# How to register for daily email of new Planning applications

Following the removal of an email subscription service many of you have been directed to register for updates directly from the South Gloucestershire Planning website.

These are instructions for registering and setting up an automatic email notification, these will come daily as opposed to weekly.
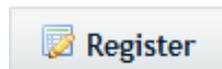
- Registering
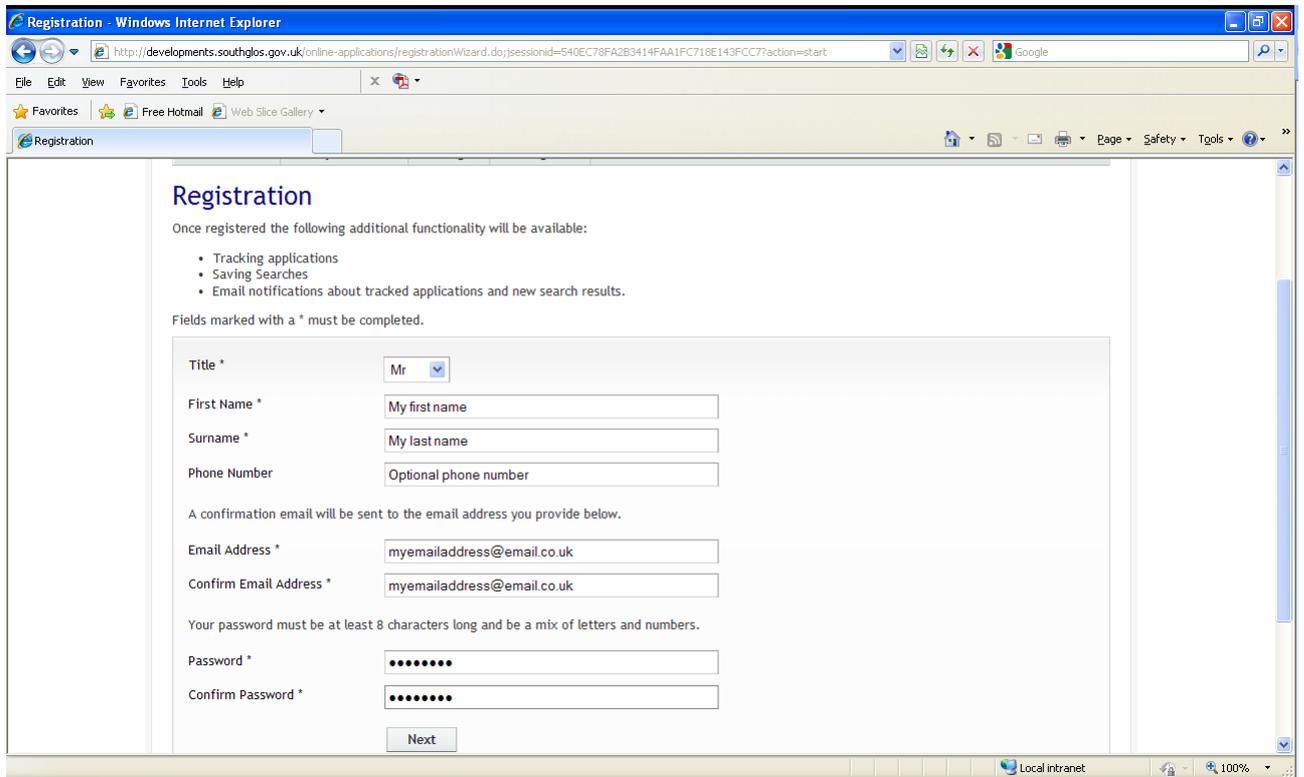- Setting up Notifications

## Registering

1. The link you have been provided through the weekly subscription service will take you to the following page.
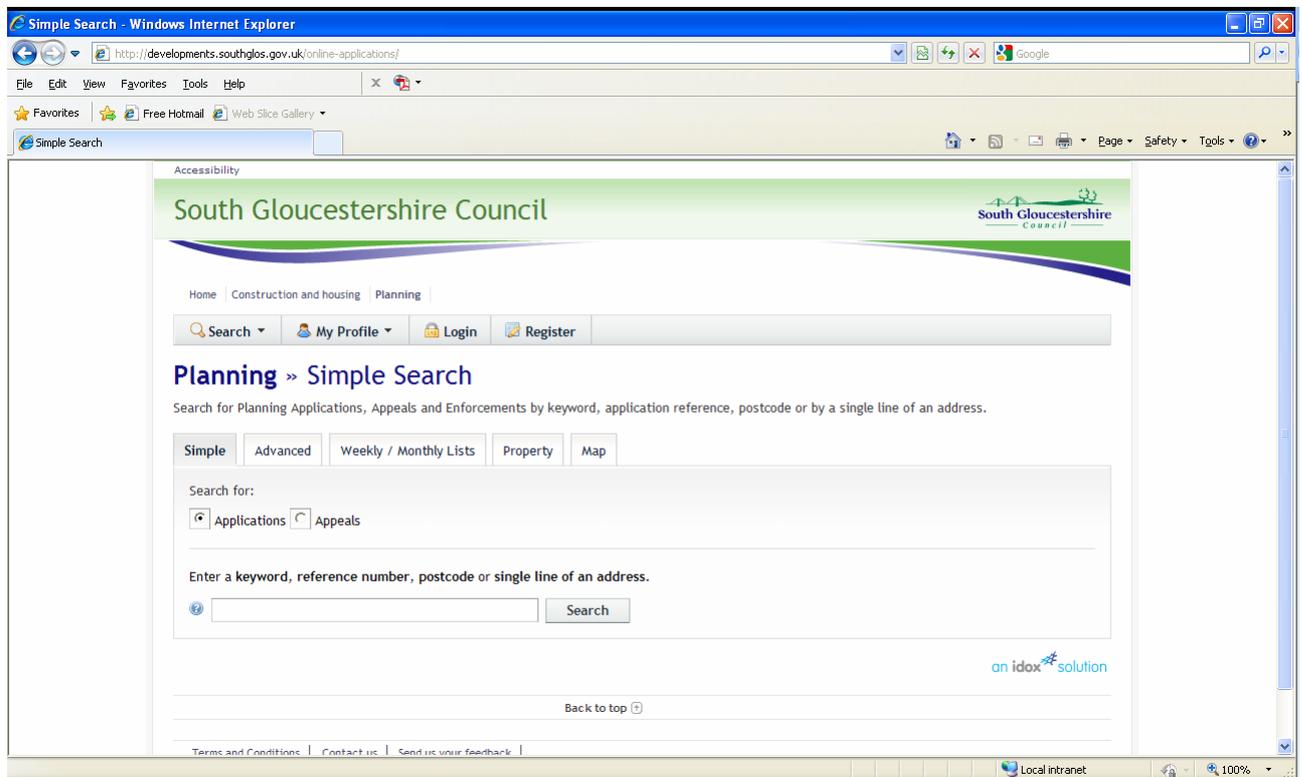


2. There are four buttons at the top, Search, My Profile, Login and Register. Please click the 'Register' button

3. You will be asked to add in some personal details, the phone number is optional. Also please note the password fields need to be at least 8 characters long and contain at least one letter and one number.

4. On the following page you will be asked to enter your postcode, when clicking next you will be asked to add your address as this system is currently unable to locate your property based on postcode alone.
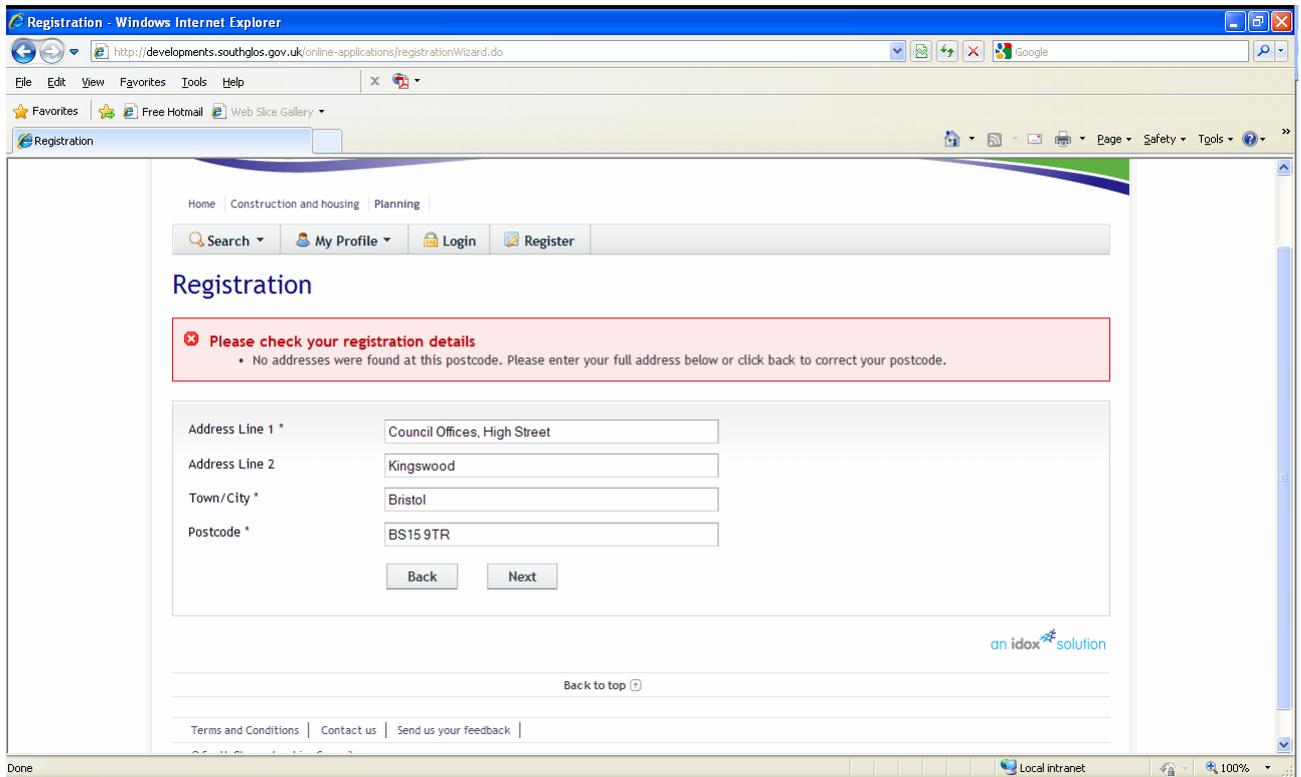
5. You will then be asked to check your details and tick to confirm you agree with the Terms and Conditions and Privacy Policy.



6. Once you click next you will have an email sent to the email address you entered during registration, you will need to click the link in this email to confirm the system could contact you correctly and then your registration will be complete.

**Setting up Notifications**

1. Now that you have registered, return to the planning website
   http://developments.southglos.gov.uk/online-applications/ and click the 'Login'
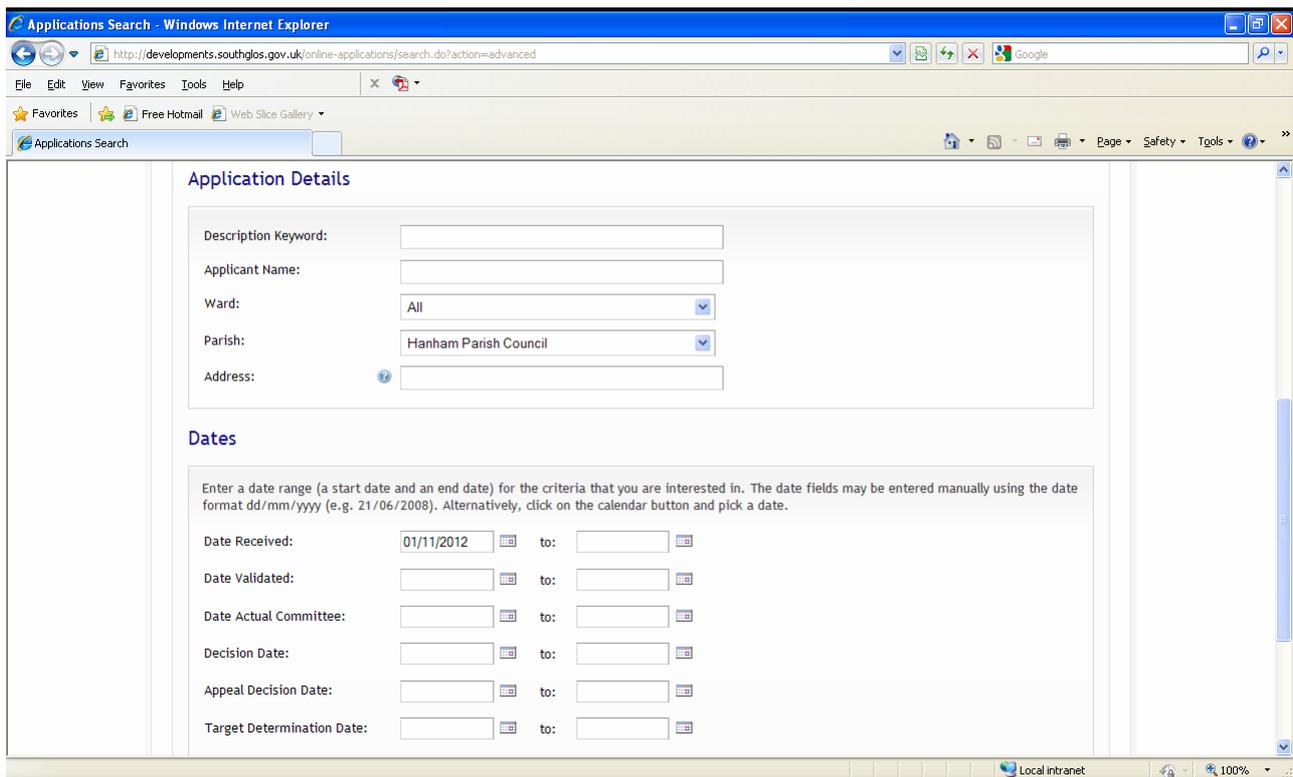   button.



2. Enter the email address and password you choose when registering and login, you
   will be sent to the 'Simple Search' page. Please click on the 'Advanced' tab
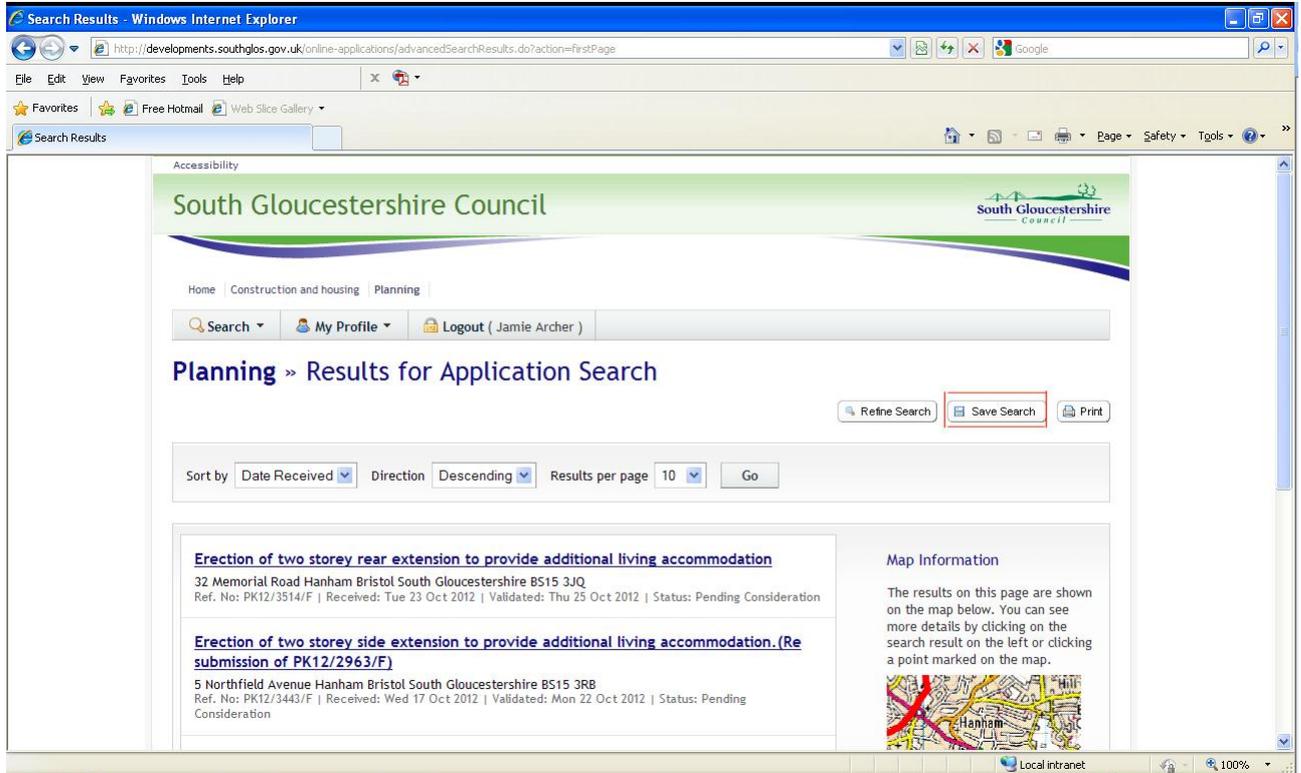


3. From here you can search for the area you are interested in, for example in the
   below screenshot I have searched for the 'Hanham Parish Council' Parish.

   Please also include a date from which you wish to search from but do not enter a
   'to:' date unless you want to stop receiving emails from that date.

4. Once you click search, if you get no results you won't be able to add an automated email option, in this case try going back and putting an earlier date in.

5. Now that you have some search results you should see a 'Save Search' button near the top right of your screen, click this to setup an automated email.

6. You will be asked to give your search a name, it's automatically filled with Planning Applications and the time/date but it can be useful to call it something easier to spot, in my example I've called it 'Hanham Parish Area'
It is here that you can choose to receive notifications by email about any new applications covered by this search. In this case if anything new comes in within the Hanham Parish area I'll be emailed about it.
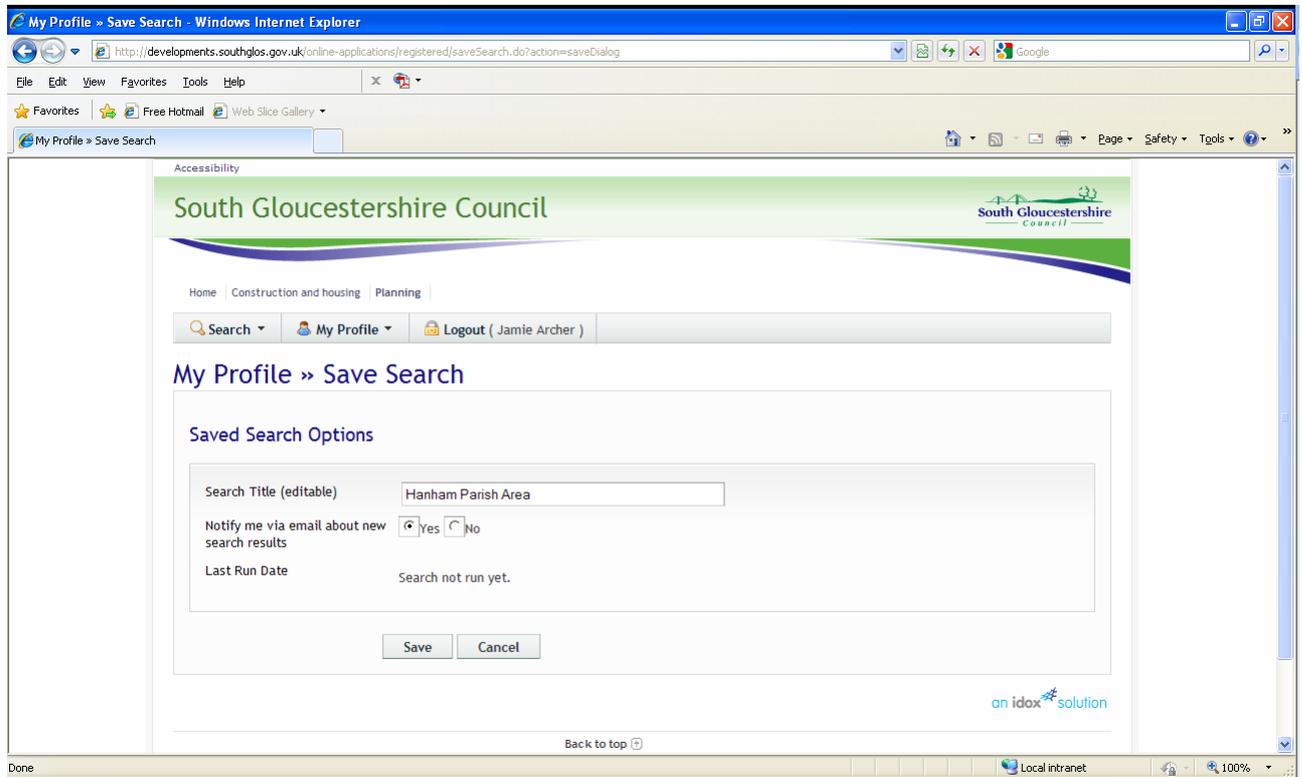


7. That's it, you'll now get an email the following morning with the applications that you found in your search, from then on you'll be given an email every morning but only if a new application is available. If there are no new applications you won't be emailed.

8. If you'd like you can go back over and do the same search again for a different area to setup multiple searches. You'll still only receive 1 email in the morning but it will contain any new applications picked up by any of the searches.

For example I have 14 searches on my account below…
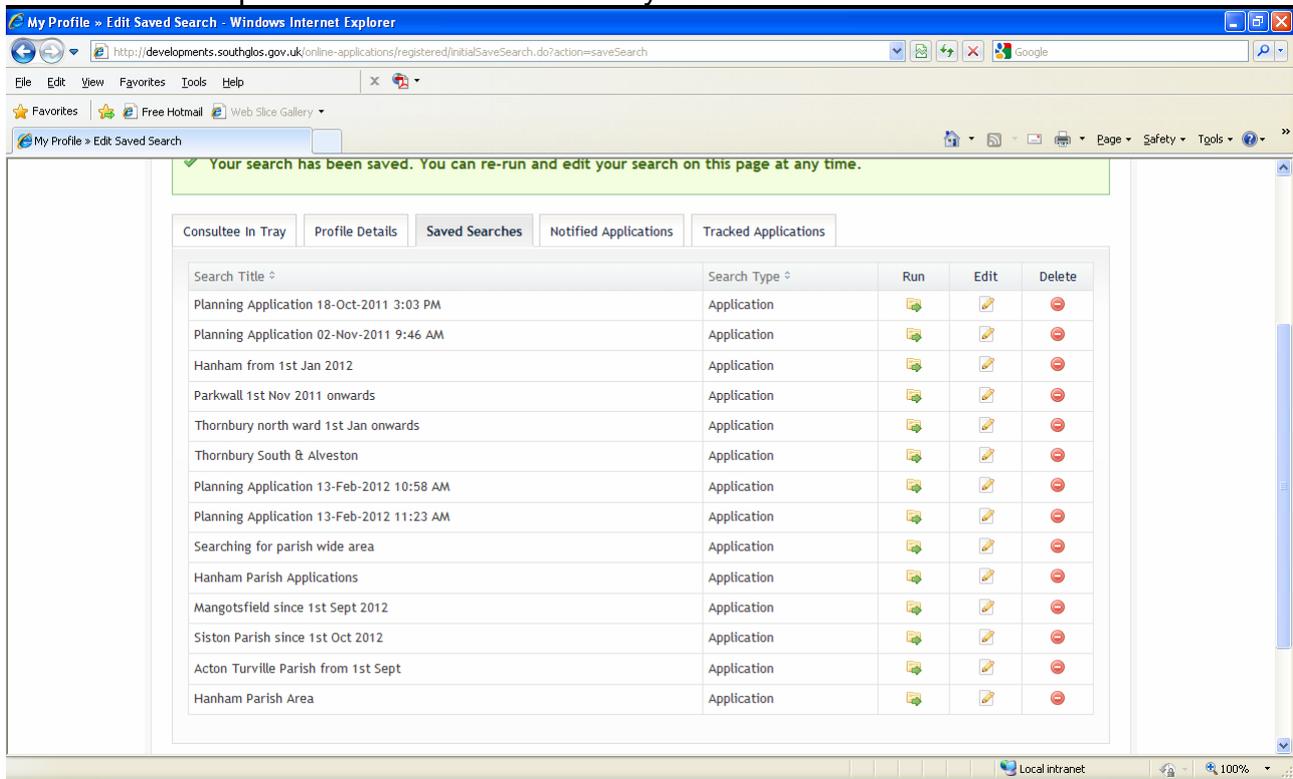


… But I've only had one email and it's only picked up new applications in 5 areas.

The following results have been updated recently:

**Saved Search Results**

**Hanham from 1st Jan 2012**

Conversion of integral garage to living accommodation. - 3 Cottington Court Hanham Bristol South Gloucestershire BS15 3SJ

Ref. No: PK12/3257/F | Received date: Mon 01 Oct 2012 | Status: Permitted development | Case Type: Planning Application

**Thornbury north ward 1st Jan onwards**

Display of 1 no. non illuminated fascia, 1 no. internally illuminated static hanging sign, 1 no. internally illuminated static fascia sign and 2 no. non illuminated vinyl signs - Cheltenham And Gloucester Plc 9 St Marys Way Thornbury Bristol South Gloucestershire BS35 2BH

Ref. No: PT12/3137/ADV | Received date: Tue 18 Sep 2012 | Status: Refusal | Case Type: Planning Application

**Planning Application 02-Nov-2011 9:46 AM**

Erection of 1 no. semi detached dwelling with new access and associated works - 4 Manor Park Tockington Bristol South Gloucestershire BS32 4NS

Ref. No: PT12/3538/F | Received date: Wed 24 Oct 2012 | Status: Pending Consideration | Case Type: Planning Application

**Thornbury South & Alveston**

Prior notification of the intention to erect an agricultural building for the storage of machinery. - Merry Heaven Farm Old Gloucester Road Alveston Bristol South Gloucestershire BS35 3LQ

Ref. No: PT12/3387/PNA | Received date: Thu 11 Oct 2012 | Status: No Objection | Case Type: Planning Application

**Hanham Parish Applications**

Conversion of integral garage to living accommodation. - 3 Cottington Court Hanham Bristol South Gloucestershire BS15 3SJ

Ref. No: PK12/3257/F | Received date: Mon 01 Oct 2012 | Status: Permitted development | Case Type: Planning Application