

'How To Guide' (3)

How to view and print Tree Preservation Orders, Enforcement Notices, Section 106 Agreements, Appeal Decisions, Listed Building descriptions and Committee Reports

For all documents please start at www.bedford.gov.uk/searchplans

Tree Preservation Orders (TPO's)

Go to the section 'View all decision notices and s106 agreements, other planning documents and find historic application details from 1948 – 1994' click on the link 'View Planning Data'

Click on 'Tree Preservation Orders'

If the TPO is in a village click on the relevant village. If it is located within Bedford click on the relevant section which would contain the first letter of the road name (E.g. a TPO on Kimbolton Road, Bedford would be contained within the Bedford 'F – K').

Once in the relevant section, all the TPO's are stored by their reference. If you have this number already click on the one you want to view. If you don't have the reference, click on the 'INDEX' (usually at the bottom of the list) as this list details the addresses that each TPO relates to and the number. Make a note of the TPO reference applicable, click the back button (an arrow pointing left in the top left hand corner of the screen DO NOT click on the red cross in the top left hand corner otherwise it will take you back to the search plans page), and click on the relevant reference.

You can then print off the TPO if required.

Enforcement Notices

Go to the section 'View all decision notices and s106 agreements, other planning documents and find historic application details from 1948 – 1994' click on the link 'View Planning Data'

Click on 'ENFORCEMENT NOTICES 1957 - To DATE'

The Enforcement notices are kept in Year and numerical Order but you can find by number or by address as explained below

Each notice has a unique reference this will either look like these two examples:

12/00064/LBS 12 = the Year of the application / 00064 is the application unique number and / LBS is the type of enforcement case

07/140/23/88 07/140 = Enforcement Notice 23 = the number 88 = THE YEAR

- **To find by application number:** Click on the folder containing the YEAR of the notice you are looking for. You may need to click again on a folder for the actual year. You should then see a list of the enforcement notices including your case to click on and print or download.
- **To find by address:** Click on the Enforcement Case Spreadsheet and Guide which provides assistance and a list of all the enforcement notices by address. At the bottom of the spreadsheet you will see TABS labelled BEDFORD, KEMPSTON, Villages B, Villages C etc. Click on the tab that would contain your Town or Village name. You will then see a list in Village then street name order. Scroll down to see if your address is shown and make a note of any reference numbers. Go back to the previous web page and search in the year for your notice and print off or download.

Section 106 Agreements

You will need the planning application reference the S106 Agreement relates to.

Please refer to '[How To Guide](#)' no 1 if you have the planning application number and '[How to Guide](#)' no 4 if you do not.

If you have had a Local Land Charges search (CON29) done, please refer to '[How To Guide](#)' 15 for how to find the S106 documentation from what has been provided.

For former Beds County Council S106 agreements and decision notices click [here](#)

For S106 Compliance and Conditions discharged checks please refer to

www.bedford.gov.uk/s106agreements

Appeal Decisions

If you do not know the planning reference please see page 3 and the section Viewing and finding Appeals and documentation

If you know the planning application number to which the appeal relates do the following:

Go to the section 'View all decision notices and s106 agreements, other planning documents and find historic application details from 1948 – 1994' click on the link 'View Planning Data'

Click on 'DECISION NOTICES 1948 and S106 docs – To DATE'

The first two numbers of the application number denote the year the application was received so using this example: 13/00566/FUL click on 'DECISION NOTICES 2010 – 2016'

Next select the correct year so in this case '2013'

You then search for the five middle numbers. Click on '13/00001 – 13/00999' as the number 566 is contained within the numbers 1 – 999.

The next option breaks down further. Click on '13/00500 – 13/00599' as again the number 566 is contained within 500 – 599.

For more recent applications, the appeal decision will be labelled as '13 00566 FUL APPEAL DECISION'. Older applications will have any relevant documents either just labelled as '13 00566 FUL' or be scanned with the decision notice labelled as '13 00566 FUL DN' or '13 00566 FUL', so please check any documents with your number.

If you cannot locate the correct paperwork please e-mail planning@bedford.gov.uk and request that it is uploaded to the relevant application number.

Viewing and finding Appeals and documentation

To find appeals when you do not know the relevant reference:

Go to www.bedford.gov.uksearchplans

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

Click on the APPEALS option just above the wording: '**Reference Numbers**'. Type in the information you have to the relevant box or select any of the other criteria boxes shown and click on 'Search'. If there is one appeal on this site the summary page will automatically appear. If there is more than one a list will appear, click on the relevant appeal number to open the summary page and make a note of your appeal reference.

If you click on 'Related Items' you can view the original application this appeal relates to and all its details by clicking on the application description or if you click on the property address under the heading 'Properties' you can see the history of the site.

If you click on 'Documents' then 'View Associated documents' you can see anything relevant to the appeal. Any appeal paperwork can be printed off if required.

Listed Building descriptions

Go to the section 'View all decision notices and s106 agreements, other planning documents and find historic application details from 1948 – 1994' click on the link 'View Planning Data'

Click on 'Listed Building descriptions'

Depending on whether the address is in a village or within Bedford click on either 'Bedford A – Z' or 'OTHER VILLAGES' (E.g. if the listed building I want to find is on Kimbolton Road, Bedford I would click on 'Bedford A – Z', then 'Bedford K' which brings up all the roads in Bedford beginning with K with listed buildings on them). To go back click on the back button (the arrow pointing left in the top left hand corner of the screen) if you click on the red cross you will go back to the search plans page).

If you are searching a village listed building the descriptions are not broken down into streets. You will therefore have to click on the relevant village and scroll through the pages, which are in alphabetical order, to find the relevant street.

You can then print off the relevant description if required.

Committee Reports

Planning Committee meetings are held monthly. The Officer will write a Recommendation report for any applications going to Committee, which form part of an Agenda produced for each meeting and published online at www.bedford.gov.uk/planningcommittee. Minutes of each meeting are added online at a later stage.

If you do not know the application number please refer to How to Guide no 2

If you know the application number but do not have the date it went to Committee and you wish to view the Officers Report, go to www.bedford.gov.uk/searchplans and select 'To View and Comment on Planning Applications'

Click on the 'Simple' Search tab

Type in the planning application number and click 'search'.

A screen will open that gives you a summary of the application

Click on the 'Important Dates button' within the shaded area. A list of various dates will show including (where relevant) the Planning Committee date. Make a note of this date and go to www.bedford.gov.uk/planningcommittee. Follow the steps to view and download your report

For applications determined by a Joint Planning Committee with Bedford Borough Council and Central Bedfordshire Council please click [here](#). For the arrangements please click [here](#)