

Building Control application – Planning Portal

User Step-by-step Guide

Planning Portal is a national service provider that simplify building control applications.

This digital platform ensures that applications and supported documents are automatically uploaded to our digital experience platform and document management system, enabling our team to work directly on your application.

1. To submit a building control application, you must log in to the Planning Portal, or create an account [here](#)

Note: You will need to create an account even if you already have one on the Planning Portal.

2. You can now start a new application

Note: The first thing you need to fill in is the application name. we recommend using the site address as name of your application.

3. If applicable, provide the details of both the applicant and the agent

Note: This would enable us to ensure clear communication throughout the entire project lifecycle.

4. Before submitting your application, please attach all relevant documents.

Note: This will enable us to process your application.

5. Give your documents appropriate names

Note: We recommend that you name your documents as follows:

Existing or proposed	Plan name	Plan number
Proposed	Ground Floor plan	GFPASPROPP1

6. You will now be redirected to the payment page for your request. We recommended that you check the fee schedule and the fee enquires section, enter the agreed fee, and then select your payment method
7. Your application will be entered directly into our system, and one of our Building Control Operations Officer will process it and contact you to acknowledge receipt and inform you of the next steps.

For all advice on Building Control applications, please contact BuildingControl@3csharedservices.org