

## 'How To Guide' (15)

### **How to find planning documents after a land charges (Con29) search and check if conditions have been discharged or complied with**

For documents such as Tree Preservation Orders, Enforcement Notices, Appeal documents and listed building descriptions please refer to ['How To Guide' 3](#)

#### **For S106 Agreements and Planning Decision Notices**

For former Beds County Council decisions and associated S106 agreements click [here](#)

Bedford Borough Council store planning application documents by the planning application number. If you use any other reference or a date signed you will not find the relevant paperwork online.

The planning application number from 1974 to date will always be in this format:

**16/01234/FUL**

**(Year/unique 5 digit number/application type code)**

Before 1974 the format is different depending on which planning authority was responsible for the application. For guidance on this please click [here](#).

The search results should identify all the relevant planning application numbers.

- If not please contact your search company or research by referring to: [How To Guide 4](#)
- **If you have the application numbers please refer to ['How To Guide' 1](#).**

**Handy Tip : S106 Agreements** are stored with the original planning Decision Notice labelled by the planning application number as this example '16/01234/FUL'. (Additional explanatory codes such as 'DN' and 'S106', have only been added to the labels more recently). If the application numbers for the decision notices have been identified on your search and the decision notice state(s) 'Permitted subject to a Legal Agreement' then a S106 will be available. In addition, there could be several documents displayed labelled by your application number and for older applications the decision notice and S106 paperwork were scanned as one document, so please open, scroll down and check each one. Once you have your S106 document you can check the date signed.

- **For any other S106 enquiries**, including compliance and discharge of condition checks for which there is a form and fee, please go to [www.bedford.gov.uk/s106agreements](http://www.bedford.gov.uk/s106agreements)
- **For any CIL enquiries** please go to [www.bedford.gov.uk/CIL](http://www.bedford.gov.uk/CIL)
- **For Building Control enquiries** please e-mail [buildingcontrol@bedford.gov.uk](mailto:buildingcontrol@bedford.gov.uk)
- **For Highway enquiries** please e-mail [Highways.Helpdesk@bedford.gov.uk](mailto:Highways.Helpdesk@bedford.gov.uk)
- If you are unsure who to contact please refer back to your search provider.

## To check whether planning application condition(s) have been discharged:

1. You will need the original planning application number you wish to check the conditions have been discharged on. If you have the number(s) please refer to point 2 below. If you do not have the number(s) please refer to: [‘How To Guide’ 4](#)

Alternatively refer back to the company who carried out your search. Planning does not provide a checking service for conditions discharged.

### 2. For Conditions discharged after 2001 (on applications from 1995)

- Go to [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans)
- Click on ‘TO VIEW AND COMMENT ON PLANNING APPLICATIONS’
- This will open the ‘Advanced’ search please
- Click on the ‘Simple’ Search Tab
- Type in the original planning application number and click on ‘search’.
- A list of applications will appear, each entry contains the following information which you must check
- **The Proposal of Development**, this contains the proposal and the original planning application number you have just searched on and the condition number being discharged.
- **The Address** of the application
- **Ref No:** this is the planning reference for each application entry shown. For any discharged conditions this will be formatted as this example: 18/00858/AOC.
- Please check all pages of the list and note any relevant AOC application Ref No’s

**Please Note** that discharge of condition applications can only be viewed online once a decision has been made. If no information is available online then the condition has not been discharged. Planning does not provide confirmation.

**For Conditions from 1948 – 2000** you need to check the original application File / Fiche at the Customer Services Centre Horne Lane, Bedford, MK40 1SJ. Please note that these records are not comprehensive.

## To request a Condition Compliance check on planning applications:

Send a letter/e-mail with the following information

- Name, address, telephone number and e-mail address of the applicant;
- Original planning application number;
- List of the conditions and their numbers to be checked for compliance
- Details of the relevant properties to be checked.
- The checks will take 8 weeks to complete and a fee is applicable:
- Householder applications (extensions) £28 per application
- All other applications £97 per application
- This request will not confirm conditions have been discharged
- (For s106 compliance please click [here](#))