forms (including Additional Supporting Documents form)". Then select "Add forms from a list of standard forms" and select "Additional Supporting documents" from the list and click "Add". You will now be able to upload your revised documents using this form.
- How do I submit additional documents (including SER certificates) to my application?**
- My application is still shown in draft despite me paying the fee?**
- How much will my fee be?**
- Can I share my proposal with a colleague, client or friend?** Yes. Go to the Proposal Summary, at the bottom of the page click on "Send Invitation" and send the proposal to your colleague, client or friend. Before sending make sure you change the "user role" to "Editor" if you want them to be able to make changes!
- Has my application been received by the council?**

1. Click on the hint and tip that is relevant to your issue and help text will drop down underneath the heading.

If the hint and tips do not provide you with the help you need then you can call or email the support desk. The contact details are in the next section.

Contact Details

The eDevelopment Support Desk – can assist you with IT support for the eDevelopment Portal. If you have a query or need assistance using the eDevelopment.scot service, please email us at:

Email: edevelopment@gov.scot

Local and Planning Authorities – A list of contacts for each Scottish Authority Council is available [here](#).