

Last Updated: November 2017

The Department of Planning and Environment provides alerts when new planning proposals and major projects are lodged. These alerts are available through email and RSS.

Each alert is a daily summary of new lodgements for the previous day. When no new lodgements are received, an alert will not be sent.

Use the below guide to subscribe for alerts through the Planning Portal.

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How-To access the alert subscription page

1. From any page on the NSW Planning Portal, you can access Alerts from the top of the page.

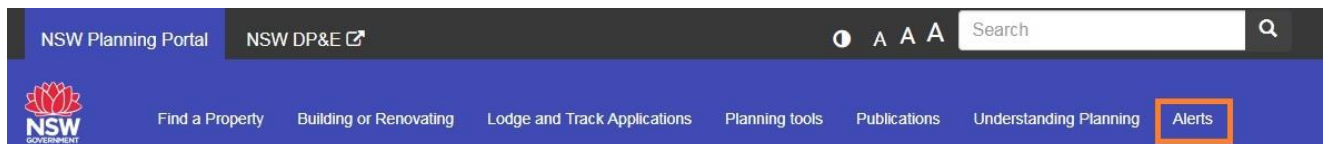


Figure 1: Click on the Alerts tab in the top navigation bar.

2. Click on this tab in the header to access the Alerts page.

From this page, you can subscribe to Planning Proposal and/or Major Projects alerts for email or RSS.

How-To subscribe to alerts via email

To subscribe to alerts for Planning Proposals and Major Projects via email:

1. On the Alerts page, go to *Subscribe by Email*.
2. Select what you would like to subscribe to from the options available – *All Major Projects*, *All Planning Proposals*, or *Subscribe by council*. You may select multiple options.

Select Option(s)* ☐ Planning Proposals ☐ Major Projects ☒ Subscribe By Council

Find a council

- None -

BYRON SHIRE COUNCIL

CABONNE SHIRE COUNCIL

CAMDEN COUNCIL

CAMPBELLTOWN CITY COUNCIL

CITY OF CANADA BAY COUNCIL

CANTERBURY-BANKSTOWN COUNCIL

CARRATHOOL SHIRE COUNCIL

Add Council

Figure 2: Select a council area using the drop-down menu, then click Add Council.

3. If subscribing by council, click on *Subscribe by Council*, then select the relevant council/s from the drop-down list. Then click *Add Council*. You can add multiple councils to the email alert subscription.

Once all councils of interest have been added, nominate what type of alert (Planning Proposal or Major Projects) you wish to receive for each one.

○ How-To subscribe to Alerts for Planning Proposals and Major Projects

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Select Option(s)★ ☐ Planning Proposals ☐ Major Projects ☒ Subscribe By Council

Find a council

ALBURY CITY COUNCIL ▼

Add Council

| Council | Planning Proposals | Major Projects | |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| THE COUNCIL OF THE SHIRE OF HORNSBY | <input checked="" type="checkbox"/> | <input type="checkbox"/> | × |
| ALBURY CITY COUNCIL | <input type="checkbox"/> | <input checked="" type="checkbox"/> | × |

Figure 3: Nominate the type of alert you would like to receive by council area.

4. Enter the email address you would like alerts to be sent to. Please note: you will need to enter this address twice for verification.

Enter Email Address★

Re-Enter Email Address★

Figure 4: Enter your nominated email address in both fields.

5. Check the *I'm not a robot* CAPTCHA.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

The Department of Planning and Environment is subject to the requirements of the Privacy and Personal Information Protection Act 1998. Under that Act you have a right to access and change personal information that we hold. For further information please see the Department's [privacy statement](#).

Figure 5: Check the I'm not a robot CAPTCHA to proceed.

6. Click the *Subscribe* button at the bottom once this section is complete. You will only need to fill out this section of the page to receive alerts by email.

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If you need to amend the information you have provided, click on the *Reset* button at the bottom of this section to clear the contents of the form. You will need to re-enter your information.

7. You will then receive an email requesting you activate your subscription.
8. Once activated, you will start receiving a daily summary email when new lodgements are received in each selected category.

How-To subscribe to alerts via RSS

To subscribe to RSS alerts for Planning Proposals and Major Projects:

1. On the Alerts page, go to the *Subscribe by RSS* section.
2. Click on the *Subscribe* button next to the topic of interest. This will open an xml feed in a new window.

Subscribe by RSS

Planning Proposals

Major Projects

Figure 6: Click on the Subscribe button next to the topic of interest.

3. Copy and paste the URL from the new window/tab into your RSS reader.
4. Complete the set-up process for your RSS reader.

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How-To unsubscribe to alerts

To unsubscribe to email alerts, click on the unsubscribe link at the bottom of any email alert you have received. Please follow the onscreen instructions to cancel this service.