

Using iApply to submit your building regulation application

Home page – <https://iapply.co.uk/>

Login page - <https://iapply.co.uk/igdp/login/index.htm>

Step 1 – Create an account

First you need to create and confirm a new user account.

The full **User Guide** can be found here

My Account
User Guide
Login

There is help guidance (?) throughout the process

Once you have created an account, you can login and submit an application (project)

Step 2 – Create a New Project

Select **New Project**

My projects

1 Active projects

0 Pending invitations

0 Applications submitted

My projects

Active Deleted ▾

New Project

Step 3 – Confirm Project details

3.1 Choose location and confirm address

Either complete a postcode search or enter details of the site address

Create a new project

1 Choose location 2 Name project 3 Choose forms 4 Confirm Authority 5 Summary

Site Location Search Options

Address Search Easting and Northing

Specify a full postcode to search for a known address matching your site location.

Postcode

Or enter at least two fields below to search for a known address.

Building Name

City Hall

Building No

3.2 Name Project

Provide a project name and details. This could be the applicant name or address and/or a brief description of proposed works. Confirm details

Create a new project

1 Choose location 2 Name project

Project Name and Details

Project Name: *

City Hall - Test Application

Project Details: *

Proposed works

(Max 250 characters 236 characters left)

Previous Confirm Details

3.3 Choose Forms – Choose Select forms from the list and Select

Create a new project

1 Choose location 2 Name project 3 Choose forms

Select Online Forms *

Select forms from a list
Choosing this option allows you to explicitly select the forms that you need.

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.

Previous Select

Select the form required and Add forms

1 Choose location 2 Name project 3 Choose forms

Online Forms

Please select at least one application form: *

Planning Forms

Building Control Forms

Full Plans

Building Notice

Regularisation

Back to Options Add Forms

3.4 Confirm Authority – Bristol City Council will show as the authority that will receive your application. Select Next

1 Choose location 2 Name project 3 Choose forms 4 Confirm Authority

Confirm Authority

Site Address: BRISTOL CITY COUNCIL, CITY HALL, COLLEGE GREEN, CITY CENTRE, BRISTOL, BS1 9ZZ

Building Control authority that will receive your application *

Bristol City Council

Previous Next

3.5 Summary – the details will appear and you can Create Project

1 Choose location 2 Name project 3 Choose forms 4 Confirm Authority 5 Summary

Project Summary

Project Name: City Hall - Test Application

Project Description: Proposed works

Site Address: BRISTOL CITY COUNCIL, CITY HALL, COLLEGE GREEN, CITY CENTRE, BRISTOL, BS1 9ZZ

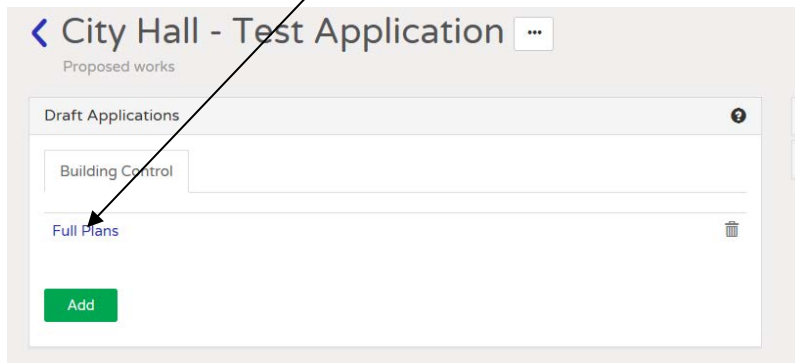
Selected Forms

Building Control Forms - Bristol City Council

- Full Plans

Previous Create project

Step 4 - Select your Draft Application



You can now complete your application details

You need to fill in each section and change all the status indicators to **complete**

You do not have to fill in all at once.

You can log out and return to the application at a later date.

Your iApply reference number is shown

The screenshot shows the 'Full Plans' application details page. At the top, it says 'Full Plans' and 'Online Reference: IAP00008465-001'. Below this is a list of sections, each with a status indicator 'incomplete'. A green arrow points to the 'incomplete' status of the 'Application Details' section, and another green arrow points to the 'incomplete' status of the 'Applicant/Agent Details' section.

Section	Status
Application Details	incomplete
Applicant/Agent Details	incomplete
Description of Works	incomplete
Builder Details	incomplete
Use of Building	incomplete
Domestic Electrical	incomplete
Planning	incomplete
Type of Work	incomplete
Further Information	incomplete
Declaration	incomplete
Location Plan	incomplete
Supporting Documentation	incomplete
Email Notification	incomplete
Fee No application fee has been entered.	incomplete

Step 5 – Submit your plans and drawings

Location Plan

You do not have to provide a location plan, but it does help to clearly locate the application site.

You can select **Attach Location Plan** and continue to upload

Location Plan

If possible a location plan should 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 application relates to must be outlined in **red** and any other adjoining land you own in **blue**.

[View example location plan](#)

Add Location Plan Options

- Purchase Location Plan
 - This option allows you to purchase a location plan from an external supplier.
- Attach Location Plan
 - Recommended for agents and experienced householders who already have a location plan.
 - For multiple applications in the same project, use an existing Location Plan you have created on the site.
 - We accept the following formats: DGN, DOC, DOCX, DWG, DXF, GIF, JPG, PDF, PLT, PNG, TIF(F), TXT, XLS and XLSX.
 - The maximum file size is 20240 Kb.
- Not Applicable
 - This options allows you to complete your application without having to provide a location plan.
 - A location plan is not required if the proposed works do not change the footprint of the current building.

Browse to and upload your location plan, tick confirmation and upload.

Upload Location Plan

Location Plan Details

Document Title:

Attach File: *

Paper Size: ?

Document Type: ?

You must confirm that the document has been printed and includes the required scale/dimension details.

- The file has been printed from the submitted format and verified.
- The plan is clearly annotated with a scale bar/dimensions.

Supporting Documentation

You can now upload other plans and documents to support your application.

Important guidelines when preparing your plans

- **Orientation of plans** – make sure that the plans are orientated correctly. Documents are automatically uploaded, so there is no opportunity to make any adjustments.
- **Naming of files** - provide a clear description of the plan or document as your **file name**. This should be the plan number **and** title of the plan e.g. PL01.Rear elevation plan.pdf. Please **do not** complete the 'file name' with a drawing number or reference number only.
- **File types and sizes** - the preferred file types would be .PDF, .DOC. and JPEG and the maximum file size for a single document is 20MB.
- **Binders holding a number of plans** - Please **do not submit binders** containing a number of plans. Plans must be submitted as individual documents. You may use binders when submitting photographs.

Supporting documentation

Supported formats: DGN, DOC, DOCX, DWG, DXF, GIF, JPG, PDF, PLT, PNG, TIF(F), TXT, XLS and XLSX.

You can attach the documents online or send these documents by post. Please post your supporting documents to the relevant authority.

Details of Supporting Documentation

If **attaching electronic files**, each file must be no larger than 20Mb and you may supply up to 500Mb in total for all supporting files. If you need to exceed either of these limits you will need to contact the relevant authority for further instructions. Please also ensure that wherever possible documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

If you are supplying CAD files in their native format, it is recommended that you also provide PDF versions of the file to allow the viewing of these details without the need for a CAD viewer.

If **entering details about a paper document** you intend to **post**, it must be sent on paper which is no larger than A0 size (approximately 1.2m X 0.84m). However it is also recommended that you supply additional supporting documents electronically on CD or DVD by post to avoid large emails or the need to scan documents.

You are currently using 0% of your quota - 0Mb of 500Mb

Title	Document Type	Size	Status	Edit	Remove
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[Upload Document](#) [Upload Multiple Documents](#) [Add Posted Document](#)

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.

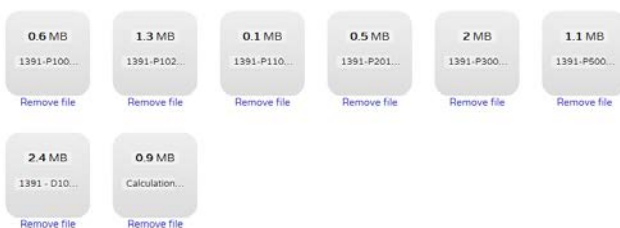
[Save](#) [Cancel](#)

Upload Multiple Documents

You can drag and drop all your plans and documents in one process

Multiple Files Upload

Upload Documents



- **Document Title** – make sure this is described correctly. This will automatically show in our database.
- **Paper Size** – there is **no need to amend** the A0 paper size.
- **Document type** – select the correct document type from the drop down list

File	Document Title	Paper Size [?]	Document Type [?]
1391-P100A Block Site Plan.pdf	<input type="text" value="1391-P100A Block Site Plan"/>	A0 <input type="button" value="v"/>	Drawing <input type="button" value="v"/>
1391-P102A Site Layout.pdf	<input type="text" value="1391-P102A Site Layout"/>	A0 <input type="button" value="v"/>	Drawing <input type="button" value="v"/>
1391-P110A 3-bed house plan.pdf	<input type="text" value="1391-P110A 3-bed house plan"/>	A0 <input type="button" value="v"/>	Drawing <input type="button" value="v"/>
1391-P201A Elevations plots 1 and 2.pdf	<input type="text" value="1391-P201A Elevations plots 1 and 2"/>	A0 <input type="button" value="v"/>	Drawing <input type="button" value="v"/>
1391-P300A Proposed Site Sections.pdf	<input type="text" value="1391-P300A Proposed Site Sections"/>	A0 <input type="button" value="v"/>	Drawing <input type="button" value="v"/>
1391-P500A Site photo.pdf	<input type="text" value="1391-P500A Site photo"/>	A0 <input type="button" value="v"/>	Photo <input type="button" value="v"/>
1391 - D100 Drainage Layout.pdf	<input type="text" value="1391 - D100 Drainage Layout"/>	A0 <input type="button" value="v"/>	Drawing <input type="button" value="v"/>
Calculations.pdf	<input type="text" value="Calculations"/>	A0 <input type="button" value="v"/>	Calculations <input type="button" value="v"/>

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

When you have finished uploading all the documents, confirm the section is complete and Save

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.

Step 6 - Email notification

If you want anyone else to know that the application has been submitted, you can add an email address.

Email notification

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.

Enter List of Email Addresses [?]

In order to complete this section either uncheck this box to not send copies of emails to another address, or enter a list of emails separated by semi-colons ";".

Copy Notification Emails to Other Email Addresses

Step 7 – Paying the fee

Know the fee to be paid – you will need to insert the amount payable

Fees

Enter Fee

Building Control fees are set on a cost recovery basis and no national fee structure exists. Please contact the Authority to agree the fee and enter the agreed building control fee inclusive of VAT.

Application Fee (inc. VAT):

£ 300

Payment method

Payment for the application can be made by cheque, telephone or by credit/debit card. At the end of the process, you will be redirected to our website to make the payment.

Payment method

Select a Payment Method

Cheque

- Choose this option if you want to pay by cheque

Telephone

- Choose this option if you want to pay by telephone

Credit/Debit Card

- Choose this option to pay online by credit or debit card.
- You will be redirected to the Authority's payment page to pay the application fee prior to submission.

Read our [Terms and conditions](#)

Payment method

Further payment details will be taken on submission of the Application.

Proceed with your application

Make sure that all status indicators are **complete**

Select **Next** to proceed

Application ready
Select **Next** to proceed with your application and make any necessary payment.

Next

Application Details	complete
Applicant/Agent Details	complete
Description of Works	complete
Date of Commencement	complete
Builder Details	complete
Use of Building	complete
Domestic Electrical	complete
Planning	complete
Type of Work	complete
Declaration	complete
Location Plan	complete
Supporting Documentation	complete
Email Notification	complete
£ Fee Application Fee: £ 0.00	complete

Accept the submission summary

Please note that building regulations applications are not posted on the website. This applies to applications for planning permission only.

Submission Summary

You must click the 'I Accept' button below in order to submit your application. By doing so, you acknowledge the following.

- You agree to the application and associated information being sent to the relevant authority.
- You agree for the relevant authority to display and process information relating to this application on their website in line with the Data Protection Act, the Information Commissioner's Office.
- You agree to the relevant authority sharing the information provided with other public bodies in order to promote the licensing objectives, prevent serious crime and protect public funds.
- If you are not the applicant it is your responsibility to inform the applicant of these terms.

I Accept Submit

Submission Summary - Submit

You are now ready to submit your application.
Further payment details will be taken (if appropriate) once you select the **Submit** button.

I Accept **Submit**

Submission Payment

You can click on the link to our website (this will open in a new browser tab/window), complete the payment, return to your application and confirm the transaction number.

Or you may indicate that the fee is to be paid by the applicant

Submission payment

External Website payment

Please click on the following link, complete payment and confirm the details below.
<https://www.bristol.gov.uk/pay-council-bills-fines-invoices>

Online Reference: IAP00008465-001

Amount: £300.00

Transaction Reference *

Insert reference number or To be paid by Applicant

Proceed Cancel

Step 8 – Submission success

Submission success

Your application has been successfully submitted by means of the iApply site. Your online reference number is IAP00008465-001 , which you should keep safe for your records.

Your application will now be sent to Bristol City Council who is responsible for processing and determining the application. You will receive a confirmation email once it has been received by the authority.

Bristol City Council should confirm receipt of your submission within 4 working days. Should you not receive this confirmation please contact them directly using the contact details provided below.

Should your submission be of a time critical nature we would strongly recommend that you confirm with Bristol City Council that they have accepted your application **before** the relevant deadline expires.

The fifth principle of the Data Protection Act 1998 states that "Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes." If such personal data is retained, then this should be deleted when any relevant statutory time limit has expired.

As the application will be **deleted from the site 90 days after submission**, you may wish to save a copy for your own records.

[Download a copy of my submission](#)

The summary of your application is shown below.

On submission of your application

- You will see a summary of your submission.
- You can download a copy.
- You will receive a confirmation email.
- A confirmation email will be sent to anyone else that you included for email notification.
- We will receive a notification email that the application is to be submitted.
- The application will transfer to our database and automatically create an application number.
- The documents will automatically upload to our document management system.