## Guide (8) How to view and print Tree Preservation Orders and Listed Building descriptions

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

## **Tree Preservation Orders (TPO's)**

Go to the section on the page labelled 'View other Planning Documentation'

Click on the link for the '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.

## **Listed Building descriptions**

Go to the section on the page labelled 'View other Planning Documentation'

Click on the link '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  $\sqrt[K]{}$  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.