

'How To Guide' (8)

How to use the Planning Card Index to find applications from 1948 to 1994

It is important to read this whole document before conducting a search or you may not find the information you are looking for.

See page 2 for details of viewing documents and what the planning application numbers look like.

To find application details and numbers

Go to www.bedford.gov.uk/searchplans

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

The Planning Card Index holds information on applications from 1948 to 2005. You can carry out a search by selecting the following:

AREA	Village or town
LAND	House number or plot number
ADDRESS 1	Name of house / estate / building etc.
ADDRESS 2	Name of street / road etc.
NAME	Name of applicant
REFERENCE	Application number (if searching for a pre-1975 application we recommend you search by the address)
RESOLUTION	Decision type e.g. Refused / Approved etc.
IMAGE	Unique number of scanned image (to have this you must have already carried out a search or had someone search on your behalf)
DESCRIPTION	Application proposal (it is advised to leave this section blank unless you know the exact search wording)

- When carrying out a search it is sometimes better to input as little information as possible. For example, if you wanted to search for a refused permission in 1984 at 22 Bedford Road, Wootton you would input the following:

AREA – Wootton

ADDRESS 2 – Bedford R

Click 'SEARCH'

- By doing this it will bring up the most results and you are more likely to find the card you require. Sometimes the house number is under the ADDRESS 1 section instead of the LAND section which will mean that you will not find the card.
- You may have noticed that when typing in the ADDRESS 2 section the full wording is not used. It is better to type 'R' instead of 'Road', 'S' instead of 'Street', 'C' instead of 'Close' etc. as this will also bring up more results.
- When searching for a common address e.g. High Street always use the AREA section otherwise the search results will be hundreds of pages long.
- If you wish to see the original card click on select.

Application numbers from April 1974 look like these examples:

Bedford Borough Council was created in April 1974 and the applications numbers used since then will start with the year, followed by a unique number and from 1994 a code denoting the type of application:

Pre 1994 a number may look like this example: 81/01202 and

After 1994 the number will look like this example: 95/00001/FUL.

For any applications between 1948 – March 1974

There were 3 different planning teams determining applications:

BRDC – Bedford Rural District Council (relevant to any villages, including Kempston Rural)

KUDC – Kempston Urban District Council (relevant to Kempston Town only)

BTP - Bedford Town Planning (relevant to Bedford Town only) Please note the 'Perm No' and 'Sheet no in the planning register' if shown. Decisions and fiches were kept in sheet order from the register and not in application number order.

You need to note that above codes and numbers to obtain the correct documents.

Once you have your numbers if you want to view the Documents:

The decision notices for these applications are all online. To view please refer to How to Guide 1.

The rest of the file containing Plans and Correspondence is all held on micro fiche only at the Customer Service Centre, Horne Lane, Bedford, MK40 1SJ. You can ring 01234 718068 in advance of a visit to advise of the fiches you wish to view.