

## **'How To Guide' (7)**

### **How to use the planning map**

*Please note that if you are using Internet Explorer 8 or below the map will not load properly. You will therefore need to upgrade your browser before continuing. We recommend using Google Chrome.*

- Go to [www.bedford.gov.uk/searchplans](http://www.bedford.gov.uk/searchplans)
- Click on 'Map Search'  
You can now find applications, appeals, enforcement notices, check where a site is and identify planning constraints.
- 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 have selected. 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 or site this means there is planning application history.
- Click within the red outline in the area you want to check, a text box will appear. At the top of the box on the left hand side you will see numbers in brackets for example (1 of 5), this means there are 5 relevant records for your site, which could be any of the following: planning applications, appeals, enforcement notices and constraints. Please note: only certain constraints show automatically, for a full constraint check please see page 2. To scroll through each record, click on the arrow also at the top of the text box.
- Each application record will show certain details such as application number, proposal, address, date received, date determined. The 'status', details if the application is pending a decision or determined.
- If you want to view the plans, documents and correspondence related to a certain record, click on the link that states 'For more information, please click here'.

## Constraint checking

Planning Officers may need to take into consideration certain 'constraints' when determining a planning application which act as a 'trigger', to seek advice from professional consultees who deal with these matters. An example is development in flood plains would require a consultation to the Environment Agency.

Within the map some constraints are automatically loaded when you open the map. If you click on the legend icon (the symbol with 3 lines) on the left hand side of the map, a list will appear detailing these constraints and how they appear on the map as follows:

Conservation Areas	Orange square area
Listed Buildings	Blue triangles
Permitted Development Rights Withdrawn Areas	Orange shaded area
Scheduled Monuments	Red Shaded Area
TPO Areas	Green box with Green Fir Trees within its boundaries
TPO Lines	Dark green line
TPO Points	Tree

For the full list of constraints or to add or remove any;

Click on the layer list (the symbol of 3 stacked squares). You can select and de-select any constraints to see if they affect your property or area by clicking in the tick box.

Click on the arrow next to the tick box of the constraint you are selecting to see the colour and type of symbol used to identify it on the map OR once you have selected all you want to view, click back on the Legend icon (the symbol of 3 lines) to see what constraints and their symbols you have selected.

Click on the map on the property / land you are checking. If any of the constraints you have selected are relevant or there are planning applications, appeals or enforcement notices, a box will appear. On the top left hand side of the box will be numbers in brackets for example (1 of 1) or (1 of 5). To check each entry, scroll through the list by clicking on the arrow(s) also at the top of the box.