

## 'How To Guide' (9)

### How to use the Plotting Sheets

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

Any applications that were submitted **prior to 1991** were recorded on plotting sheets. To access the plotting sheets do the following:

Click on 'TO VIEW PLANNING DATA FROM 1948 TO 1994 AND THE ENTIRE DECISION REGISTER'

Click on 'PLOTTING SHEET MAPS'

In order to know which numbers to click on you first need to check the detailed plotting maps. There is a detailed plotting map for the urban area and rural villages. To help you through this process we will select Bedford High Street as an example.

Click on '0 BBC Bedford (Urban) Town MAP and Instructions'

It is advisable that you read the instructions first. Once you have done this click on 'Town Centre Map' (this may take a while to open)

A map of the Bedford urban area will open so you can locate the road / area you wish to review. The map is on a grid and the numbers correspond to a plotting sheet. In this case the High Street is located within grid reference 428 C. Make a note of this number. (In some cases the road or area will fall within two or more grid references if this is the case make a note of all the relevant numbers).

Click on the back button (the arrow pointing left in the top left hand corner of the screen TWICE so you are back to the screen with the detailed plotting maps. If you click on the red cross you will be taken back to the search plans page and will have to start the whole search process again).

Click on '425 – 449' as 428 falls within this section

428 C is shown on this page however it has been broken down into 428c (n) and 428c (s) this stands for north and south. Both plotting sheets should be checked as part of the history search as they sometimes overlap.

When the number is selected you will be given two options 428c (s) 01 and 428c (s) Index the first link takes you to the map and the second gives you a description of the development. You will find the information stored within the plotting sheets can be sometimes hard to decipher as they were hand drawn and written. If you can make out the application number but not the description you can check the decision notices for clarification as they were typed and are therefore clearer.

If the site you are interested in is within a village select '0 BBC Rural villages MAP and instructions'

The 'Quick key to rural plotting sheets' can give you the relevant grid reference number without having to check the main detailed map.

If you wish to view the plans associated with applications prior to 1991 you are required to visit the Customer Service Centre on Horne Lane, Bedford as they are all on microfiche.