

Guide (4) VIEWING DECISION NOTICES, S106 AGREEMENTS, OFFICER and COMMITTEE REPORTS

These are all kept together in a register, in year and application number order from 1948 to date (This does not include the former County Council decisions and s106 agreements which are [here](#))

You need the planning reference number(s) which will look like this:

From 1974: these will look like this example: 13/00566/FUL

- The first two numbers are the year the application was created, so this is a 2013 application
- The middle 5 numbers are the unique number for the application. (*We start at 00001 for the first application of the year, so this example is no 566.*)
- The three letters on the end are the type of application, so in this case it is a full application.

From 1948 – 1974: please click on this [link](#), and read the guidance before following these steps:

VIEWING YOUR DOCUMENTS

- You have your numbers in the format as explained above
- To find your documents using 13/00566/FUL as an example
- Click on DECISION NOTICES 2010 – 2016 (*2013 is within the date range 2010 – 2016*)
- Next click on 2013
- Then using the five middle numbers of your application number in this case 00566. Click on 13/00001 – 13/00999 (*the number 566 is contained within 1 – 999*).
- Then click on 13/00500 – 13/00599 (*the number 566 is contained within 500 – 599*).
- All the documents for that number range will appear.
- **Please check each document with your application number** and print or download.

HOW THE DOCUMENTS ARE LABELLED:

From June 2018:

Officer's Delegated reports and Committee Reports are in the same document as the decision notice and labelled like this example: 13/00566/FUL Decision Notice and Officers Report.
For older committee reports please see page 2.

From April 1974 – May 2018:

The documents may or not have labels to explain what they are like these examples:

13/00566/FUL DN (DN =Decision notice) 13/00566/FUL S106 (S106 = the S106 agreement)

13/00566/FUL APPEAL DECISION 13/00566/FUL OR (OR = the Officers report).

For committee reports see page 2.

If the documents are just labelled by the planning application number like this 13/00566/FUL

Please open each one and scroll down. This will usually be the decision notice but if a S106 agreement or appeal decision is relevant, they could be scanned together as one document or each labelled like this, so you need to check.

From 1948 – March 1974:

At this time our region had various determining Councils dealing with Planning Applications, who each had their own way of recording the files and documents: the councils were

BRDC: - Bedford Rural District Council – Villages

KUDC: – Kempston Urban District Council – Kempston Town

BTP – Bedford Town Planning – Bedford Town

Each of the above has their own section in the decision notice register for decisions 1948 to 1973, and labelled their documents and files as follows over the page:

For **BRDC and KUDC**

The documents are stored by the Council code, year and then number order
e.g. BRDC 69/00001 or KUDC 68/00001

Go into the Bedford Rural District Council section if the number starts with BRDC

Go into the Kempston Urban District Council section if the number starts KUDC

For **BTP**

The decisions were kept in sheet number order from the Register, not the application number, so you need the 5 digit number from the [card index system](#) to find the decision notice.

Go into the Bedford Town planning section to view the documents.

Tree and Advert applications had their own registers until 1989.

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.

How to find the date of committee so you view the report

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 click on
- View and Comment on Planning Applications
- Type in the planning application reference 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](#)

OFFICERS REPORTS:

These are a detailed explanation of how the recommendation for decision has been made. For applications determined after June 2018 the Officers report is shown in the decision notice document.

- If an application goes to Committee the officer writes a committee report to be discussed at the meeting
- If an application is Delegated it is determined by the Officer and not committee and are only available from 2010.