

## **To create an email notification for new applications or decisions in your area**

You can receive notifications of any new applications either received or decided within your local area by using the advanced search.

Go to 'Simple Search'

<http://publicaccess.mendip.gov.uk/online-applications/>

Log into 'Public Access' using your email address and password

Click on the 'Search' drop down and go to 'Planning – Advanced Search'

On the screen that appears, scroll down to 'Application Details' area. You can set up the search by ward, or by parish – just pick from the drop down.

(For small villages that sit within another parish you can narrow down the search to them by entering their name into the address field at the bottom of the section):

Enter today's date into the first 'Date Validated Box', but leave the second box blank

**Application Details**

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Status:

Decision:

Appeal Status:



Appeal Decision:



Development Type:



Address:



**Dates**



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.

Date Received:   to:  

Date Validated:   to:  

Date Actual Committee:   to:  



Decision Date:   to:  

Appeal Decision Date:   to:  

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 received applications of a weekly basis).

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

Search  My Profile  Logout ( Sue Voisey )

**Planning » Results for Application Search**

Sort by  Direction  Results per page

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'

## My Profile » Save Search

### Saved Search Options

Search Title (editable)	<input type="text" value="Planning Applications Received"/> x
Notify me via email about new search results	<input checked="" type="radio"/> Yes <input type="radio"/> No
Last Run Date	Search not run yet.

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.

The process is the same for decision notices follow the above instructions, but instead of adding the date into the 'Date Validated' box, add it into the 'Decision Date' box.

To run, edit or delete a saved search at any time, go into the 'My Profile' dropdown and click on 'Saved Searches'.

## My Profile » Saved Searches

[Help with this page](#)

✓ Your search has been saved. You can re-run and edit your search on this page at any time.

Profile Details **Saved Searches** Notified Applications Tracked Applications

Run	Edit	Delete	Search Title ▾	Search Type ▾
			Planning Applications Received Shepton East	Application