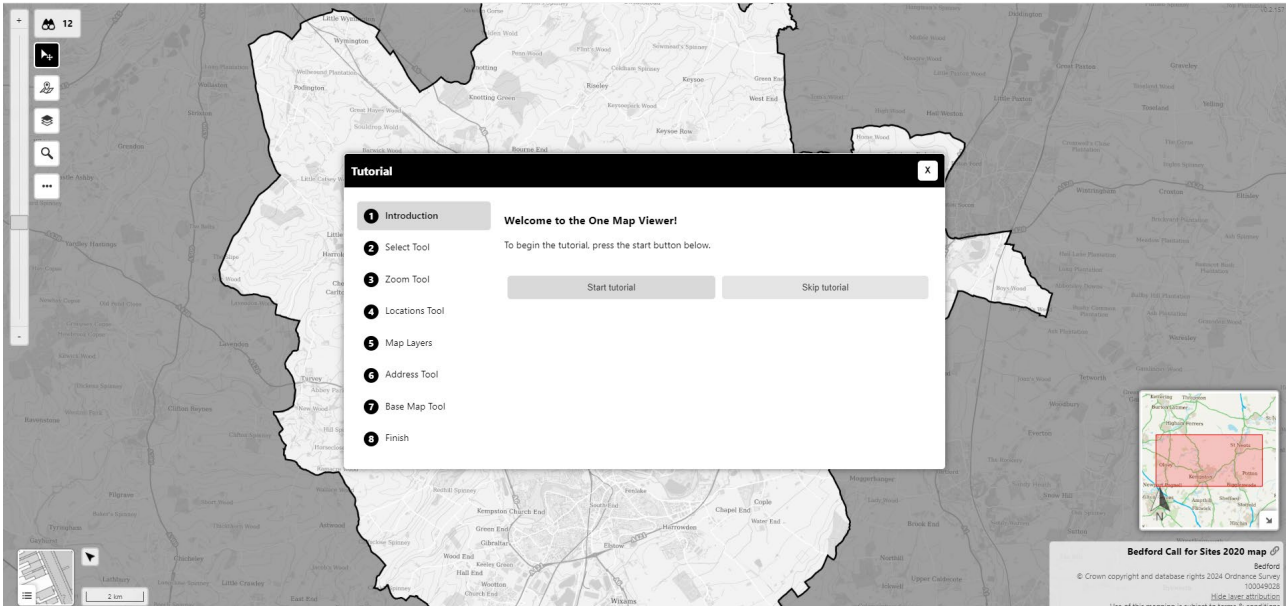


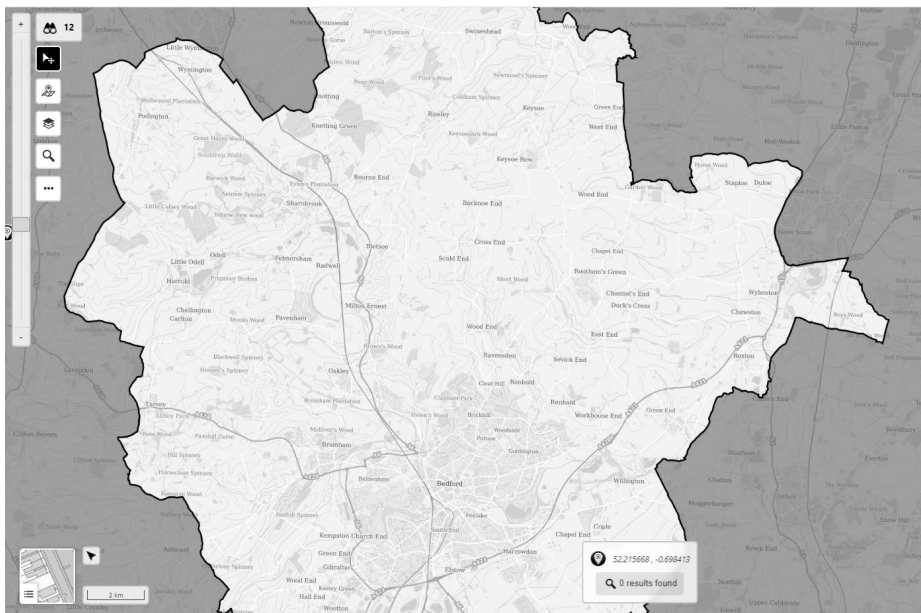
Instructions for viewing Call for Sites Information and using Map Layers

The first screen shows a map of the whole of the borough. There are some tutorials which you can use to navigate the webpage. These link to videos on YouTube to go through these items.

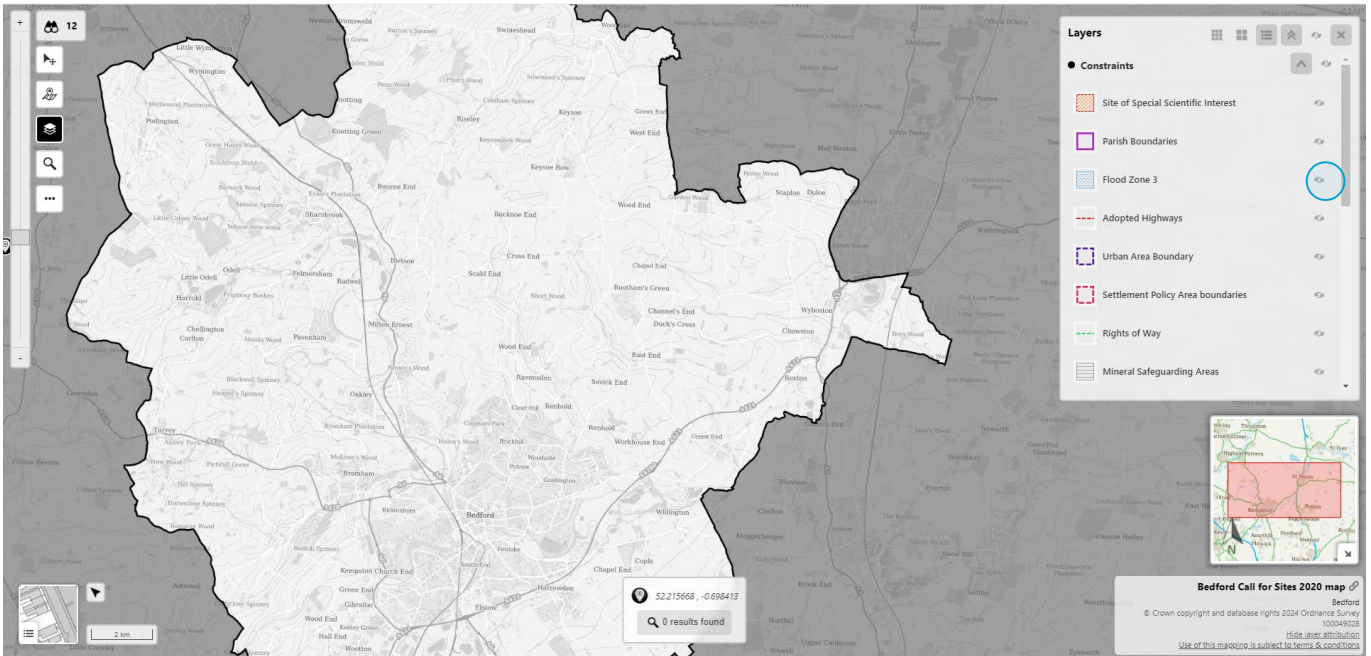


Finding a site using the map

You will need to turn on the layer for the sites. This can be done by clicking the button that looks like a pile of papers shown in the red circle below.

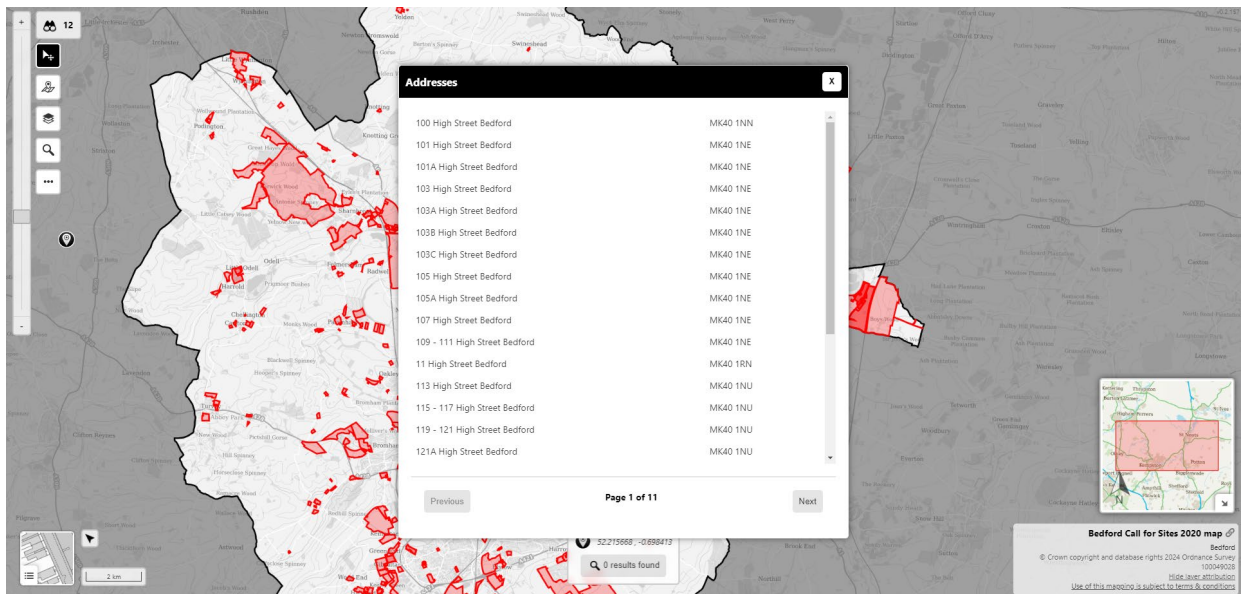


This will bring up a list of layers. Using the bar on the far right hand side of the layers list will allow you to scroll down to see the list of layers. The eye button outlined in the blue circle below will allow the layers to be turned on and off by clicking on it. When the layer is activated, the layer will be highlighted in a grey box.



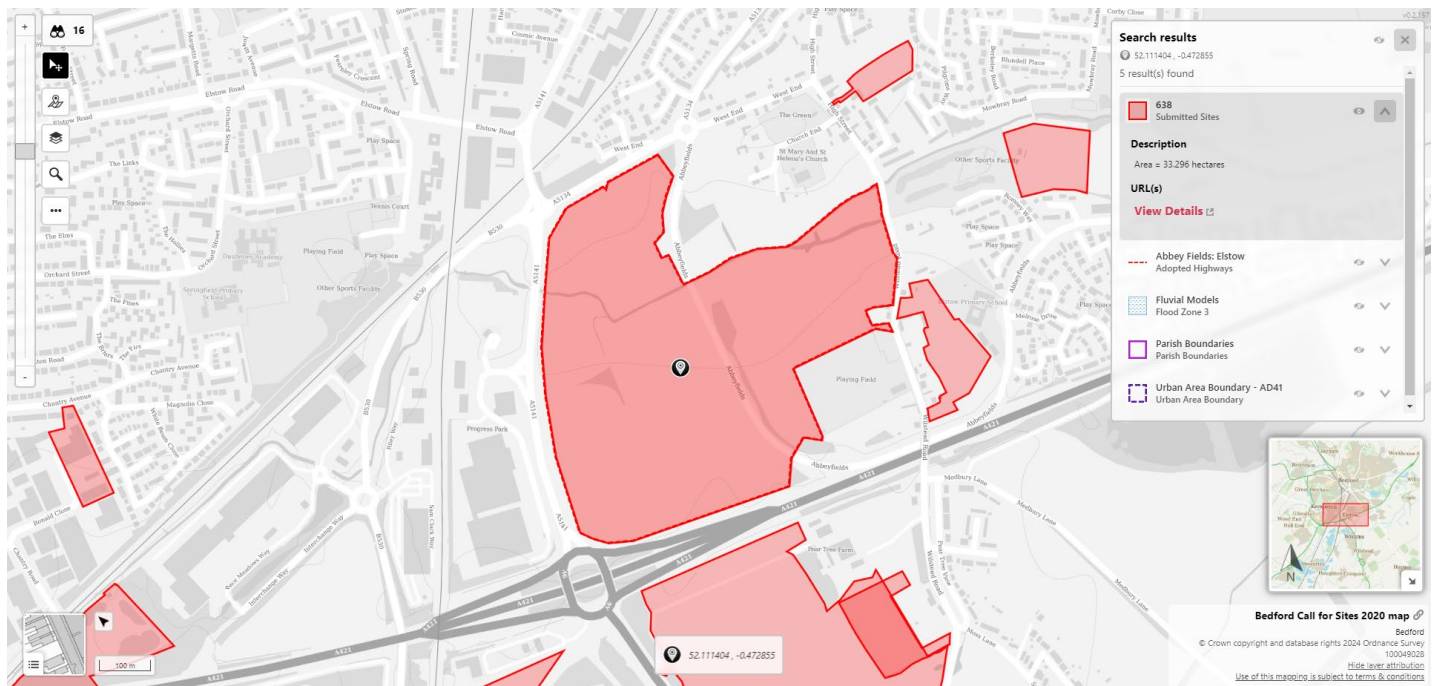
Find a site using an Address search

- You can use Address Search by clicking on the magnifying glass on the left and to search for a location by Address and/or Postcode. Enter a street name or postcode and select 'Search' to see results, it is best to search by postcode if available.
- Select an address from the results to be taken to that location on the map, in this example we have searched in the 'Address;' box for 'High Street, Bedford'
- Select an address to be taken to that location on the map.



View site information

Select a site (you can zoom in using +/- in the top left) and you will be given a box with the site ID and a link to the site form, please use the Site ID as a reference for any enquiries. To close this box, select the blue 'X' in the top right.



Click on the words in red 'View Details' to find the full Call for Sites Form with:

- Form ID (This will match the Site ID and should be used as a reference for any enquiries)
- Contact Details
- Site Details
- Proposed Use
- Access
- Availability and Achievability Considerations
- Deliverability and Developability Considerations
- Climate Change
- Attachments
- Supporting Documents (if provided)

Select each heading for details

The screenshot shows the Bedford Borough Council website. At the top, there is a navigation bar with the 'opusconsult' logo on the left and 'Login | Register' on the right. Below this is the Bedford Borough Council logo. The main content area has a breadcrumb trail: 'Home > Consultations > Call for Sites > Call for Sites Form > Form'. The title of the page is 'Call for Sites Form'. Below the title is a progress bar with seven steps: 'CONTACT DETAILS', '1. SITE DETAILS', '2. PROPOSED USE', '3. ACCESS', '4. AVAILABILITY AND ACHIEVABILITY CONSIDERATIONS', '5. DELIVERABILITY AND DEVELOPABILITY CONSIDERATIONS', '6. CLIMATE CHANGE', and 'ATTACHMENTS (see also Supporting docs)'. The '5. DELIVERABILITY AND DEVELOPABILITY CONSIDERATIONS' step is highlighted. Below the progress bar is a section titled 'Site Assessment'. This section contains several input fields: 'Interest in land', 'Land owner', 'Specify 'other' land interest', and a question 'If you are not the landowner of the site you are submitting, do you have permission to submit?' with a 'Yes' button.

If you have any queries or would like further assistance, please email planning.policy@bedford.gov.uk