

## 'How To Guide' (1)

### How to view Documents if I have a planning application number

How the application number is created:

**13/00566/FUL**

The first two numbers denote the year so in this case it is a 2013 application.

The five numbers in the middle denote the number of applications the planning department has received in the year, so in this case it is application number 566.

The last three letters denote the type of application, so in this case it is a full application.

If your application number is before 1974 you will need some further information about the number format as explained [here](#) before following guidance below

**For former Beds County Council application documents click [here](#)**

For plans, correspondence and discharge of conditions see page 2

**To view DECISION NOTICES, S106 AGREEMENTS, OFFICER REPORTS and APPEAL DECISIONS from 1948 to date:**

- go to [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans)
- Click on the link 'TO VIEW PLANNING DATA FROM 1948 TO 1994 - ALL DECISION NOTICES and s106 AGREEMENTS AND OTHER PLANNING DOCUMENTS'
- Then click on the link 'DECISION NOTICES & S106 docs 1948 – TO DATE'
- *(All documents are stored in year then numerical order as explained below. For Committee Reports, refer to How to guide no3).*
- Using 13/00566/FUL as an example: click on 'DECISION NOTICES 2010 – 2016'
- Next, select the correct year so in this case click on '2013'
- Then search for the five middle numbers in this case 00566. Click on '13/00001 – 13/00999' as the number 566 is contained within the numbers 1 – 999.
- The next option breaks the numbers down further. Click on '13/00500 – 13/00599' as the number 566 is contained within 500 – 599.
- All the documents will then appear. Please check the entire list

#### **The DOCUMENT LABELS:**

**For applications from 2011** each document will have an additional code to explain what the document is:

The decision notice will be labelled 13/00566/FUL DN (the DN stands for decision notice).

Where relevant you may also see:

13/00566/FUL S106 (section 106 agreements), 13/00566/FUL APPEAL DECISION and 13/00566/FUL OR (Officers Reports), *OR's are only available from 2010.*

**For applications before 2011** the documents will only be labelled by the number with no additional code at the end and could be scanned together, so please check each document with your application number as they may be relevant to your search.

**For applications from 1995**, you can see the above documents with the plans as explained on page 2 however, note that the additional label codes were only added after 2011.

Once you have located the document(s) you can print or download.

## To view PLANS and documents with an application number after 1995:

Go to [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans)

Click on the link 'TO VIEW AND COMMENT ON PLANNING APPLICATIONS FROM 1995'

- Type your application number into the 'Application Reference' box and click on 'Search' at the bottom of the page.
- Click on the 'Documents' tab followed by 'View Associated Documents'
- A new screen will open will appear, which contains all documents received, labelled by the application number. Any new documents and correspondence will be added throughout the application process.
- All plans and submission documents will be labelled by the application number and a code such as 'V01'.
- The Contents or Plans list, provides more details of each plan / document. These lists are not available on applications before 2009.
- Correspondence added after Nov 2016 is labelled by the application number and a brief description of who the document is from. *Please see below for more information on application correspondence.*
- Decision notices, Appeal Decisions, S106 Agreements and Officer Reports will show labelled as explained on page 1.

### APPLICATION CORRESPONDENCE

During an application we receive comments and correspondence from the Applicant or the Agent and the General Public. Where relevant, we also receive comments from Consultees such as Highways or Environmental Health etc. who provide professional advice on considerations we may need to make when determining the application. Correspondence is all publicly available.

- **To View correspondence received after 14<sup>th</sup> November 2016:**  
Please follow the instructions at the top of this page for viewing plans.  
For the General Public comments please click on the 'COMMENTS TAB'.
- **To view the application correspondence before the 14<sup>th</sup> November 2016 and any Plans and correspondence if your application number is before 1995:**

Please visit the Customer Services Centre Horne Lane, Bedford, MK40 1SJ.

The Decision notice and S106 Agreements are all online as explained on page 1.

### **A discharge of condition application will be labelled with the Code AOC e.g.**

13/00566/AOC and can viewed by following the instructions above. AOC applications are only available online from 2001 and after determination. For AOC application information before 2011, please visit the Customer Service Centre, Horne Lane, Bedford. For more information about finding discharged conditions please refer to How to Guide 2, page 3.