

## 'How To Guide' (2)

### How to view find applications and documents if I do not have a planning application number

To find applications before 1995 please refer to How to Guide 8

To Find Discharge of condition and Former County Council Applications see pages 3 and 4

To find applications and documents **from 1995** you have the following options:

1: using the MAP to search by address (explained on page 1) and

2: using a database with lots of different search options e.g. application type, development type, various date options, Parish, Ward, Description, planning portal reference, Agent, Address etc. You can use a combination of any of the options shown (explained on page 2)

For both options please start at [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans)

#### **OPTION 1** Click on 'Map Search'

- Click on the magnifying glass on the left hand side of the screen. This will open a text box where you can type in an address and click on search. (If you do not have an address, as your enquiry relates to a piece of land, please search for the nearest property or street name).
- The map will zoom to the address area. You can zoom in and out of the map by clicking on the + and – buttons in the top left hand corner of the screen. If you have used a nearby address or wish to move around the map use the cursor to 'drag' the map to the required site.
- If there is a red outline around a property this means there is planning history on this address. If you click within the red outline a text box will appear. At the top of the box on the left hand side there will be numbers in brackets for example (1 of 5) which means there are 5 records which could be constraints, planning applications, appeals or enforcement notices. To scroll through the information, click on the arrow on the top right hand side of the box.
- For each planning application record the following is included, the planning number (*which will be formatted like this example 13/00566/FUL*), when the application was received, what was applied for, what the outcome was and whether it was a delegated or committee decision.
- **To view the plans, documents and correspondence related to a certain record**, click on the link that states 'For more information, please click here'. This will take you to the Summary page of our online system and you can view all the documents and further details as explained on page 2 point 4 of this guide.
- For more information on how to search for planning constraints on the map please refer to 'How To Guide 7'.

**OPTION 2:** Click on the link 'TO VIEW AND COMMENT ON PLANNING APPLICATIONS from 1995'

This will take you into our advanced search section.

1. Please use any of the fields shown, Click on 'Search'.

To search by address either enter a single line in the address field (please click on the ? box for more details) or follow this alternative:

- Please click on the 'SIMPLE' search tab.  
Type in the address such as 'Red Lion Elstow' or 'house number or name road or street name and village' like this 'Borough Hall Cauldwell St Bedford' (do not use any punctuation), then click on 'Search'
- For a more general search or for applications that relate to land and not a specific postal address, type in the road name and village such 'Bedford Road Kempston' or 'Bedford Road Wilstead', click on 'Search'. Alternatively, use the MAP SEARCH (detailed on page 1).

2. When you have clicked on search, you will now either see the 'Summary Page' and you can go straight to point 4, OR

3. If your search means there is more than one relevant application, a list will be displayed. You can either go back to the advanced or simple search page and type in more information to reduce the number of search results and repeat as above OR scroll through the list to find the relevant case then double click on the blue writing (this is the description of the application).

**4. Once you are on the 'Summary Page' you can now view Details and Documents:**

- Click on the 'Documents' tab and then click on 'View Associated Documents'.

A list of documents will appear each labelled by the application number for example 13 00566 FUL and additional codes added, as explained below:

- Application form and associated plans. The plans are coded with a 'V' and a 'number' like this 'V01'. A contents list is provided with more details for applications from 2009, please open to view.
- The officer report (coded as OR), the decision notice (coded as DN), associated appeal decisions (coded as APPEAL DECISION) and S106 agreements (coded as s106). Before 2011, these documents were saved by the application number only and were often scanned as one document, so please check all or *see how to guide 1, for an alternative way of viewing.*
- Planning application correspondence received after 16<sup>th</sup> November 2016. The documents are all labelled by the application number followed by a brief description of who the correspondence is from. General Public Comments are available in the 'COMMENTS' TAB. Before 16<sup>th</sup> November 2016, application correspondence is only available at the Customer Services Centre Horne Lane Bedford.

For Details on Personal Data Please refer to 'How to Guide 5' for General Public comments and 'How to Guide 6' for Applicant / Agent correspondence.

## Discharge of condition applications

Most Planning Application decision notices have conditions included which 'control' different elements of the planning permission. Some of these conditions require details to be submitted to the Council so they can be assessed and 'discharged' via their own application process. For advice on how to discharge conditions refer to '[How To Guide 13](#)'. To view conditions that have been discharged, you will need the original application number that you want to check the conditions have been discharged on. (Click [here](#), for guidance on planning number formats). If you do not have the application number, please refer to pages 1 and 2 of this guide. If you have the numbers please see the guidance below:

### 1. For conditions discharged after 2001 on applications received from 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'
- Click on the 'SIMPLE' tab *(this search will not work on any of the other options)*
- Type in the application number and click 'Search'
- A list of applications will show that relate to the planning application number quoted (such as conditions, reserved matters etc.) Each entry will show the following details which you need to check:

The 'proposal' which is the first part of each entry, contains the condition number being discharged, the original planning permission number the condition relates to and the description of development.

The 'Address' of the application.

The '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. You can then download the decision notices by referring to How To Guide 1.

- **If no information is available online then the condition has not been discharged.**

- ### 2. For conditions discharged from 1948 to 2001
- please visit the Customer Service Centre on Horne Lane, Bedford and check the file of the application number you are checking the conditions have been discharged for. Please note that the older planning condition records are not comprehensive and therefore you may not find the information you require.

**Planning does not confirm in writing which conditions have been discharged or not**

To search for former **County Council applications**

Click on 'TO VIEW PLANNING DATA FROM 1948 TO 1994 ALL DECISION NOTICES AND S106 AGREEMENTS AND OTHER PLANNING DOCUMENTS'

Click on 'Former County Council Applications' for the full list of relevant applications and the guidance note, which we recommend you refer to for more information.

If you wish to carry out a **general planning search** of recent planning applications, the weekly and monthly planning lists are available online. To access this information do the following:

- Go to [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans)
- Click on TO VIEW AND COMMENT ON PLANNING APPLICATIONS
- Click on the Weekly / Monthly Lists tab
- Select Weekly List or Monthly List within the shaded area
- leave Parish and Ward as 'All' for the complete list or narrow your search by selecting a specific Parish or Ward by clicking on the arrow at the end of the each box

- **If you have chosen the Weekly List**

Select the relevant week beginning date for your search

*Please note for the latest complete list please change the date to the previous week commencing as the list is always compiled from a Monday to a Friday*

Select 'Validated in this week' for new applications OR

'Decided in this week' for those determined

- **If you have chosen the Monthly List**

Select the month you wish to view the details for

Select 'Validated in this month' for new applications OR

'Decided in this month' for those determined

- Click on Search
- Use the 'Sort by', 'Direction' and 'Results per page' drop down boxes to change the order of the results if necessary.