



**Post Submission Additional Documents (PSAD)**

This new form type allows users of the ePlanning Scotland site to submit additional documentation such as revised drawings or plans through the OAA portal to the relevant planning authority after the original submission has been submitted. Users will be able to complete the form as described below, providing details of the related application and reasons why the documents are being submitted after the original application.

Once the new form has been submitted the OAA portal will notify the authority of the presence of the new application which will include the additional documentation, and retrieval will be through the Download Manager/Partner Site. Submitted documents would be appended to the proposal containing the original submission.

This example shows that a planning application has already been successfully submitted using ePlanning Scotland. In order to add additional documentation, click 'Add Additional Forms'

<b>Summary</b> <span style="float:right">?</span>	
<b>PSAD Example</b>	
PSAD Example	
Status:	Active
Primary Contact:	Kevin Holmes
Date Started:	11/07/11
Proposal Reference:	000000938
<b>Draft Forms</b> <span style="float:right">?</span>	
To complete the proposal click on the form.	
<b>Name</b>	<b>Delete</b>
No forms to display.	
<a href="#">+ Add Additional Forms</a>	
<b>Submitted Forms</b> <span style="float:right">?</span>	
Submitted forms are automatically removed from the site 90 days after the submission date.	
<b>Name</b>	<b>Submission Date</b>
<a href="#">Planning Permission</a>	30/05/12

Select 'Add from a list of standard forms' and click 'Continue'

**Add Additional Form**

Please select the required option.

**Add from a list of standard forms**  
Recommended for agents and experienced householders who already know which form(s) they need.

**Copy from an existing proposal**  
Recommended for those who are submitting more than one of the same form type to the Planning Authority or the DPEA with similar or exactly the same details.

[Continue](#)

Select 'Post Submission Additional Documents' and click 'Add'

**Appeals against Refusals and other decisions**  
Use this form to submit an appeal against a planning or other decision.

**Appeals Notice**  
Use this form to submit an appeal against a statutory notice served under planning legislation.

**Post Submission Additional Documents**  
Use this form to submit documents relating to a previously submitted application.

[Cancel](#) [Add](#)

Post Submission Additional Documents form will be added to 'Draft Forms' and is now ready to be completed.

**Submission Summary**

**Post Submission Additional Documents** ?

The following items must be completed before you can submit your additional documentation. Your progress is saved at each step.  
Online Reference: 000000938-003

Item	Status
<a href="#">Main Details</a>	✘ incomplete
<a href="#">Supporting Documentation</a>	✘ incomplete
<a href="#">Checklist</a>	✘ incomplete
<a href="#">Declaration</a>	✘ incomplete

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The user can now begin to complete the form. The look and feel of the forms is the same as all other forms. Each section will need to be completed before being allowed to submit.

'Main Details' includes questions on the previous proposal.

Please provide the details of the original application(s) below:

**Was the original application part of this proposal? \***  Yes  No

**Save and Exit** **Clear Page** **Previous** **Next**

If you are completing a Post Submission Additional Documents form attached to an application already submitted using ePlanning, your application will appear in the drop down box as below.

**As you have indicated that the original application was part of this proposal:**  
Please provide the details below.  
You can add multiple details by clicking the 'Add' button.

Please select which application(s) the new documentation is related to.

**Remove** **<<** **<** **1/1** **>** **>>** **Add**

**Application: \***  
Please select...  
Please select...  
000000938-001, application for Planning Permission, submitted on 30 May 2012

**Save and Exit** **Clear Page** **Previous** **Next**

The Post Submission Additional Documents form can also be used as a stand alone form to add documents to applications submitted directly to the Planning Authority using other methods e.g. printed form. The steps described above will remain the same, but when asked to provide details of your previous application, this will not be in the form of a drop down list, but an open text box where you can input the reference number assigned to your application by the Planning Authority.

**As there are no submitted applications in the current proposal:**  
Please provide the details below.  
You can add multiple details by clicking the 'Add' button.

Please provide the case number from the planning authority for the original application(s).

**Remove** **<<** **<** **1/1** **>** **>>** **Add**

**Case Number: \***

**Save and Exit** **Clear Page** **Previous** **Next**

Once you have either selected the application from the drop down list or entered the application reference manually the system will request the reasons for post submission.

**Please provide an explanation as to why the documentation is being attached after the original application was submitted: \* (Max 500 characters 500 characters left)**

[Save and Exit](#) [Clear Page](#) [Previous](#) [Next](#)

You will be given a reference number on completion of Main Details.

**Post Submission Additional Documents**  
**Online Reference Number: 000000938-003**

**Form section complete.**  
You have now completed this section of the form. Click Next to return to the Submission Summary.

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Adding supporting documentation is the same process as else where on the site.

**Add details of the documents you will be providing in the panel below.**

**Details of Supporting Documentation** ?

This panel shows details about the documentation that you have already added that you intend to supply electronically or by post in support of your application or appeal. You can modify these details by clicking on the Edit or Delete links adjacent to each document. Click the Add Document to continue to add more documents.

If **attaching electronic files**, each file must be no larger than 5Mb (5120Kb) and you may supply up to 50Mb in total for all supporting files. If you need to exceed either of these limits you will need to contact your planning authority or the DPEA for further instructions. Please also ensure that wherever possible documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

If **entering details about a paper document** you intend to **post**, it must be sent on paper which is no larger than A0 size (approximately 1.2m X 0.84m). However it is also recommended that you supply additional supporting documents electronically on CD or DVD by post to avoid large emails or the need to scan documents. **Note: All documents or disks that you intend to post should be sent to the Authority's contact address** shown on this page. (This is not applicable to Post Submission Additional Documents.)

Your are currently using 0% of your quota - 0Mb of 50Mb

Title	Document Type	Size	Status	Action
No documents to display.				

[Add Document Details](#)

Please indicate whether you have added details of all the documentation you intend to provide.

I intend to add more supporting documents later.

I have finished adding supporting documents and this section is completed.

[Save](#)

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Click 'Add Document Details' and complete the process including Title, description and select paper size and document type and upload. Once you have added the documents select 'I have finished adding supporting documents and this section is completed' and click 'Save'.

**Post Submission Additional Documents** ?

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 Online Reference: 000000938-003

Item	Status
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<a href="#">Supporting Documentation</a>	✔ complete
<a href="#">Checklist</a>	✘ incomplete
<a href="#">Declaration</a>	✘ incomplete

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The checklist will ask for confirmation that documents have been attached.

Please complete the following checklist to make sure you have provided all the necessary information in support of your submission.

The additional documents have been attached to this submission \*  Yes  No

Declaration will give you the opportunity to review your submission.

**Post Submission Additional Documents**

Online Reference Number: 000000938-003

**We strongly recommend that you review your submission before you make your final declaration.**

If you wish to view your information please press the "Review" button.  
 (PDF reader is required.)

Should you wish to amend your information please press the "Save and Exit" button to return to the proposal summary.

**If you are happy with your submission please tick here and click "Next". \***

I/We the applicant/agent certify that this is a submission of Additional Documentation, and that all the information given in this submission is true to the best of my/the applicants knowledge.

**Declaration Name:** Mr Kevin Holmes

Please tick here to complete the declaration. \*

Save and Exit

Clear Page

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Next

Once all sections have been completed, click 'Next'

### Post Submission Additional Documents ?

The following items must be completed before you can submit your additional documentation.  
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Online Reference: 000000938-003

Item	Status
<a href="#">Main Details</a>	✓ complete
<a href="#">Supporting Documentation</a>	✓ complete
<a href="#">Checklist</a>	✓ complete
<a href="#">Declaration</a>	✓ complete

You have now completed all sections.  
Click Next to review your form and make any payments, if necessary.

**Next**

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You will be given an opportunity to review your PSAD before submitting.

You are now ready to submit. You can still preview your application, appeal or submission below.  
Further payment details will be taken (if appropriate) once you click the "Submit" button

I Accept

### Summary Information

[View Form PDF \(opens in a new window\)](#)

Online Reference: 000000938-003  
Form: Post Submission Additional Documents  
Payment Method:  
Authority Name: Argyll and Bute Council  
Authority Address: Kilmory, Lochgilphead, PA31 8RT  
Authority Telephone: 01546 604 288  
Authority Fax: 01546 604 237  
Authority Email Address: [planning.hq@argyll-bute.gov.uk](mailto:planning.hq@argyll-bute.gov.uk)  
Agent Name:  
Applicant Name: Kevin Holmes  
Location: MONYDRAIN DEPOT , MONYDRAIN ROAD , LOCHGILPHEAD , PA31 8LG

### Supporting Documentation

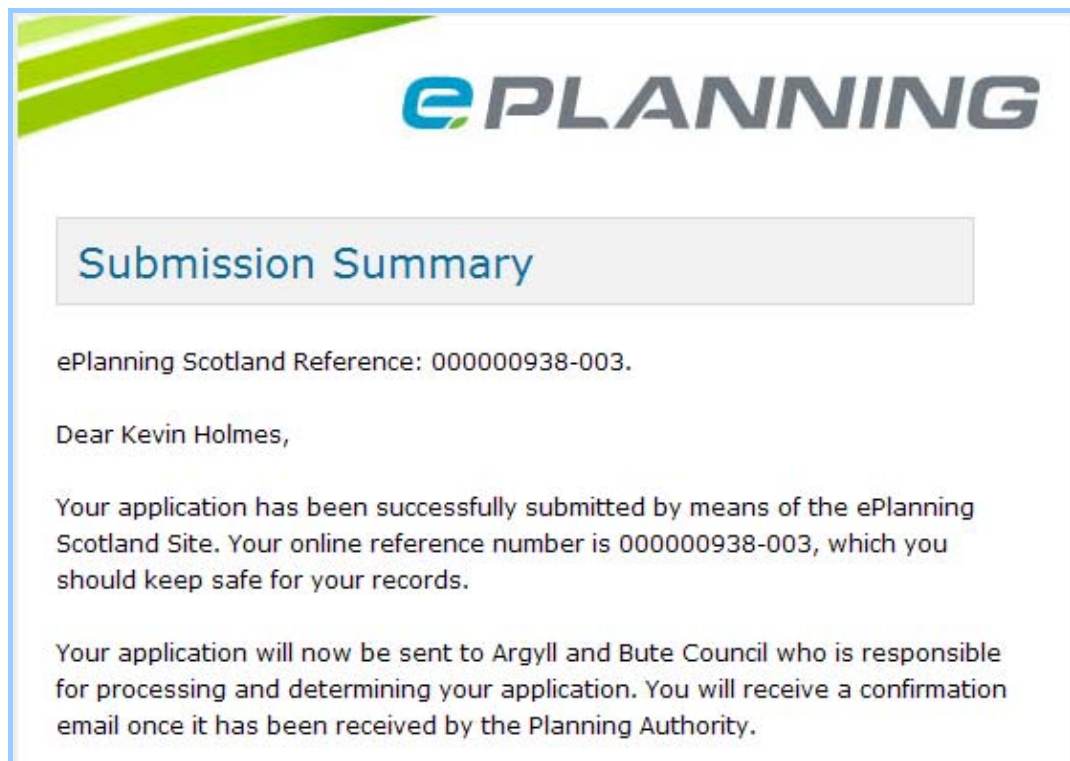
Title	View Document	Type	Size
kjh	<a href="#">View (opens in a new window)</a>	Attached	57 Kb

### Fees

Item	Cost
Fee	£ 0

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An email will be sent confirming successful submission.



Your PSAD form has now been successfully submitted.