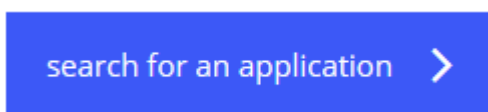


## How to create an email notification for new applications or decisions in your local area

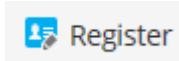
You can receive notifications of any new applications either received or decided within your local area by following these instructions.

### Step 1

Go to the page where you can view applications by clicking on the 'search an application button'.

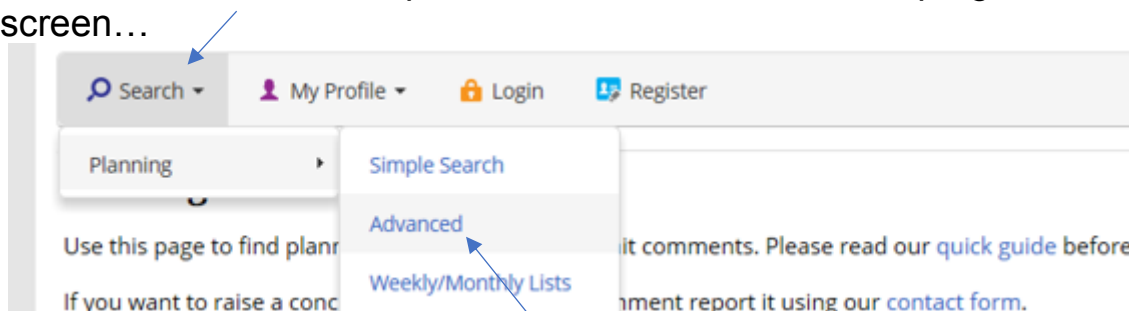


Log-in using your email address and password. If you have not already registered, you can do this now by clicking on the register icon.



### Step 2

Click on the 'Search' drop down which is found to the top right of the screen...



...click on 'Planning' then select 'Advanced'.

On the new screen that appears, scroll down to the 'Application Details' area.



### Step 3

You can set up the search by Ward, or Parish – just pick from the drop down.



## Step 4

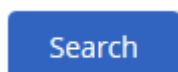
Enter today's date into the 'Date Validated' box, and leave the second 'to:' box blank.

Date Validated:   to:  

The image shows a date selection interface. On the left, there is a text input field containing the date "11/12/2018" followed by a small "x" icon and a calendar icon. To the right of this field is the text "to:". Further right is another empty text input field, also followed by a calendar icon. A large red "X" is drawn over the second input field, indicating it should be left blank.

## Step 5

Click on the 'Search' button at the bottom of the page.



If the search shows that nothing matches the criteria, then pick an earlier date (not all areas receive applications of a weekly basis).

When a list appears, click on the 'Save Search' button.



In the new screen that appears, give the search a title and click 'Yes' to notify via email about new search results.

Then click 'Save'.

Now that your search is saved you will receive email notifications within a few days of new results matching your search profile being identified.

## Create more saved searches

Using these instructions, you can create and save many different types of searches including:

### Refine area of search

For small villages that sit within a parish you can narrow down the search by entering the name of the village into the address field at the bottom of the section.

## Decisions

By selecting 'All' within the 'Decision' field you can receive notifications of when applications within your search area are decided.

## Development type

By selecting the type of development from within the 'Development type' field you can refine a search to only notify you about the certain types of applications.

You will be notified by email of each new application that is received, or if you edit your search you can turn that functionality off, and just run the report when you wish, amending the dates to suit your needs. To run, edit or delete a saved search at any time, go into the 'My Profile' dropdown and click on 'Saved Searches'.