Introduction

We have designed the eBuilding Standards.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.
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. 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 between 8 and 16 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.

4. 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.

5. When you have entered your personal and login details, click on the **Save Account Details** button.

6. 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 return you to the eDevelopment.scot site.
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=b02fde2a-17e5-4e92-9aa2-0f19f4dbb8c0

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.

7. 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.
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 the **Login** button on the home page.

2. Enter your user name and password, then click the **Login** button.

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.
Forgotten password

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

   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.
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.

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

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.
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.

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.
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. You will be asked if you want to accept or refuse the invitation. Click Accept.
Sending a sharing invitation

Once you have created a proposal, you can invite others to view it by 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.

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

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.
Modify proposal users

Once you have invited people to view your application, they will be entered into the proposal’s ‘Users invited to share’ area until they either accept or refuse the invitation. 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.

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

3. To change a user’s rights from editing to viewing, select them and click **Set as Viewer** button.

4. To delete a user’s ability to view your proposal, select them and click **Remove user** button.

5. 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.
6. 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.

7. 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.

8. To allow a member of your organisation to edit the details of the proposal, select them and click **Set as Editor**.

9. To restrict a member of your organisation to only viewing this proposal, select them and click **Set as Viewer**.
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.

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.
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.
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.

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.
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.
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 may need to carry out 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 from the Proposal Summary area.
My proposals

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

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).
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.
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.

What is the address of the proposal?

**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.

![Address Search Form](image)
1. If you know the postcode, enter it into the Postcode box and click Postcode Search to display the search 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.

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 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.
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).

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).
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.

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.

Note – This feature is only recommended if you have broadband.
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.

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.

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

5. Click **Confirm Address**.
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.

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.
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.
Confirm local authority

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

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.
Name proposal

You now need to name the proposal and give it a short description.

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.
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.

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.
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.
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.

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.

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.
Completing a proposal

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

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**.

**Local Authority**
West Linton Council
Civil Centre
South Road
Linton
EH47 6T
Email: info@westlinton.gov.uk
Phone: 01896 252679

**Site Location**
Building standards division, council offices, Linton, Linlithgow, Stirlingshire

**Change Address**

**Help**
Find help and guidance with completing this proposal.

**Proposed Users**
You have shared this proposal with the following people

<table>
<thead>
<tr>
<th>Send Invitation</th>
<th>Modify Proposal Users</th>
</tr>
</thead>
</table>
**User guide**

**Filling in a 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.

**Forms**

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.

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.
Filling in a form

1. In the **Draft Forms** area of the Proposal summary click on the name of the application or submission to access the [Application Summary](#) page.

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 log out and return at a later time to complete it.
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](image-url)
3. Links to the three accredited suppliers are provided.
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.

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

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.
Completing the form

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.

- **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
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. The **Form Wizard** will take you through each section. Click the title of the section to open the wizard.

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**.
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.

2. Click the Add Document Details button.
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 posted to the relevant local authority should be accompanied by an electronic version on CD or DVD to avoid large emails or the need to scan documents.
4. Enter the **Document title**. Where the document being uploaded is a drawing or a plan the **Unique reference number must** be provided, including any revision number.

5. 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.

6. Click the **Browse** button to find the file on your computer.

7. 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.

8. Once documents have been uploaded or marked for posting, you can edit or delete them on the **Supporting Documentation page** from the Application summary.
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.

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

1. Click Email Notification in the Application summary page.

2. Enter a list of email addresses in the box provided. Separate each address with a semicolon (;).

3. The 'checkbox to send the emails' is ticked by default, once you have added all the email addresses you want, click the Confirm button.

4. If you do not want to send any email notices, remove the tick from Copy Notification Emails to Other Email Addresses and click Confirm.
Fee

The Fees section is where you confirm the fee payable for your application or submission is correct, and where you can pay online. 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.

   ![Fee Section](image)

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.

   ![Fee Calculator](image)

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.

   ![Fee Results](image)

4. Click the **Confirm** button.
Payment method

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

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

- **Online** – pay using a credit or debit card when you send in the application or submission.
- **Cheque** – send a cheque to the relevant local authority.
- **Departmental Charge Code** – for the relevant local authority department to register an internal payment.
- **Telephone** – make a payment over the phone.

**Note** – the relevant local authority may not offer all these options.
1. 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.

2. 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.

3. 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.
4. Once you have filled in the relevant sections, click **Proceed**.

5. If you chose to send email notifications to other users, they will be sent an email now.

6. 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).

7. 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.
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.

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

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