



## Online Application Submission & Property History Search

Our website [www.stgbc.org.uk](http://www.stgbc.org.uk) offers quick and easy 24/7 access to essential information and features an **Online Application Submission** (this requires pre-registration) where you can submit, pay and track your application. The website also has a comprehensive **Property History Search** enabling the review of any applications submitted and notifications under the competent person scheme to the partnership.

### Before you start

To use this service you must have:

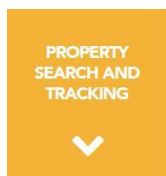
- Registered to create an account
- Building work within our partner authority areas of either:
  - ❖ Canterbury City Council
  - ❖ Gravesham Borough Council
  - ❖ Medway Council
  - ❖ Swale Borough Council
- Be a registered Partner of STG Building Control Partnership for work outside of our partner authority areas

Your registered details are not able to be accessed by anyone and are only required to enable functionality within the module so that:


- Your details can pull across into the application, therefore, not requiring you to re-input for that or subsequent applications
- Provides you with a history of your application submissions and status

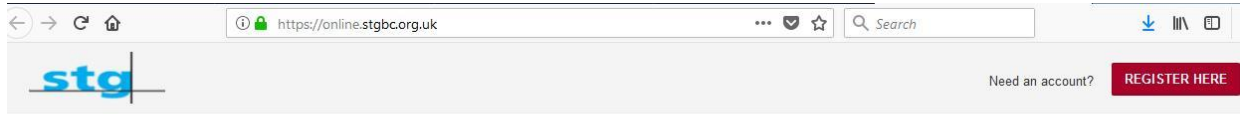
### Create a Login (register)

From the **Home** screen of our website [www.stgbc.org.uk](http://www.stgbc.org.uk) click on the yellow **Property Search & Tracking** box.



It will transfer you to our **Login** screen <https://online.stgbc.org.uk/> You will need to register first by

clicking on  in the top right-hand corner.



## Welcome to Council Direct

This portal will enable you to access the online services provided by STG Partnership

Sign In

E-mail

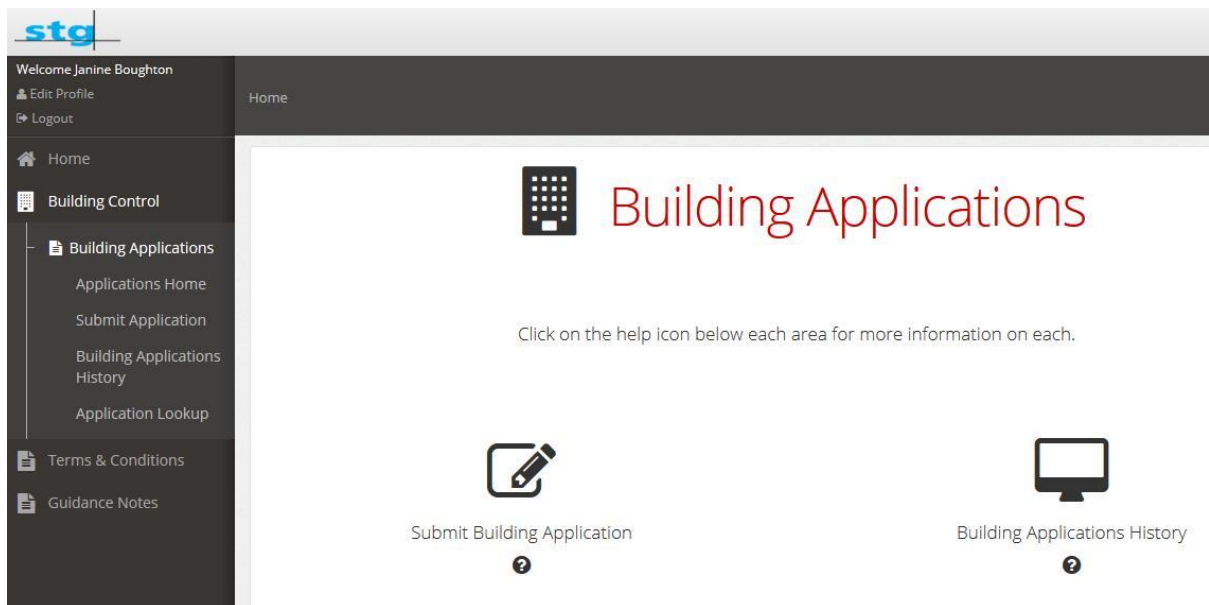
Password

[Forgot password?](#)

Once you have registered you can access this site through this login screen (with the details you have provided) 24/7.

## Submit an Online Application

Having logged into the site you are presented with a **Home** screen which enables you to either **Submit an Application** or look for the **Building Control History of a Property**.



To submit an application click on the **Submit Building Application** icon



Submit Building Application  




**STEP 1:** On the first screen you are required to confirm STGBC. Click on **Confirm**

Your local council is: STGBC

[Change](#) [Confirm](#)

Work through the first screen completing the fields as required.

Application Details

Application Type: **Select an Application Type**

Description of Works: Pre-submission, Building Notice, Partnership Authority Application, Resubmission, Full Plans, Regularisation

Proposed Use: [Text Field]

Present Usage (if building exists): [Text Field]

Please tick if you do not consent to plans being passed with conditions.  ?

Please tick if you do not agree to an extension of the prescribed period for the determination of the application (where applicable) up to a maximum 2 months from the date of deposit.  ?

Location Details

House Name/Number: [Text Field]

Postcode: [Text Field]

[Search](#)

Can't find your address? Click here to enter it manually.

Additional Details

Total proposed floor area (m<sup>2</sup>): [Text Field]

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

[← Prev](#) [Next →](#)

Please note that if you are a partner of STG and you are submitting work for outside of our authority area you will need to click on the word **here** to enter the address manually.

[Search](#)

Can't find your address? Click here to enter it manually.

Once entered click on **Next**

[← Prev](#) [Next →](#)



**STEP 2:** The **Applicant/Agent and Billing** screen will appear.

Submit an Application

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

Applicant/Agent Details

Are you an  Applicant  Agent

Billing Details

Billing Details  Applicant  Agent  Other

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

Select as appropriate. Please ensure you provide an email address to enable your documentation to be sent out to you electronically.

Whoever will be paying the submission fee please ensure their details are entered within the **Billing Details** field.

Once entered click on **Next**



**STEP 3:** The next screen allows you enter any comments within the **Remarks** box that you wish us to be aware of and to attach any drawings, calculations etc.

To attach documentation either drag each document onto the **Drop files here** area or click on the words to select the relevant documents from your computer.

**NOTE:** the larger in size of the documentation it may take a while before it is uploaded.



1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

Full Plans Details

Remarks

File Uploads

It would be helpful if a site plan could be provided to show the position of the dwelling/extension in relation to the site boundaries. Only image files (jpg, png) and PDFs may be used

Drop files here or click to upload.

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

Once entered click on **Next**



**STEP 4:** You are next asked whether the work that is being carried out is exempt under the Charges Legislation (eg, work for the sole use of a disabled individual).

Submit an Application

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

Fee Details

Is the application fee exempt  Yes  No

1 Step 1 2 Step 2 3 Step 3 4 Step 4 5 Step 5

If you are declaring it is **Exempt** you will need to attach proof. You can select the **Previous** button to go back to attach the proof if you have not already done so.

If the works require a fee you will be presented with the **Fee** screen



## Fee Details

Is the application fee exempt  Yes  No

Have you already been provided with a quote?

Works in Excess of £50,000

STG Building Control Partnership will review your application & contact you directly to discuss cost of works.

- The fee's displayed are NET Fee's and do not include VAT. This will be added to your final total by the council at a later stage in the application process.
- To enter your fee details, simply click on the row(s) of the table(s) that apply to your application and your fee will be generated for you.
- Selecting three or more fee codes will give you the option of applying for an individually determined fee.
- Checking the box that will appear above this text once you have selected 3 or more fee codes will allow you to apply for an individually determined fee.

Fee Code	Description
A1	1 Dwelling
A2	2 Dwellings
A3	3 Dwellings
A4	4 Dwellings
A5	5 Dwellings

Fee Code	Description
B1	Single storey extension
B2	Two storey extension
B3	Loft Conversion

Select the fee(s) which relate to you work. A total of the amount payable will be displayed at the bottom of the screen

Overall Total (£) 617.02

Clear Fees

Once entered click on **Next**





**STEP 5:** You will now see the final review screen to check the information you have provided.

1 Step 1   2 Step 2   3 Step 3   4 Step 4   5 Step 5

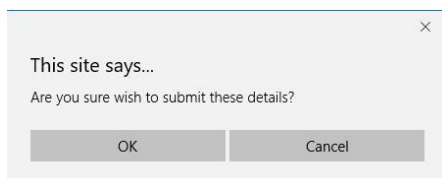
Confirm Details

Application Details	
Application Type	Full Plans
Description of Works	Two storey
Cost (£)	0
Applicant Provided With Quote	No
Works in Excess of £50,000	No
Proposed Use	kitchen / bedroom
Present Usage (if building exists)	
Consent to Plans Being Passed With Conditions	No
Application Extension Check	No
Application Details	
Location Address	Foord Annexe, Eastgate House High Street Rochester Medway ME1 1EW

If you all is correct click on **Finished**, if you need to change anything you can click on **PREV** to take you back to the information you need to change.



You will be asked if you are sure you wish to submit



If you selected that a fee is payable you will be directed to Medway Council's card payment screen



### Enter card details

Name on card

Card number (no spaces)  
Which cards are accepted?

Valid from  
01 2008

Expiry date  
01 2018

Issue number (if applicable)  
Where to find this?  
This is a one or two digit number on the front of your card.  
Not all debit and credit cards have issue numbers.

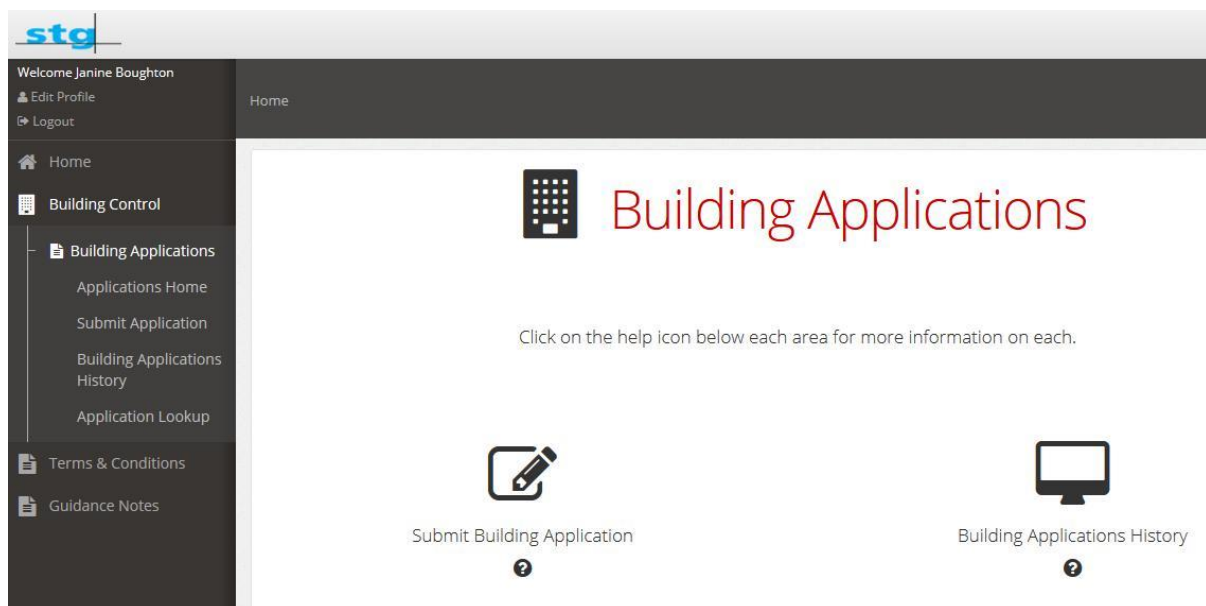
If you do not wish to make a payment at this time select **Cancel**.



You will then receive an email (with an online ID for tracking purposes) confirming that your application has been submitted. When your application has been processed by the partnership you will receive a further email confirming this.

## Property History Search

Having logged into the site you are presented with a **Home** screen which enables you to either **Submit an Application** or look for the **Building Control History of a Property**.



- Click on **Building Control** from the side menu
- Then click on **Application Lookup**





The **Application Lookup** screen will display and from here you can search on an exact address or a selection of criteria to show applications received within building control for properties.

**Building Control**

- Building Applications
  - Applications Home
  - Submit Application
  - Building Applications History
  - Application Lookup
- Terms & Conditions
- Guidance Notes

STG Building Control Partnership  
Foord Annex  
High Street  
Rochester  
Kent

### Application Lookup

You can use this area to lookup building control applications.

#### Search Options

Local Council: STGBC

Application Number:

Application Type: Select an Application Type

Decision Status: Select a Decision Status

Received Between: From  To

Decision Between: From  To

Completed Between: From  To

Building Name or Number:

Street Name:

Locality:

Town:

Postcode: