

Guide (3) How to find applications from 1948 to 1994

This guide explains what the numbers look like, how to find the numbers using the CARD INDEX system and PLOTTING SHEETS and viewing the documents at www.bedford.gov.uk/searchplans

What the application numbers look like:

From April 1974:

Bedford Borough Council was created in April 1974

The applications numbers are made up of year /unique number / type of application code like these examples:

Before 1994: 81/01202 and

After 1994: 95/00001/FUL. 95 = year 00001 = unique number FUL = type of application

From 1948 – March 1974:

There were 3 different planning teams determining applications:

BRDC – Bedford Rural District Council (relevant to any villages, including Kempston Rural) their applications will look like this example: BRDC 69 00001

KUDC – Kempston Urban District Council (relevant to Kempston Town only) their applications will look like this example: KUDC 54 00001

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.

How to use the CARD INDEX system

- Go to the section Find application Numbers 1948 - 1994
- Click on the link PLANNING CARD INDEX: 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.

How to use the Plotting Sheets

Any applications that were submitted **prior to 1991** were recorded on plotting sheets, these are large Ordnance survey maps that had application numbers written on them:

- Click on the link [PLOTTING SHEET MAPS](#)
- In order to know which map number to click on, first check the detailed plotting maps:
Bedford Town area: [0 BBC Bedford \(Urban\) Town MAP and Instructions](#)
Rural villages: [0 BBC Rural villages MAP and instructions](#) (The 'Quick key to rural plotting sheets' can give you the relevant grid reference number without having to check the main detailed map.)
- 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](#)
- It is advisable that you read the instructions first. Once you have done this 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 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.

Viewing The Documents

The decision notices for these applications are all online. Please go to www.bedford.gov.uk/searchplans and the section View all decision notices, S106 agreements and enforcement notices

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 application numbers you wish to view.