Using iApply to submit your building regulation application

Home page – [https://iapply.co.uk/](https://iapply.co.uk/)

Login page - [https://iapply.co.uk/lgdp/login/index.htm](https://iapply.co.uk/lgdp/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

![Create an account](image)

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

**Step 2 – Create a New Project**

Select **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

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

3.3 Choose Forms – Choose Select forms from the list and Select
Select the form required and Add forms

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

3.5 Summary – the details will appear and you can 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.
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

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

### Upload Multiple Documents
You can drag and drop all your plans and documents in one process.
• 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

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

Step 6 - Email notification
If you want anyone else to know that the application has been submitted, you can add an email address.
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 |
| Confirm | Cancel |

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

Save | Cancel

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

Continue
Proceed with your application
Make sure that all status indicators are complete
Select Next to proceed

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 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

![Image of submission payment screen]

Step 8 – Submission success

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.