Planning Portal Building Control application service: User Guide

Planning Portal is an existing provider of Bristol City Council's Planning Application service.

We are pleased to introduce it as our provider of Building Control application service for June 2022.

The digital platform ensures application information is automatically loaded in to Bristol City Council's application management system; ensuring our teams can get straight to work on your application.

1. To get started, set yourself up an account with Planning Portal for Building Control
   NB. You will need one of these even if you have an existing account with Planning Portal.
   NB. If working as part of a wider company, you may wish to consider keeping one central login for all staff to use, using a communally accessed email address.

2. Login to https://buildingcontrol.planningportal.co.uk/

3. From here, you can choose to start a new application.
   NB. Your first field will be the application name. We suggest using the first line of the address for your site.

4. You will be asked to give both applicant and agent details, where applicable.
   NB. Where a case has an agent; giving applicant email address is also very helpful, and ensures all final documents can be forwarded to the applicant relevant to the project.

5. Once you've dated and submitted that page, you can move on to attaching your documents.
   NB. It is highly advisable to submit all documents at the stage of application. This ensures our Business Support team receive your application in its entirety, and can begin to action it.
   NB. You can select numerous documents from a folder at one time by holding down CTRL key and selecting all documents you wish to submit.

6. You will be asked to name your documents in 'Description' field.
   NB. Please ensure Plans are named correctly to ensure our Business Support team can begin to work off of them upon receipt. We strongly advise using the following naming convention:

Existing or Proposed	Plan name	Plan number
Existing	Ground Floor Layout	GF100.A

7. You will now be directed to pay for your application. You should review the Fees table and fee inquiry section, enter the agreed fee, and then select your payment method.
   NB. If you have viewed the Fees section and are still unsure how much to pay, you can select *'Ask Bristol City Council to contact me once the application is submitted'* and our Business Support team will be in touch.

8. Your application will then be stored in your Building Control Portal account, and our Business Support team will be in touch to acknowledge its receipt, and advise on next steps.

For all advice on Building Control applications, please contact building.control@bristol.gov.uk