

## Saved Search guidance for Planning Online

You can track planning applications across Bristol by Ward and other parameters by doing the following:

### Tracking by Ward:

1. Go to Planning Online and sign in, or set up an account: <https://pa.bristol.gov.uk/online-applications/search.do?action=simple>
2. Go to Search, Planning, Advanced Search
3. Enter your chosen Ward and enter Date Validated as your chosen search start date.
4. Leave end date and all other fields blank.
5. If you only want to see live apps, choose Status: Pending Consideration
6. Select 'Search'
7. At the top right of the results page, you will see 'Save Search'
8. Please select and rename the search as something memorable – such as the Ward.
9. Go to 'My Profile', 'Saved Searches' and your saved search will now appear
10. Under 'Edit', you can choose to receive an email on new applications in this search.
11. Under 'Run' you can run the most up to date list of applications in your Ward.

### Tracking by several parameters:

1. You can save numerous specific searches by using the search filter parameters and then naming your search by their filters: such as 'WARD – Listed Buildings' or 'WARD – TPOs'

### Tracking by Application:

1. Go to Search, Planning, Simple Search and search by the Application Reference
2. Open the application, and select 'Track'
3. Go to My Profile, Tracked Applications. This application will now appear in your list of tracked applications, and you will be notified by email when a decision is made.

### Weekly / Monthly lists:

1. You can view lists of all applications validated in the past week or month under Search, Planning, Weekly/Monthly list
2. This information is not presented by Ward, and Ward specific applications should be viewed under most recent additions to your Saved Search: WARD

*Further questions on tracking the development lifetime of a site or Ward can be sent to [development.management@bristol.gov.uk](mailto:development.management@bristol.gov.uk)*