

How to register for daily email of new Planning applications

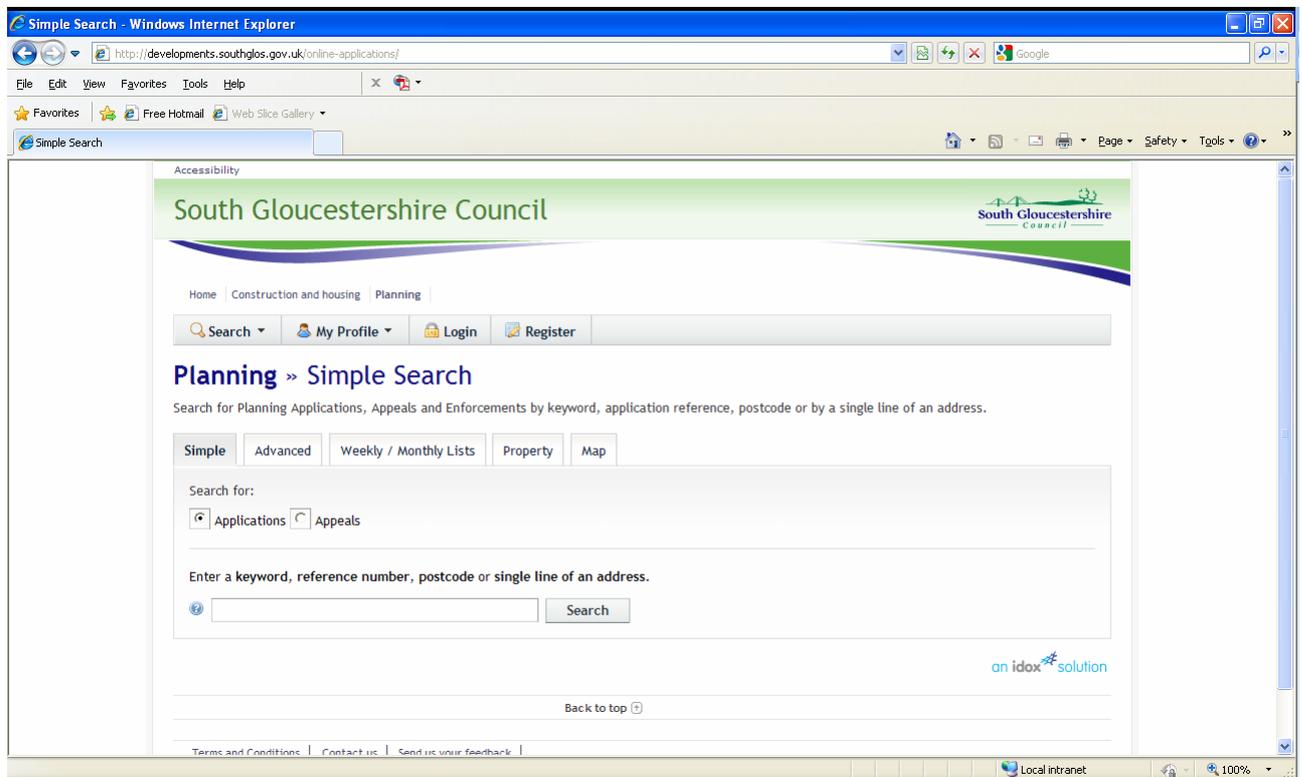
Following the removal of an email subscription service many of you have been directed to register for updates directly from the South Gloucestershire Planning website.

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

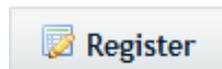
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Registering

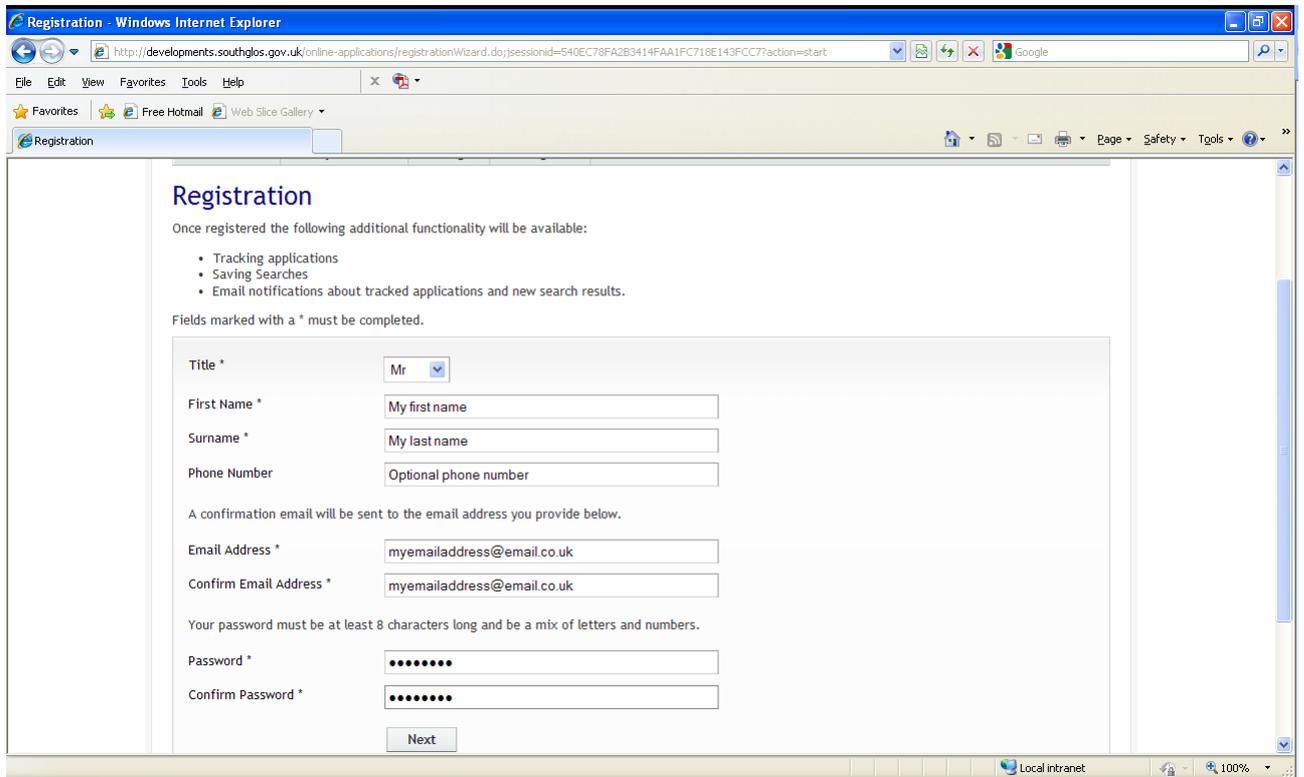
1. The link you have been provided through the weekly subscription service will take you to the following page.



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.



The screenshot shows a Windows Internet Explorer browser window displaying a registration page. The browser's address bar shows the URL: <http://developments.southglos.gov.uk/online-applications/registrationWizard.do?sessionId=540EC78FA2B3414FAA1FC718E143FCC77?action=start>. The page title is "Registration".

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title *

First Name *

Surname *

Phone Number

A confirmation email will be sent to the email address you provide below.

Email Address *

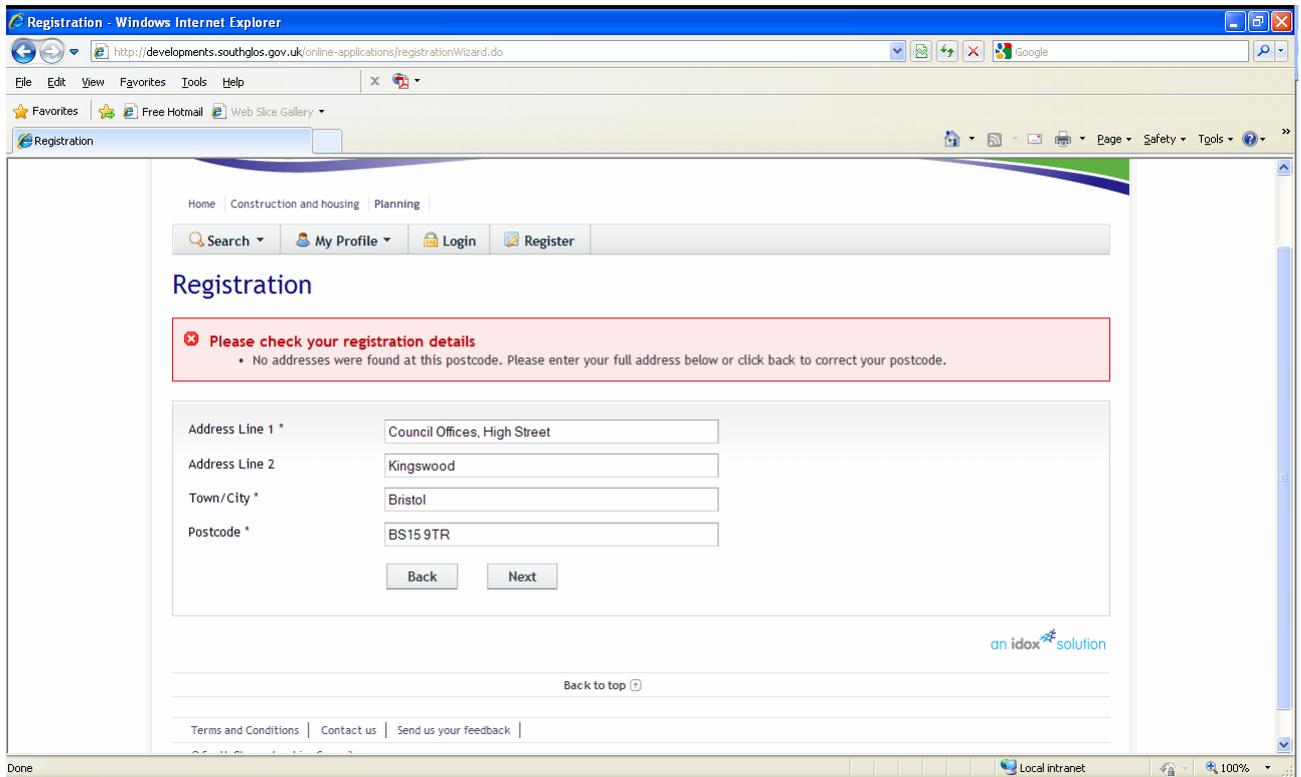
Confirm Email Address *

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password *

Confirm Password *

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.

Registration - Windows Internet Explorer

http://developments.southglos.gov.uk/online-applications/registrationWizard.do

Home | Construction and housing | Planning

Search | My Profile | Login | Register

Registration

Please check your details

If there are any mistakes, click back to re-enter the information.

Name	Mr My first name My last name
Email	myemailaddress@email.co.uk
Phone Number	Optional phone number
Address	Council Offices, High Street Kingswood Bristol BS15 9TR

* I have read and agree with the [Terms and Conditions \(opens in a new window\)](#) and [Privacy Policy \(opens in a new window\)](#)

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an idox solution

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Local intranet 100%

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.

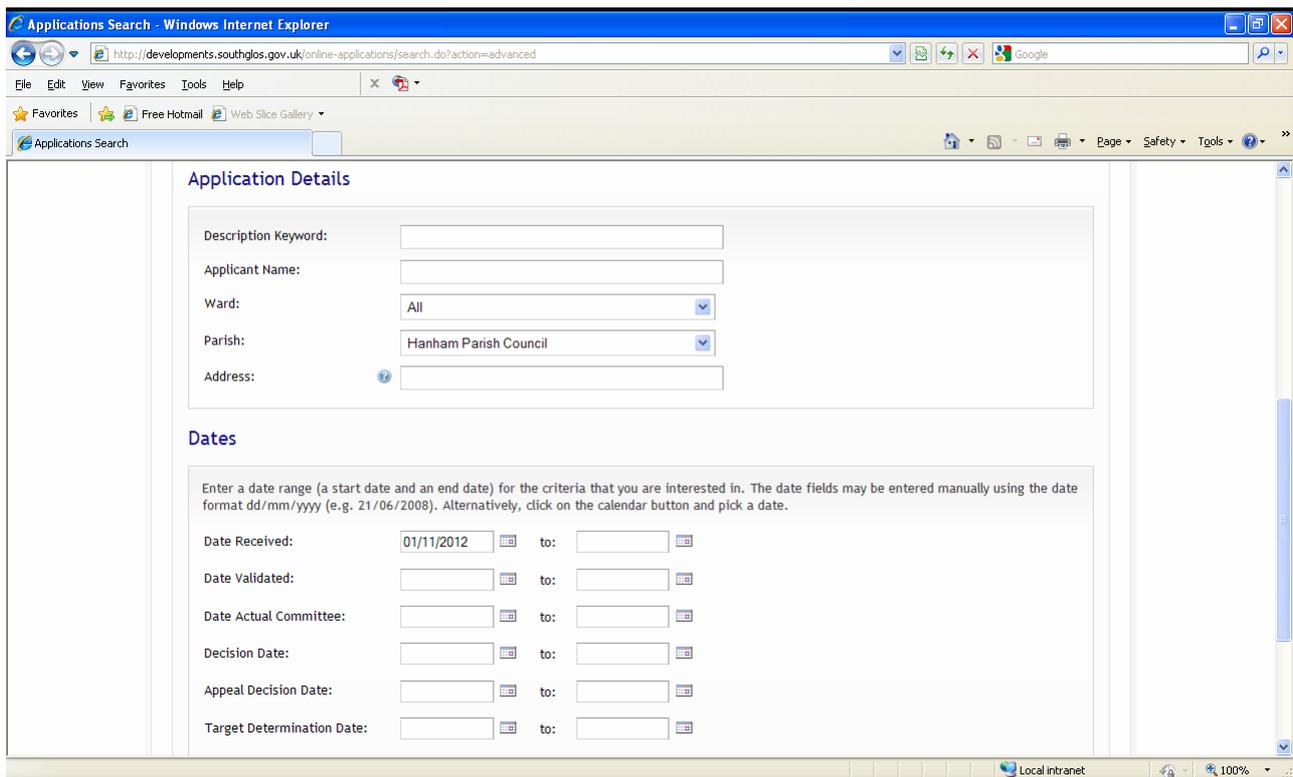


2. Enter the email address and password you choose when registering and login, you will be sent to the 'Simple Search' page. Please click on the 'Advanced' tab

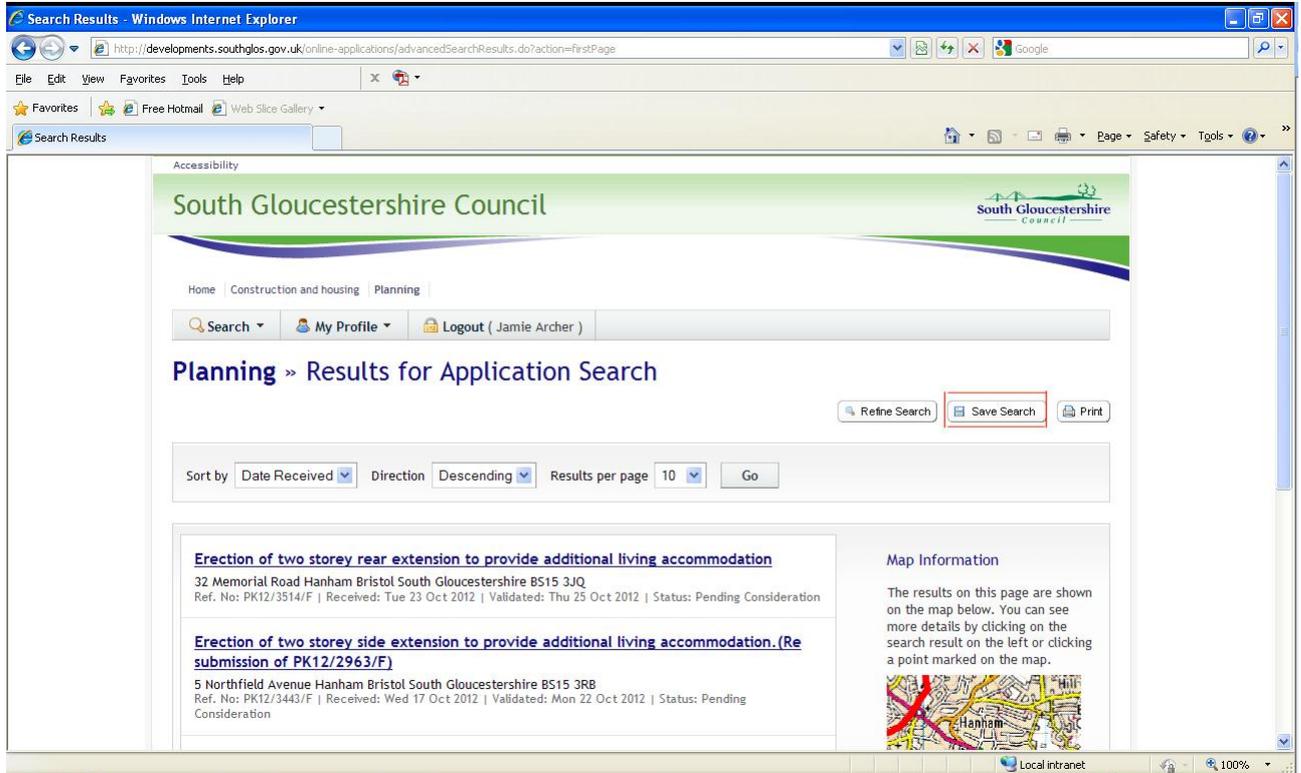


3. From here you can search for the area you are interested in, for example in the below screenshot I have searched for the 'Hanham Parish Council' Parish.

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.

A screenshot of a web browser window showing the "Applications Search" page. The browser's address bar displays the URL "http://developments.southglos.gov.uk/online-applications/search.do?action=advanced". The page has a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar are several tabs, including "Applications Search". The main content area is titled "Application Details" and contains several input fields: "Description Keyword:", "Applicant Name:", "Ward:" (with a dropdown menu set to "All"), "Parish:" (with a dropdown menu set to "Hanham Parish Council"), and "Address:". Below this is a section titled "Dates" with a paragraph of instructions: "Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date." This section contains five rows of date fields, each with a "to:" label and a calendar icon. The first row is "Date Received:" with the value "01/11/2012" entered. The other rows are "Date Validated:", "Date Actual Committee:", "Decision Date:", "Appeal Decision Date:", and "Target Determination Date:", all of which are currently empty. The browser's status bar at the bottom shows "Local intranet" and "100%".

- 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.
- 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.

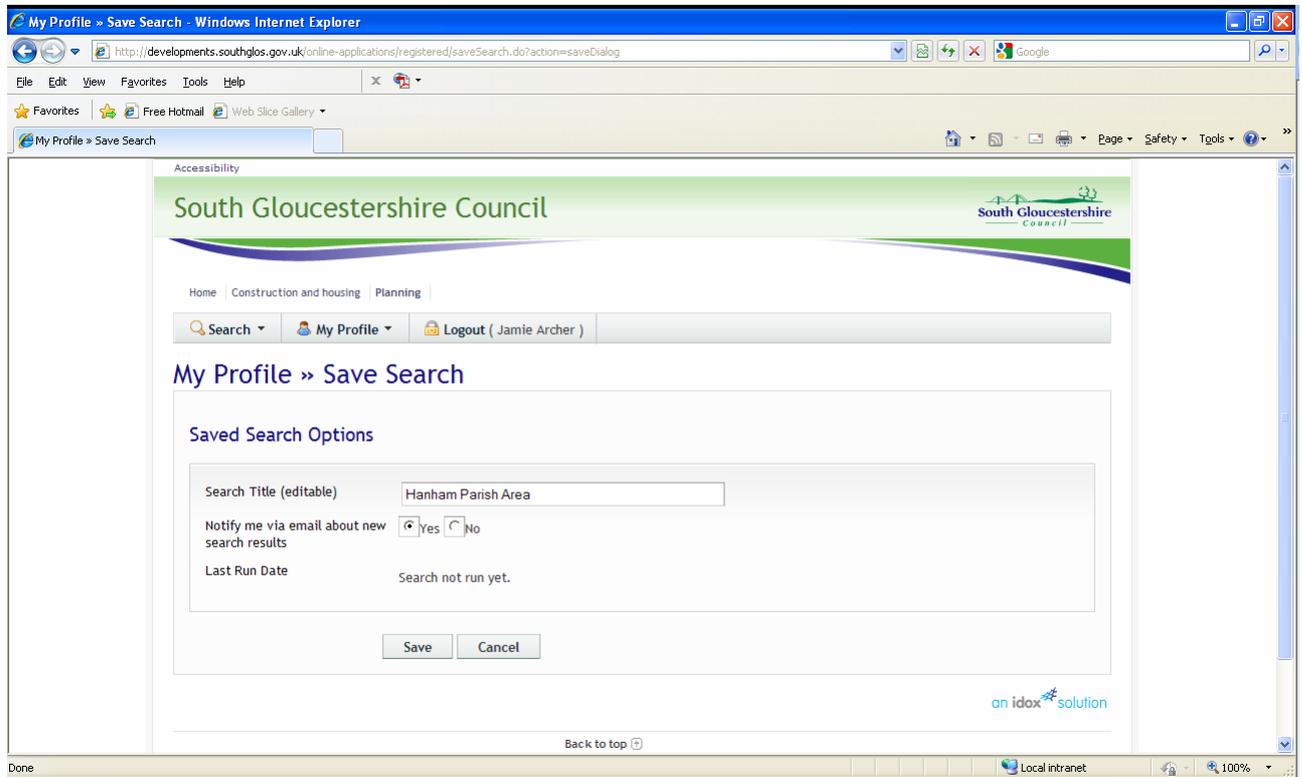


The screenshot shows a web browser window displaying the South Gloucestershire Council website. The page title is "Search Results - Windows Internet Explorer". The URL is <http://developments.southglos.gov.uk/online-applications/advancedSearchResults.do?action=firstPage>. The page content includes the council's logo, navigation links (Home, Construction and housing, Planning), and a search bar. Below the search bar, the page displays "Planning » Results for Application Search". There are buttons for "Refine Search", "Save Search" (highlighted with a red box), and "Print". A sorting section allows users to sort by "Date Received" (Descending) with 10 results per page. The search results list two entries:

- Erection of two storey rear extension to provide additional living accommodation**
32 Memorial Road Hanham Bristol South Gloucestershire BS15 3JQ
Ref. No: PK12/3514/F | Received: Tue 23 Oct 2012 | Validated: Thu 25 Oct 2012 | Status: Pending Consideration
- Erection of two storey side extension to provide additional living accommodation.(Re submission of PK12/2963/F)**
5 Northfield Avenue Hanham Bristol South Gloucestershire BS15 3RB
Ref. No: PK12/3443/F | Received: Wed 17 Oct 2012 | Validated: Mon 22 Oct 2012 | Status: Pending Consideration

On the right side, there is a "Map Information" section with a map of Hanham. The text states: "The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map." The browser's taskbar shows "Local intranet" and "100%" zoom.

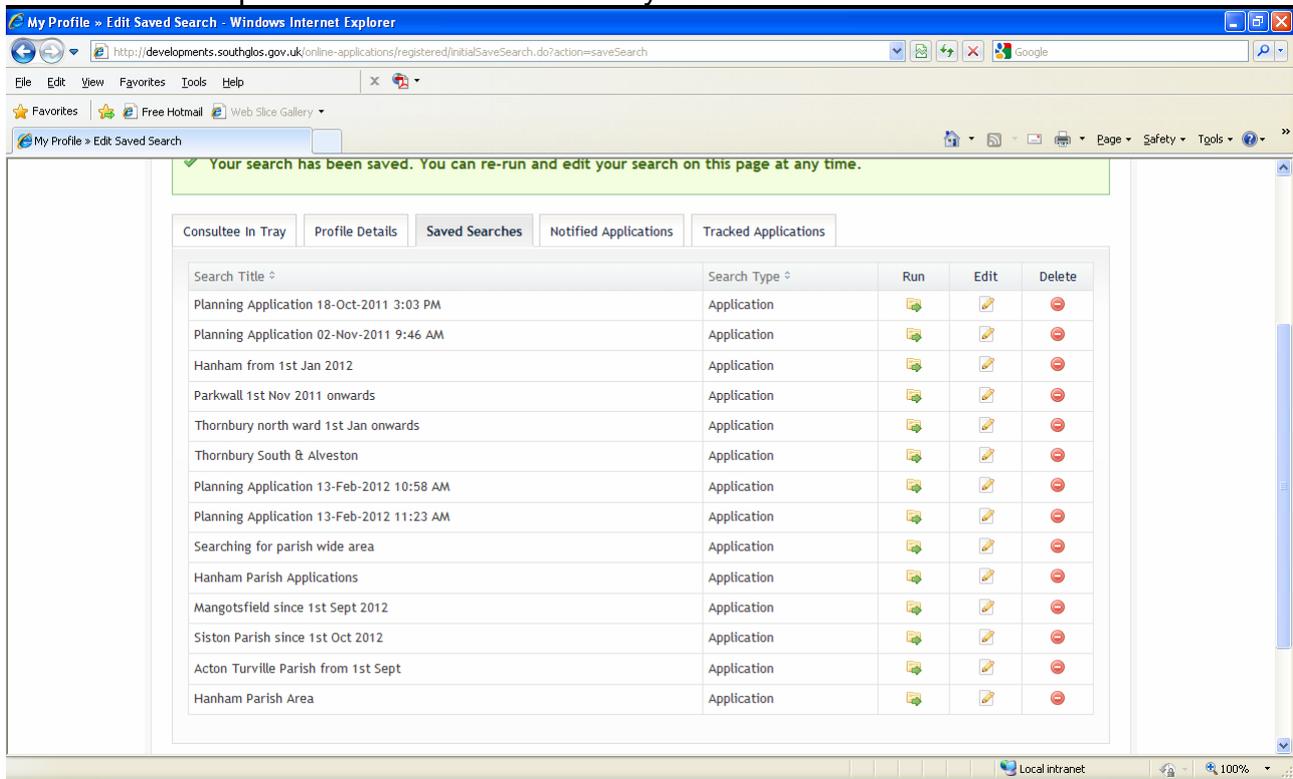
- You will be asked to give your search a name, it's automatically filled with Planning Applications and the time/date but it can be useful to call it something easier to spot, in my example I've called it 'Hanham Parish Area'
It is here that you can choose to receive notifications by email about any 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.



- 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.

- 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