

BUILDING CONTROL ONLINE SUBMISSIONS

This manual has been produced to explain how to submit applications online via the new Building Control Online Application Forms.

The screenshot displays the website for the City of Bradford Metropolitan District Council. The header includes the council's name and the URL www.bradford.gov.uk. A navigation menu on the left lists various services, with 'Building Control' highlighted. The main content area is titled 'Environment' and shows a breadcrumb trail: 'You are in : environment > planning service > building control > building control'. Below this, there are three main options: 'Choose a Form', 'My Submissions', and 'Login'. A 'Login' form is visible, featuring fields for 'Username' and 'Password', and a 'Login' button. There are also links for 'Forgotten your password?' and 'New users register here'. The footer contains the copyright notice: '©2009 Bradford Metropolitan District Council'.


To take advantage of the advanced features that allow you to view your online submissions you will need to register as a new user, as a registered user you can also save an incomplete application and complete it at a later date.

If you do not wish to register you can still submit an application by clicking the Choose a Form option, but you will need to complete the application as you will be unable to return to the application at a later date.

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Registering as a new user

To register as a new user click on the Register Here option, the following screen will appear, fill in the appropriate details.

 Choose a Form  My Submissions  Login

Registration

Enter your details below. Fields marked with a symbol must be completed.

- Please select -

Individuals - Fields marked with * must be completed.
 Business Users - Fields marked with * **and** + must be completed.

- Personal Details -

Title

***First Name**

***Surname**

+ Company Name

- Contact Details -

Daytime Phone No.

***Email Address**

***Address 1**

Address 2

Address 3

***Post Town**

Post Code

- Login Details -

***Select a Username** No spaces. Minimum 5 chars.

***Password** No spaces. Minimum 5 chars.

***Confirm Password**

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Once you have completed your details, if you agree with the Privacy Policy and Terms and Conditions select the Accept Radio button and then click Proceed at the bottom of the screen.

Please read the [Privacy Policy](#) and [Terms and Conditions](#) of this site before proceeding to registration.

I have read and agree with the Terms and Conditions? **Accept** **Decline**

Once you have registered the following page will appear and you will receive a Confirmation email.

[Choose a Form](#) [My Submissions](#) [Login](#)

Registration Confirmed

Thank you for registering with Building Control Online.

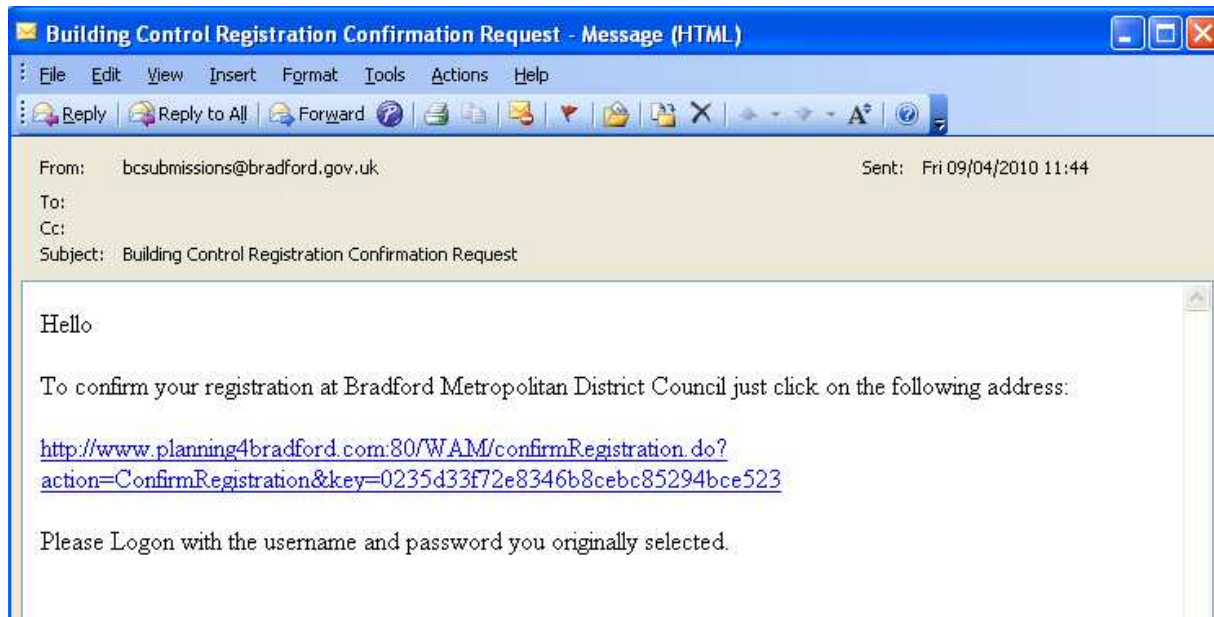
You will receive an email from us shortly. It will contain a link that you will need to click on to confirm your registration. When you do this, you will be taken to a webpage that should show that your registration has been successful.

You will then be able to send in forms to us.

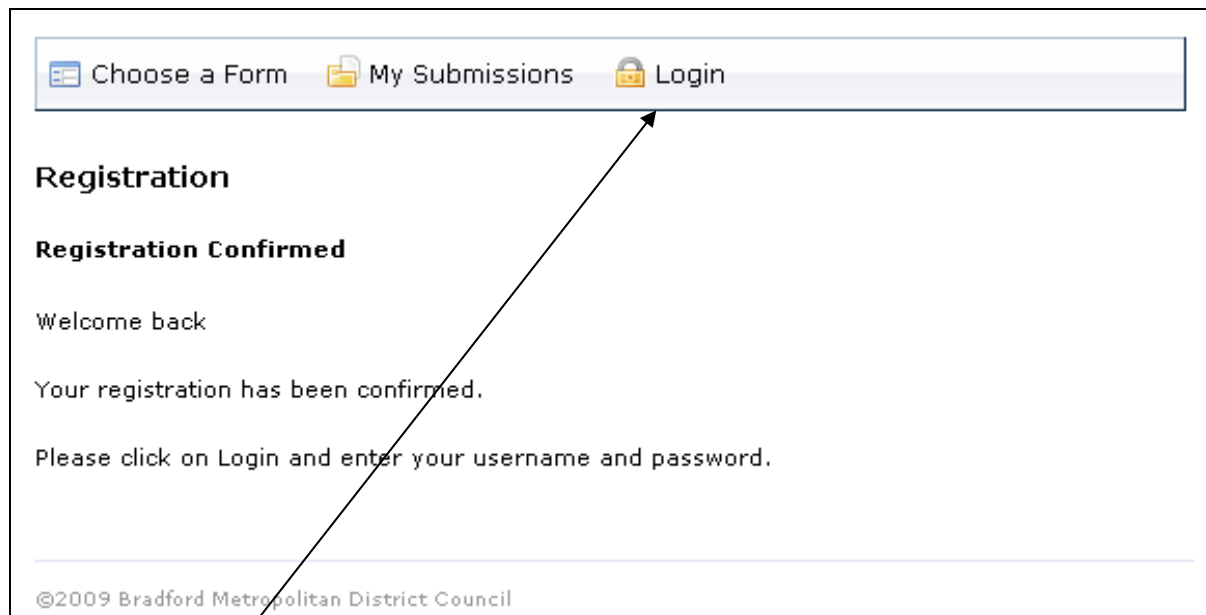
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Click on the link in the email as below to confirm registration.



Your registration will then be confirmed.

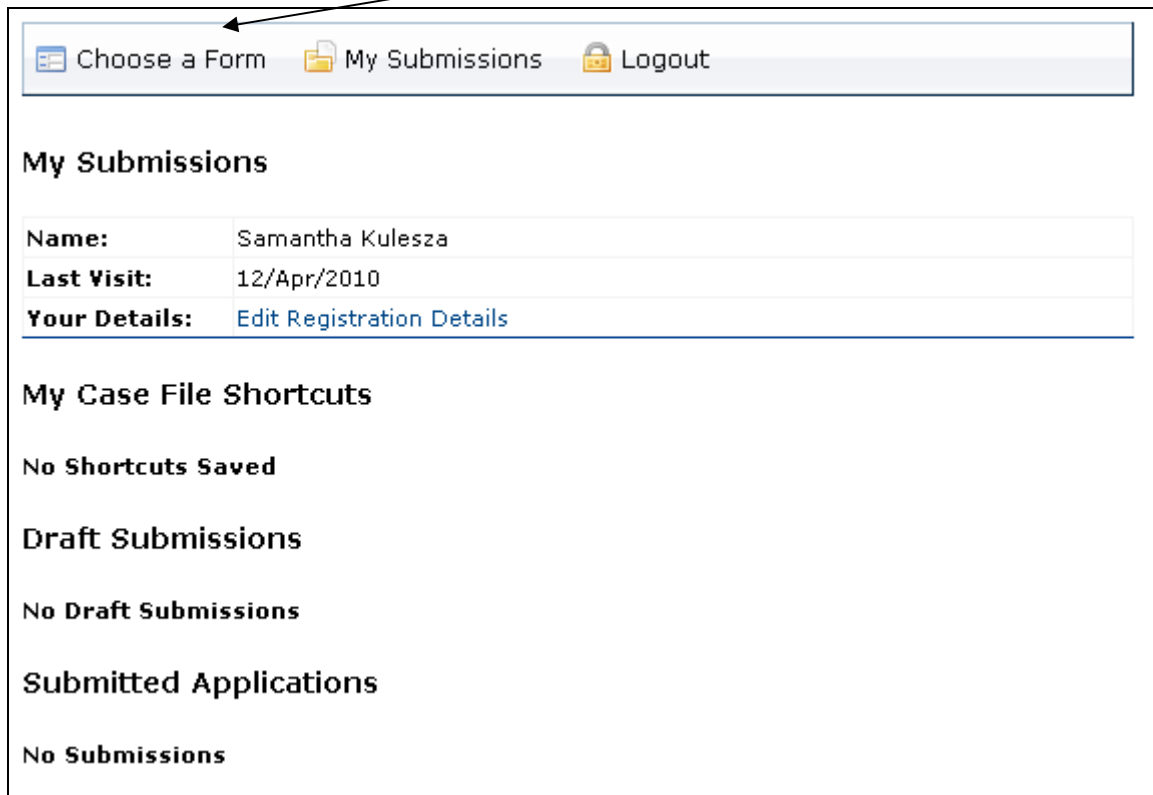


You can then Login from this screen.

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Submitting an Application

To submit an application click on the Choose a Form option.




The screenshot shows a user dashboard with a navigation bar at the top containing three items: "Choose a Form" with a menu icon, "My Submissions" with a folder icon, and "Logout" with a padlock icon. Below the navigation bar is a section titled "My Submissions" containing a table with the following data:

Name:	Samantha Kulesza
Last Visit:	12/Apr/2010
Your Details:	Edit Registration Details

Below the table are three sections, each with a heading and a status message:

- My Case File Shortcuts**
No Shortcuts Saved
- Draft Submissions**
No Draft Submissions
- Submitted Applications**
No Submissions

From the list provided select the type of application you wish to submit.



The screenshot shows the "Choose a Form" page. It has the same navigation bar as the previous screenshot. Below the navigation bar is a section titled "Choose a Form" with a sub-heading "Building Control Forms". The text below reads: "Select an application form to submit to the Council." followed by a bulleted list of application types:

- [Building Notice](#)
- [Full Plans Submission](#)
- [Regularisation of Unauthorised Building Works](#)

At the bottom of the page, there is a copyright notice: "©2009 Bradford Metropolitan District Council".

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All of the forms follow a similar process. You will need to complete the forms by answering a number of questions, the questions you are asked will depend on the form you choose and in some cases the answers that you give.

For this example we have chosen the Full Plans Submission form.

Step 1 – Complete a Form

Click on the Edit Form link or the Full Plans Submission link in Step 1

[Choose a Form](#) [My Submissions](#) [Logout](#)

Choose a Form

By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the "My Submissions" screen.

- #### 1 Complete a form

Complete your Application for [Full Plans Submission](#) for **Bradford Metropolitan District Council**. You may also save this form to your hard drive in PDF format, enabling you to print off copies for your own records or to submit to the council by normal post.

[Edit Form](#)
- #### 2 Attach supporting documentation (optional)

[Attach additional documents](#) to your application form, for example; maps, photos or CAD files.

You currently have **0 files attached**
- #### 3 Submit

You may submit to the council once the form has been completed.

[Return to Submissions](#)

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Once you have clicked on one of these links the Welcome Page will appear.

On this page you will be given your submission reference number which will begin with EBDC.

[Please Note, if you have not registered as a new user you will need to take a note of this reference number for if you need to contact the Building Control department].

Welcome

The form you have chosen is: **Full Plans Submission**


Please quote the following reference number when contacting the council about this online application: **EBDC00003162**

Information completed on this form will be part of the building control public register and will be available on the internet. If you do not want your phone number and e-mail address disclosed in the public register, please provide this on a separate attachment to enable the council officer to contact you if necessary.

Applications cannot be validated until all necessary documentation has been received. The decision may also be delayed if the required fee has not been paid.

Please Note:

Any entry box marked as a required field will be displayed with the following symbol: *

Any invalid entries on the page will be shown with the following symbol: 

Once you click on the 'Next' button, if you close this window without pressing the 'Save and Exit' button this section will not be completed and some data maybe lost.

You may give your application your own reference (maximum 30 characters) to help you identify it at a later date. When you are logged on this will appear on your list of applications.

My Reference:

On this page you can also enter your own reference for the application you are submitting in the My Reference field.

Click Next.

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In the next screen you will need to specify the site address.

Click on the Address Search option.

Address Search

A site address must be selected from the authority's address database. Please press the 'Address Search' button below to perform a lookup for the address that matches exactly or is as close as possible to the site address. Once the search has been completed your details will automatically be populated.

Follow the instructions on this screen to search for the site address.

Site Address Search

Search our records for the address of the site that this application relates.

You can search by any one or more of the following:

- Building name or number and either a street initial or postcode (e.g. 22, "h" will find all streets beginning with "h" with 22 as the building number)
- Street name (e.g. 'Ham' will find Hamilton Road, Hamil Walk, Hampden Road etc). Typing the first letter will find all street names that start with that letter. For a more specific result type the full street name.
- The FULL postcode, e.g. TN34 2QF will find only that postcode.

Once you have entered your search, please click the "Next" button. Select an address from the list displayed on the next page. If the exact address you want is not shown, select the closest address. You will be asked to provide more information.

Note: You must enter a Street Name or Postcode, or both.

Building Name/Number:

Street Name: *

Postcode: *

Once you have entered the details click Next.

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The Address Lookup screen will appear

Click on the relevant street [if the street you have entered is unique this screen will not appear].

Click Next.

Address Lookup

Your search generated the following result. Please choose an address from below and press the "Next" button. If you cannot find the address you are looking for please select the nearest address and provide details about how the site relates to the selected address on the following page.

Number of results returned: 7

- High Street, Idle, Bradford, West Yorkshire
- High Street, Keighley, West Yorkshire
- High Street, Queensbury, Bradford, West Yorkshire
- High Street, Steeton With Eastburn, West Yorkshire
- High Street, Thornton, Bradford, West Yorkshire
- High Street, Wibsey, Bradford, West Yorkshire**
- High Street Place, Bradford, West Yorkshire

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From this screen select the relevant property and click Next.

Address Lookup

Your search generated the following result. Please choose an address from below and press the "Next" button. If you cannot find the address you are looking for please select the nearest address and provide details about how the site relates to the selected address on the following page.

Number of results returned: 126

Former Store 180, High Street, Wibsey, Bradford, West Yorkshire

Forresters Yard, High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Hair @ 172, 172 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QS

High Street, Wibsey, Bradford, West Yorkshire

J C DeCaux (UK) Limited, Advertisement Right 0088, High Street, Wibsey, Bradford, West Yorkshi

Peachy Interiors, 197 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JU

Robert Watts Limited, 140 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JZ

Spicy Cottage, 142 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JZ

Stephen Howard Travel, 210 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Telecommunication Mast At Forresters Yard, High Street, Wibsey, Bradford, West Yorkshire

Telecommunication Mast Site Ref 53329, High Street, Wibsey, Bradford, West Yorkshire

The Famous Flying Fish, 216 - 218 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

The Salvation Army Yorkshire Care And Share Shops, 226 High Street, Wibsey, Bradford, West Yo

Tote Bookmakers Limited, 228 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

White Swan Inn, 147 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JU

Wibsey Angling Limited, 208 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Wibsey Pizza, 170 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JU

Wibsey RUFC, 143 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JZ

Wibsey Sewing Room, 122 High Street, Wibsey, Bradford, West Yorkshire, BD6 1LS

Windmill Inn, 162 - 164 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JZ

If the application is for the development of land and there is no property name or number then you will need to select the street record [as example below] then click Next.

Address Lookup

Your search generated the following result. Please choose an address from below and press the "Next" button. If you cannot find the address you are looking for please select the nearest address and provide details about how the site relates to the selected address on the following page.

Number of results returned: 126

Former 203, High Street, Wibsey, Bradford, West Yorkshire, BD6 1JU

Former 208B, High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Former 210A, High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Former 213, High Street, Wibsey, Bradford, West Yorkshire, BD6 1JU

Former Store 180, High Street, Wibsey, Bradford, West Yorkshire

Forresters Yard, High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Hair @ 172, 172 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QS

High Street, Wibsey, Bradford, West Yorkshire

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Stephen Howard Travel, 210 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

Telecommunication Mast At Forresters Yard, High Street, Wibsey, Bradford, West Yorkshire

Telecommunication Mast Site Ref 53329, High Street, Wibsey, Bradford, West Yorkshire

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The Salvation Army Yorkshire Care And Share Shops, 226 High Street, Wibsey, Bradford, West Yo

Tote Bookmakers Limited, 228 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

White Swan Inn, 147 High Street, Wibsey, Bradford, West Yorkshire, BD6 1JU

Wibsey Angling Limited, 208 High Street, Wibsey, Bradford, West Yorkshire, BD6 1QP

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The Address Lookup Result screen will then appear, click next to confirm the address or click New Search to choose a different address if the address you have selected is incorrect.

Address Lookup Result

Your search resulted in the following match. Press "next" to confirm, alternatively press "New Search" to conduct another Search.

Address Line 1: **Street Record**
Address Line 2: **High Street**
Address Line 3: **Wibsey**
Town: **Bradford, Bradford MDC**
Postcode:

If the site address is for a property then click Next to continue.

If the site address is for development of land then use the field provided at the bottom of the screen to enter a description of where the land is located.

Address Search

A site address must be selected from the authority's address database. Please press the 'Address Search' button below to perform a lookup for the address that matches exactly or is as close as possible to the site address. Once the search has been completed your details will automatically be populated.

Please note that should you wish to amend these details you will be required to perform another search.

Address Line 1:
Address Line 2:
Address Line 3:
Post Town/City:
Full Postcode:

If you have selected the closest address, please provide details about how the site relates to the selected address, (e.g. Next to the corner shop; land adjacent to; land north of, stretching from Number 12 - 24 etc.) (Max 216 characters)

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Complete the **Contact Details** page as required.

If you choose Agent then the **Agent Details** page will appear before the **Applicant Details** page.

If you have registered as a user and you select Yes on question 2 then your details will appear in the next page.

Click Next.

Contact Details

An asterisk () indicates required fields.*

Are you an applicant, or an agent? [Note 1] ^ *

Applicant Agent

Do you want to use your registered account details? ^ *

Yes No

Do you want to use the address from the location details for the Applicant Address? ^ *

Yes No

Note 1: An agent is an architect, consultant or someone else acting on behalf of the applicant in connection with this application.

Complete the **Agent Details** if necessary.

Click Next.

Agent Details

An asterisk () indicates required fields.*

Please provide details of the Agent.

Title: *	<input type="text" value="Mr"/>	Surname: *	<input type="text" value="User"/>
Forename: *	<input type="text" value="Test"/>	Building Name, Number: *	<input type="text" value="Jacobs Well"/>
Company Name:	<input type="text" value="Company Name"/>	Area:	<input type="text"/>
Street Name:	<input type="text" value="1 Street Name"/>	Postcode: *	<input type="text" value="BD1 5RW"/>
Post Town/City: *	<input type="text" value="Bradford"/>	Mobile Number:	<input type="text" value="0771 123456"/>
Telephone Number:	<input type="text" value="01274 000000"/>	Email Address:	<input type="text" value="user@email.co.uk"/>
Fax Number:	<input type="text"/>		

Would you like all correspondence to go to the agent? ^ *

Yes No

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Complete the **Applicant Details** page as required.

Click Next.

Applicant Details

An asterisk () indicates required fields.*

Please provide details of the Applicant.

Title: *	<input type="text" value="Mr"/>	Surname: *	<input type="text" value="Applicant"/>
Forename: *	<input type="text" value="Test"/>	Building Name, Number: *	<input type="text" value="1"/>
Company Name:	<input type="text"/>	Area:	<input type="text" value="Wibsey"/>
Street Name:	<input type="text" value="High Street"/>	Postcode: *	<input type="text" value="BD1 3AB"/>
Post Town/City: *	<input type="text" value="Bradford, Bradford MDC"/>	Mobile Number:	<input type="text"/>
Telephone Number:	<input type="text"/>	Email Address:	<input type="text" value="samantha.kulesza@bradford.gov.uk"/>
Fax Number:	<input type="text"/>	If other, please give brief details:	<input type="text"/>
Applicant's Interest in the site:	<input type="text" value="Householder"/>	If other, please give brief details:	<input type="text"/>
In what capacity:	<input type="text" value="Freehold"/>		

Complete the **Description of Proposal** page as required.

Click Next.

Description of Proposal

An asterisk () indicates required fields.*

Please provide a brief description of the proposed work: * (Max 255 characters)

Description of Proposal *

Is the proposed work, or any part of it, subject to Local Authority Building Control (LABC) Type Approval? ^ *

Yes No

Does the Regulatory Reform (Fire Safety) Order 2005 apply to the building or its intended use, or will it when the work is completed? ^ *

Yes No

Do you consent to the plans being passed subject to conditions where appropriate? ^ *

Yes No

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Complete the **Description of Proposal (Continued)** page as required.

Click Next.

Description of Proposal (Continued)


An asterisk () indicates required fields.*

If necessary, do you agree to extend the notice of decision period by up to 2 months from date of application? ^ *

Yes No

Is this a resubmission of a previous application? ^ *

Yes No

Date of commencement of work if known [Note 1] (dd/mm/yyyy): 

Note 1: If you do not know the precise date an estimated date would suffice.

Complete the **Building Use** page as required.

The option you choose from the Intended/existing use menu will determine the questions you will need to complete on the next few pages, this will work out the fee for the work you are going to undertake.

In this example we are using Existing Dwellings.

Click Next.


Building Use

An asterisk () indicates required fields.*

Is the site currently vacant? ^ *

Yes No

Please select an option from the list for the intended, existing or previous use if the site is currently vacant.

Please state intended/existing use: *  *

Please state the method of drainage disposal: (i.e. to public sewer, septic tank, soakaway etc)

Foul Water:

Surface Water:

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Complete the **Dwelling Works** page [this will only appear if the Existing Dwellings option is chosen on the previous page].

Click Next.

Dwelling Works

An asterisk () indicates required fields.*

As you have stated that the intended/existing use is Existing Dwellings:

Is the work for the sole benefit of a disabled person? (If yes please contact the council for information on fees) *

Yes No

The options on the Select a Work Type menu will change depending on the answers given on the previous pages.

Select the relevant Work Type.

Click Next.

Building Control Applications: Fee Info

An asterisk () indicates required fields.*

Please provide the following information:

Select a Work Type: *

Please Note:

All fees are subject to confirmation by the Council.

Full Plans Submission plan fees are due at the time of submission, Inspection fees will be invoiced with the first inspection.

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The **Building Control Applications: Fee Calculator** page displays the fee that will need to be paid when submitting your application, the fee is calculated on the information you have provided on the previous pages.

If you wish to see how your fee has been calculated or view our current charges you can click on the Guidance notes option.

Click Next to continue.

Building Control Applications: Fee Calculator

The fees are calculated according to the information you provided. If you wish to make any changes to the data, please use the Previous button to return to the correct page and make your correction there.

Application: Full Plans Submission **Use:** Existing Dwellings
Work Type: New or extended detached garage or carport exceeding 40m2 but not exceeding 60m2

	Plan Fee (£)	Inspection Fee (£)	Total Fee (£)
Net:	<input type="text" value="74.51"/>	<input type="text" value="173.85"/>	<input type="text" value="248.36"/>
VAT (17.5%):	<input type="text" value="13.04"/>	<input type="text" value="30.42"/>	<input type="text" value="43.46"/>
Gross:	<input type="text" value="87.55"/>	<input type="text" value="204.27"/>	<input type="text" value="291.82"/>
Total fee (in £) to be paid for at time of submission:			<input type="text" value="87.55"/>

Please Note:
All fees are subject to confirmation by the Council.
Full Plans Submission plan fees are due at the time of submission, Inspection fees will be invoiced with the first inspection.

Click the "Guidance Notes" buttons to view our current charges and Guidance notes.

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In the **Drawings and Plans** screen please list the drawings, plans etc. you will be submitting with your application. This is only a summary of the drawings you will submit, the actual drawings, plans etc will be uploading later in the process.

Click Next to continue.

Drawings and Plans

An asterisk () indicates required fields.*

Please list the drawings, plans, photographs and documents you will be submitting with this application: * (Max 255 characters)

Existing Floor Plans x 1
Proposed Floor Plans x 2
Site Plan x 1

Please submit plans and particulars appropriate to the proposal. You should include a block plan at a scale of not less than 1:1250. Also, attach any supporting documentation such as calculations, photos, design statements or explanatory comments. Site plans must have a clearly identifiable outline marked on them. In the case of a property in multiple occupation the number of occupiers of each individual bedroom or flats/bedsits must be stated. Documents may be attached in step 2 on the main page.

Please read the **Declaration** page carefully and if you agree with the Building Regulation statement click on the Certify option, this will populate the date field.

Click Next to continue.

Declaration for Full Plans Submission

I certify that:

I give notice in accordance with Regulations Regulation 12(2A)(a) as appropriate of The Building Regulations 2000. I understand that further charges will be payable following the first inspection by the local authority. I declare that the submitted plans are the same as those deposited for Planning Approval where appropriate.

Name:

To certify this application press the "Certify" button. It will not be possible to submit an application if the "Certify" button is not pressed. The date will be automatically populated after you have certified your application.

Date:

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At this point you can review or change any information or preview your completed application form.

Click Finish to continue with your submission.

Online Submissions

Applications can not be validated until all necessary documentation has been submitted and the required fee has been paid.

Thank you for completing the Building Notice application form:

Online Ref Number: **EBDC00003162**

Please choose an option:

Return to the form to review or change your information.

View the completed form as a PDF, save it to your computer and/or print a copy.

Please Note: Clicking on the Finish button does NOT submit your application, this only completes the application form. You must go to the main form and hit Submit to complete the submission.

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Step 2 - Attach Supporting Documentation (Optional)

Click on the Attach additional documents link in Step 2.

Please Note – if you are not submitting any drawings with your application then you can continue to Step 3.

[Choose a Form](#) [My Submissions](#) [Logout](#)

Choose a Form

By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the "My Submissions" screen.

- 1 Complete a form**

Complete your Application for [Full Plans Submission](#) for **Bradford Metropolitan District Council**. You may also save this form to your hard drive in PDF format, enabling you to print off copies for your own records or to submit to the council by normal post.

[Edit Form](#)
- 2 Attach supporting documentation (optional)**

[Attach additional documents](#) to your application form, for example; maps, photos or CAD files.

You currently have **0 files attached**
- 3 Pay for your submission**

The cost of the application you have selected so far is **£87.55** . Please select a method of payment:

Cheque **Pay later**
- 4 Submit**

[Return to Submissions](#)

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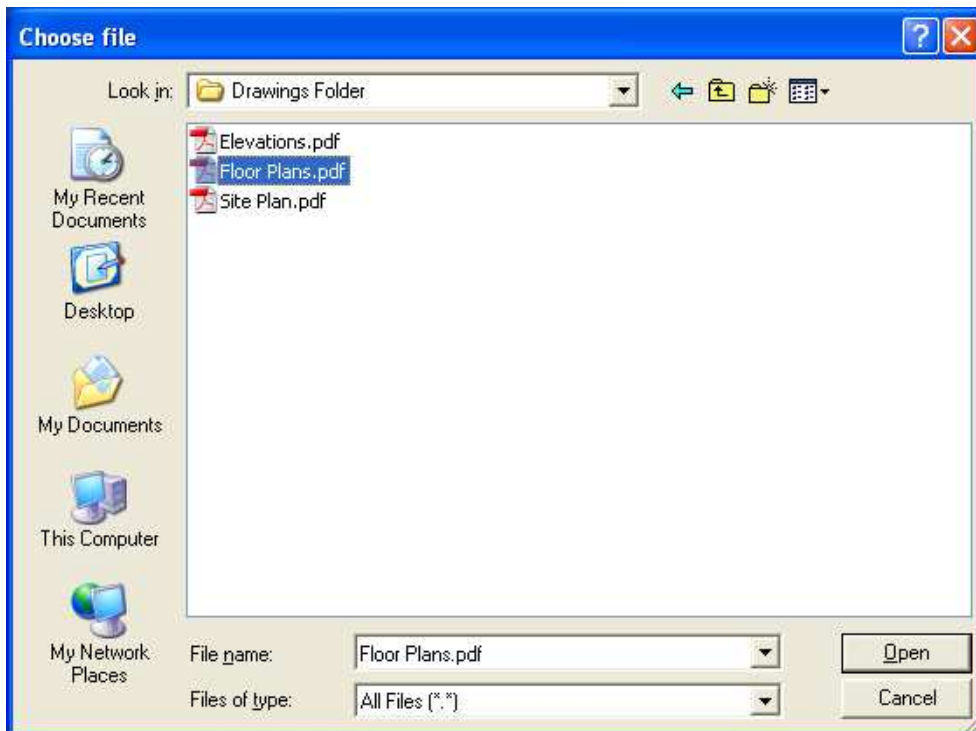
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If you require any advice on what types of documents you can attach then click on the advice page link.

The screenshot shows a web interface for attaching documents. At the top, there is a navigation bar with links for 'Choose a Form', 'My Submissions', and 'Logout'. Below this is the title 'Choose a Form - Attach Additional Documents'. The main content area contains a paragraph of text: 'Attach additional documents to your application form, for example; maps, photos, voice files or CAD files. We accept most formats. Advice on attachments, including CAD files, is available on our [advice page](#).' An arrow points from the text 'advice page' to the 'advice page' link. Below the text is a link 'Back to Forms Dashboard'. A table with columns 'Date', 'File type', and 'Description' is shown, but it is empty. Below the table is a form with three fields: 'Add file' with a 'Browse...' button, 'Document type' with a dropdown menu set to 'Other', and 'Description' with a text input field. An 'add' button is located below the 'Description' field. At the bottom of the form area is another link 'Back to Forms Dashboard'.

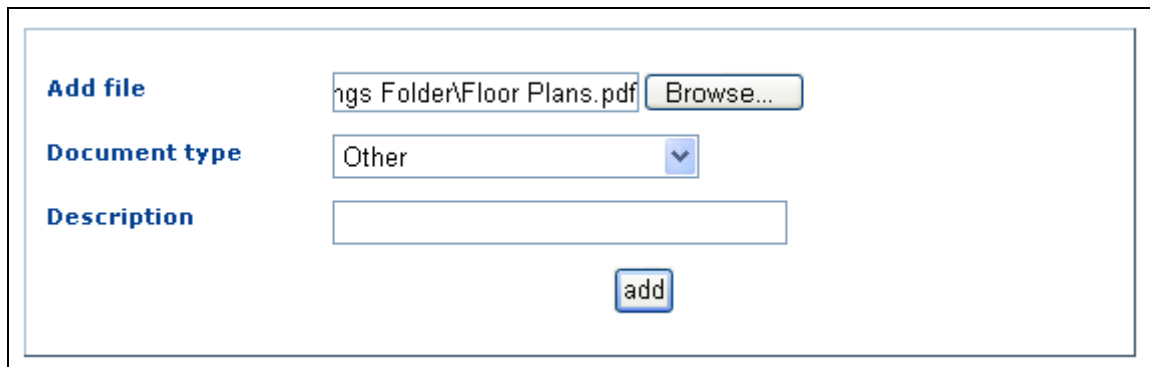
To attach a drawing click on the Browse button.

From here navigate to the file you want to attach, select the file and click Open.



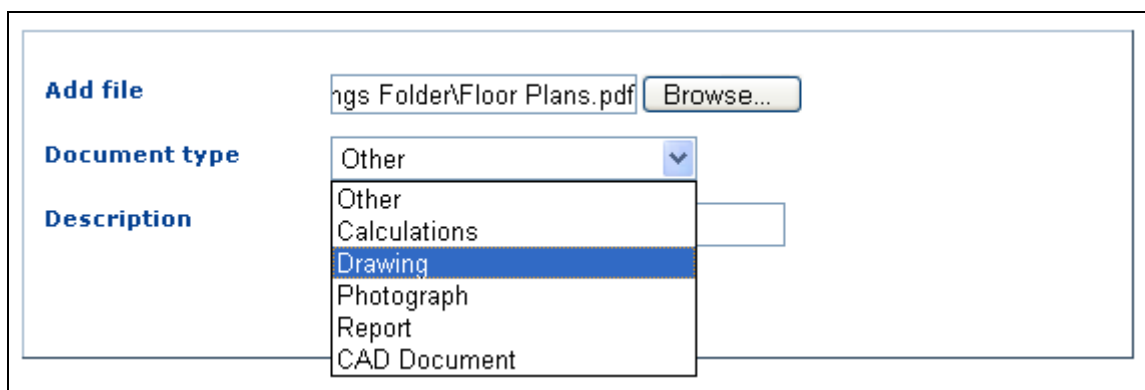
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The path to the file you have selected will be displayed in the Add file field.



The screenshot shows a form with three main sections: 'Add file', 'Document type', and 'Description'. The 'Add file' section contains a text input field with the path 'ngs Folder\Floor Plans.pdf' and a 'Browse...' button. The 'Document type' section has a dropdown menu currently set to 'Other'. The 'Description' section has an empty text input field. At the bottom center of the form is an 'add' button.

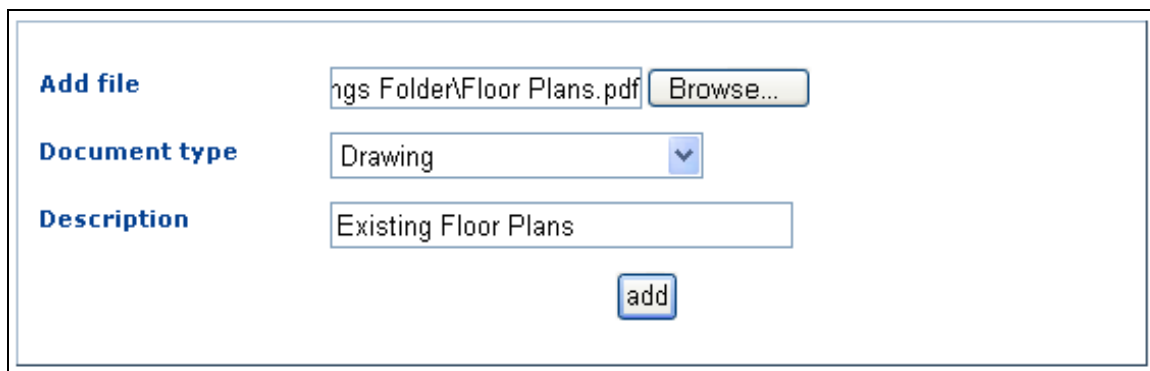
Select the appropriate document type from the drop down menu.



This screenshot shows the same form as the previous one, but with the 'Document type' dropdown menu open. The menu lists several options: 'Other', 'Calculations', 'Drawing' (which is highlighted in blue), 'Photograph', 'Report', and 'CAD Document'. The 'Add file' and 'Description' fields remain the same as in the previous screenshot.

Enter a meaningful description to describe the document.

Then click add.



The final screenshot shows the form with the 'Document type' dropdown menu closed and 'Drawing' selected. The 'Description' text input field now contains the text 'Existing Floor Plans'. The 'Add file' field and 'add' button are also visible.

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As you add your documents they will be displayed in a documents list on this page.

You can also remove any documents from this list that have been added in error by clicking the Remove button.

To add additional documents repeat the process.

[Choose a Form](#) [My Submissions](#) [Logout](#)

Choose a Form - Attach Additional Documents

Attach additional documents to your application form, for example; maps, photos, voice files or CAD files. We accept most formats. Advice on attachments, including CAD files, is available on our [advice page](#).

[Back to Forms Dashboard](#)

Date	File type	Description	
22/04/2010	Floor Plans.pdf	Existing Floor Plan	remove

Add file [Browse...](#)

Document type [v](#)

Description

[add](#)

[Back to Forms Dashboard](#)

Once you have added all your documents click on the either of the Back to Forms Dashboard links.

BUILDING CONTROL ONLINE SUBMISSIONS

Step 3 – Pay for your Submission, and

Step 4 - Submit

To submit your application, choose the relevant payment method in Step 3 then hit **Submit in Step 4.**

[Choose a Form](#) [My Submissions](#) [Logout](#)

Choose a Form

By following the steps below, you may submit your application online. You can quit out of the process at any stage before submission, and save your submission to return to at a later date, or not at all. Saved draft submissions are stored on our server, and can be accessed through the "My Submissions" screen.

- ### 1 Complete a form

Complete your Application for Full Plans Submission for **Bradford Metropolitan District Council**. You may also save this form to your hard drive in PDF format, enabling you to print off copies for your own records or to submit to the council by normal post.

[Edit Form](#)
- ### 2 Attach supporting documentation (optional)

Attach additional documents to your application form, for example; maps, photos or CAD files.

You currently have **0 files attached**
- ### 3 Pay for your submission

The cost of the application you have selected so far is **£73.59** . Please select a method of payment:

Cheque **Pay later**
- ### 4 Submit

[Return to Submissions](#)

BUILDING CONTROL ONLINE SUBMISSIONS

If you have chosen the Pay by Cheque option then the following screen will appear, complete the details and click Proceed.

[Choose a Form](#) [My Submissions](#) [Logout](#)

Choose a Form - Pay Cheque

Your cheque should be made payable to Bradford Council for the amount above. It should be posted to :

Building Control Department
3rd Floor
Jacob's Well
Manchester Road
Bradford
BD1 5RW

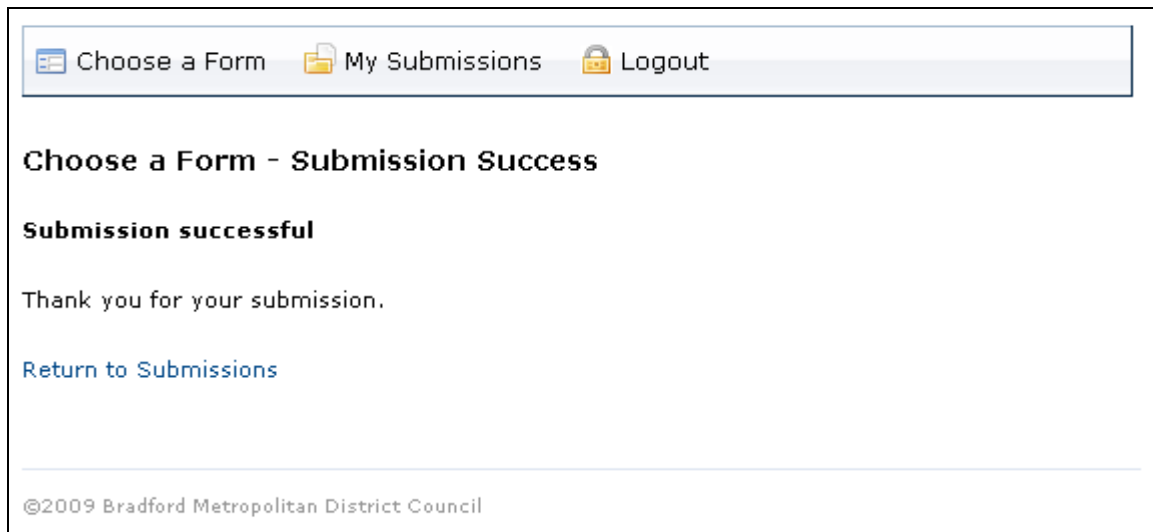
Please write your name, address and Online Ref No (below) on the reverse of the cheque.

*Bank Name	<input type="text" value="My Bank Name"/>
*Account Name	<input type="text" value="My Account Name"/>
*Cheque Number	<input type="text" value="123456789"/>
Online Reference	EBDC00003162
Amount	£ 87.55

Once you have clicked Proceed your submission is complete.

BUILDING CONTROL ONLINE SUBMISSIONS

Once you have completed your submission the screen below will appear.



The screenshot shows a web interface with a navigation bar at the top containing three items: 'Choose a Form' with a form icon, 'My Submissions' with a folder icon, and 'Logout' with a padlock icon. Below the navigation bar, the main content area displays the heading 'Choose a Form - Submission Success' in bold. Underneath, it says 'Submission successful' in bold, followed by the text 'Thank you for your submission.' and a blue link 'Return to Submissions'. At the bottom of the page, there is a copyright notice: '©2009 Bradford Metropolitan District Council'.

If you are a registered customer then you can view your submission list. To view your submission list click on the Return to Submissions option or the My Submissions at the top of the screen.

BUILDING CONTROL ONLINE SUBMISSIONS

When the application has been submitted the Council Reference will update from Not Yet Assigned to the Building Control reference number [this may take a few minutes].

Whilst the application is being processed, the ONLINE part of the Building Control reference number will be changed to the relevant application type.

 [Choose a Form](#)  [My Submissions](#)  [Logout](#)

My Submissions

Name:	samantha kulesza
Last Visit:	31/Aug/2012
Your Details:	Edit Registration Details

My Case File Shortcuts

No Shortcuts Saved

Draft Submissions

Click on an **Online Reference** link to see more details.

Date created	My Ref	Online Ref	
05 Mar 2012 13:39	Building Control: Full Plans Submission	EBDC00005791	<input type="button" value="Delete"/>
27 Feb 2012 11:40	Building Control: Full Plans Submission	EBDC00005779	<input type="button" value="Delete"/>

Submitted Applications

Click on a **Council Reference** link to see more details.

Date created	Council Ref	My Ref	Online Ref	Other Information	
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Please note, any applications that have not been submitted will appear in the Draft Submissions area until the Submit button has been clicked on [this will only be available if you are a registered user].