

'How To Guide' (4)

How to carry out a planning history search from 1948 to date

If your enquiry relates to former Bedfordshire County Council applications, please click [here](#)

To find Bedford Borough Council applications:

Go to www.bedford.gov.uk/searchplans and then read the following sections below:

Pages 1-2 for 2 options to find applications from 1995 to date (option 2 is a map search)

Pages 2-4 for 2 options to find applications from 1948 to 1994

To View documents once you have your numbers please refer to 'How to Guide' no1

1995 to date - OPTION 1

Click on 'TO VIEW AND COMMENT ON PLANNING APPLICATIONS from 1995'

This will take you into our advanced search section.

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

If you wish to search by Address:

- 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.

- When you have clicked on search, you will now either see the 'Summary Page' OR
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 cases. Please then select one application and double click on the blue writing (which is the description of the application) to go to the Summary page OR make a note of any ref numbers, (please check the addresses are for your site if you have carried out a more general search).
- Once you are on the 'Summary Page' you can now view Application Details and
- For Documents: Click on the 'Documents' tab and then click on 'View Associated Documents'.

1995 to date - OPTION 2 Click on the '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 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. To scroll through each record, click on the arrow also at the top of the text box. *(Please note: only certain constraints show automatically, for a full constraint check please see How To Guide no7 page 2.)*
- 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’.

1948 to 1994 - OPTION 1 - Card Index system:

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 ‘**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.

BY INPUTTING LESS YOU WILL FIND MORE!

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 option otherwise the search results will be hundreds of pages long!

If you wish to see the original card click on ‘select’.

All decision notices are available on-line however if you wish to view pre-1995 plans and other correspondence you need to go to the Customer Service Centre on Horne Lane, Bedford as they are ONLY available on microfiche. If you wish to pre-arrange a visit please call 01234 718068 so they can have the microfiche ready when you arrive.

For any applications dated between 1948 – 1974, you must also note the following codes shown with the applications numbers on the cards

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

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

TP - 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.

1948 to 1994 - OPTION 2 - Plotting Sheets

Any applications that were submitted prior to 1995 were recorded on plotting sheets.

To access the plotting sheets 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 **'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'

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 the 'Quick key to rural plotting sheets' (within '0 BBC Rural Villages MAP and instructions') 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 1995 you are required to visit the Customer Service Centre on Horne Lane, Bedford as they are all on microfiche.

To view Discharge of condition applications please refer to [How To Guide](#) no 2 page 3