iApply Guidance

This guidance has been developed to assist Building Control customers with using the iApply online system to apply for the following types of Building Regulation Application forms:

- Full Plan Applications
- Building Notices
- Regularisations

i-Apply will allow you to submit applications and supporting documents with a zero value fee for review by a District Surveyor. Once your application(s) have been reviewed you will be provided with an email stating your Application reference number, the fee required for payment and the options for how you can pay before the inspection of work commences.

Before you begin:

1. You will need to have access to the Internet via a web browser or mobile device.

Section 1: i-Apply Registration

1. Type www.iapply.co.uk into your web browser to register for a new account.

2. Enter your email address, create a memorable password and click on “Log in.”

You will receive an email from iApply asking you to confirm your user account details.

3. Click on the “Confirm” button and complete the registration details.

Section 2: Create a New Project Instructions

1. Enter the postcode of your site address and click on “Postcode search”.

2. Use the Address Search data fields if the postcode is unknown.

3. Select and “Confirm” the address required from the listing displayed.
4. Name and provide brief details about your project.

5. Click on “Confirm Details”

*If you cannot find the exact address you are looking for, please select the nearest matching address and include the full address in the first line of the “Description of Works” field.*

6. “Select forms from a list” to see the types of application forms.

7. Select “Building Control Forms” to view and select the type of form you require.

8. Click on “Add Forms” and confirm the Building Control Authority for your site location address.

9. Click on “Next” to see a summary of your project details.

10. Click on “Create Project” to begin completing your application form
Section 3: Application Completion Instructions

1. Click on “Full Plans” to begin completing your application form.

   If you have selected a Building Notice or Regularisation form these will also be listed for you to click on here.

2. Complete the application details requested including a brief “Description of works.” If your address location was not found and you have used an alternative site address remember to include the actual address in the first line of text.

   If you are completing a “Building Notice” form you will be asked to provide a “Commencement date” if known. This is not required for other forms.

3. If you have not yet appointed a builder, or applied for Planning Permission, select “no” and continue to complete the form.

4. In the “Type of Work” section, enter an estimated cost of work in numeric digits, for example 50000.00

5. Select “Not Applicable” for location plan and click on “Continue.”

6. Supporting Documentation can be uploaded with your application as electronic documents.

7. Select "I have finished adding supporting documents” to complete this section.
8. Enter an email address if you wish for another person to receive a copy of the application form, and click on “Confirm”

9. In the Fees section, check that 0.00 is included in the Application Fee and click on “Confirm.”

*You will not need to contact WCC to agree the fee, we will contact you via email when your application form has been received and validated.*

10. When all of your application data has been entered, click on “Next”

11. Click on “I Accept” and then “Submit” to submit your application form.

12. You will receive a “Submission success” message with a summary of your application form data.

13. Click on “Download a copy of my submission” or the “View form PDF” to save a copy of your submitted application form.

*If you return to “My Projects” you will see the application listed in this area of iApply.*
What happens next

When your iApply application form and any supporting documents have been received by WCC Building Control, they will be checked and validated. You may be contacted if any further information is required to assist with this process. This should take 4-5 working days.

Once your application has been validated you will receive an email confirming this along with the following information:

- Your Application reference number
- The fee required for payment
- Payment options for how to make payment

Instructions of the amount to pay and the WCC payment options will be provided in the email.

What to do if a problem or error occurs using iApply

1. If you experience a problem with completing your iApply application form, please contact the districtsurveyors@westminster.gov.uk who will assist you with your query.

2. If you experience a technical problem or error with using iApply, please contact the servicedesk@iapply.co.uk who will assist you with your query.

We will be able to assist you faster if you could provide relevant information such as the following:

- A screen print or location of the page in iApply you were at when the error occurred.
- The type of device or web browser you are using (specify the type)
- Details of any error message that has appeared (screen print or message text)

We will aim to respond to your query within 3-4 working days and will confirm what steps or actions will be provided to resolve your query.

What to do if Further Supporting Documents need to be added

If you have already submitted your application and further documents need to be added, you can provide these via email to your allocated Surveyor when your application has been validated.

It would be helpful if you could quote your application reference number in the subject line of your email, as this will enable us to add your documents to your submitted application.

Other Enquiries

For all other Building Control enquiries please contact the Building Control team via email to: districtsurveyors@westminster.gov.uk

It would be helpful if you could quote your application reference number in the subject line of your email.