

Renewing your RTPI Directory subscription

Please follow the below instructions to renew your RTPI directory subscription for another year.

1. Log into your Company Account here: <https://www.rtpiconsultants.co.uk/admin/>
2. If you need to change your package (if not proceed to step 3):
 - a. Click the 'Package' tab where you can change your package if required.
 - b. Click 'Select or change package'
 - c. Choose your preferred package from the drop-down menu
 - d. Click 'Update Package'

The Directory of
Planning Consultants


RTPI
Royal Town Planning Institute



MENU

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Package

Current package
 Package name Bronze package
 Package price £ 408.33
 Subscription end 31/12/2025

- Select or change package
- Add extras
- Pay for your subscription

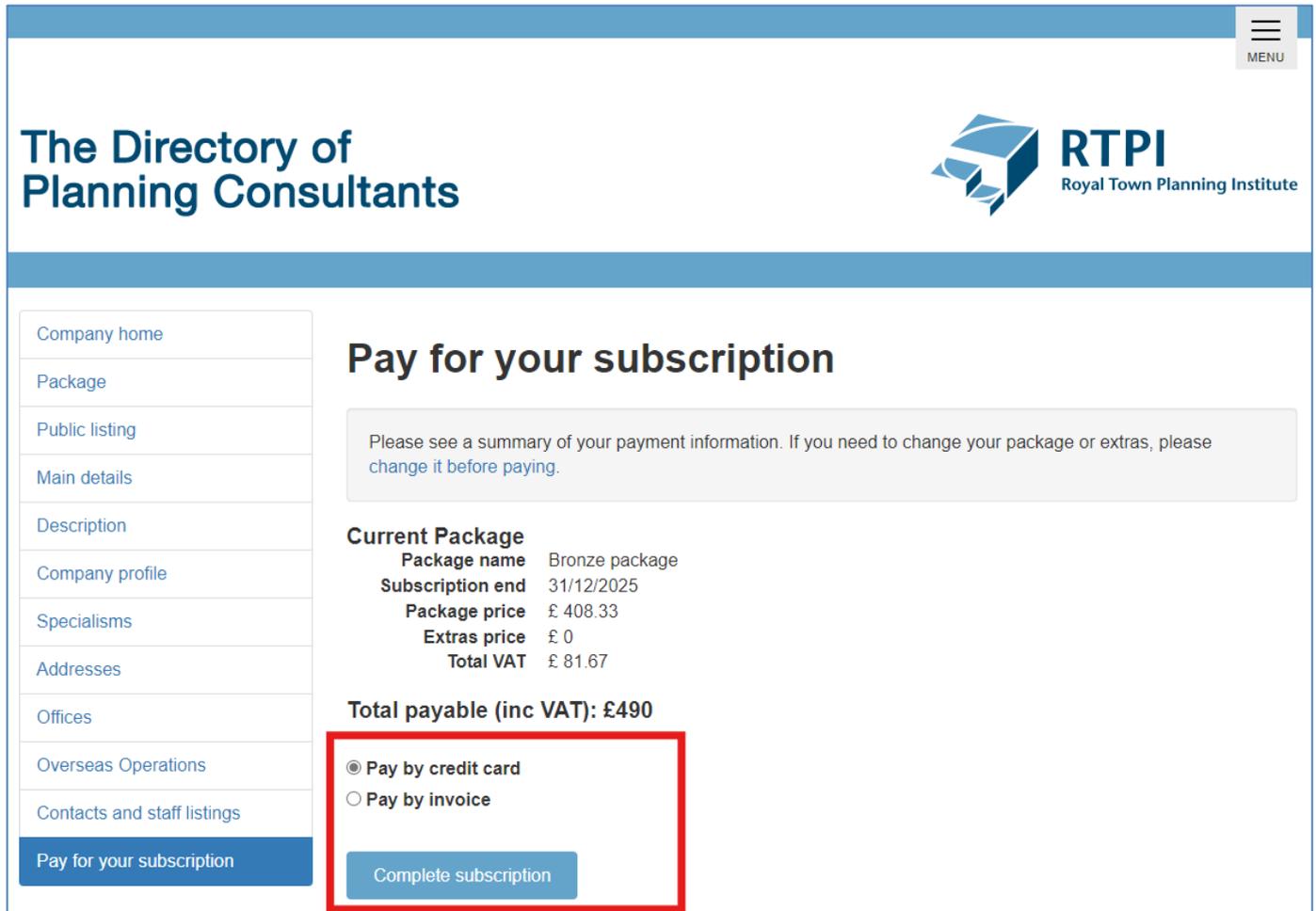
The prices below are based on a full calendar year subscription.

Bronze £408.33 + VAT	Silver £720.83 + VAT	Gold £1,300 + VAT	Platinum £2,433.33 + VAT
Company logo on listing	Company logo on listing	Company logo on listing	Company logo on listing
450 word company description	450 word company description	Unlimited word company description	Unlimited word company description
Single office listing 	3 office listings 	6 office listings 	Unlimited office listings 
No featured logo	Company logo featured on homepage	Company logo featured on homepage	Company logo featured on homepage

3. From the left-hand menu, click 'Pay for your subscription'.

The information under the heading 'Current Package' will show you when your current subscription will end.

- Select your payment method (card for under £1000, Card or invoice for over £1000) and click 'Complete Subscription'. This will automatically charge you for the following year
- Complete the transaction on the banking screen.



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Please see a summary of your payment information. If you need to change your package or extras, please [change it before paying](#).

Current Package

Package name	Bronze package
Subscription end	31/12/2025
Package price	£ 408.33
Extras price	£ 0
Total VAT	£ 81.67

Total payable (inc VAT): £490

Pay by credit card

Pay by invoice

Complete subscription

4. We will then process the payment and renew your subscription. Your subscription end date will update once payment has cleared, please allow 24 hours for the subscription end date to update.

Help

If you need further help, please contact the Support Team (managed by the Planning Portal) on:

- Email: rtpi.support@planningportal.co.uk
- Telephone: 0333 323 4589