



BEDFORD
BOROUGH COUNCIL

Use of the Planning Public Access System

Dated August 2024

Use this Guide to find planning information online at <https://www.bedford.gov.uk/searchplans>

Further planning and systems guidance can be found in the [HOW TO GUIDES](#)

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1. View and Find Applications, Enforcement notice cases and Appeals 1995 to date:

There are two options to be able to find planning application information on the Bedford Borough Council website from 1989 to date:

- A. The online system, known as Public Access, where you can see all the relevant documents, dates and information;
- B. The MAP SEARCH where you can pinpoint by address, check planning constraints and link to the application in Public Access to view the documentation. You can find out more about the MAPS in the how to guides section at www.bedford.gov.uk/searchplans
- C. for finding historic applications from 1948 to 1994 please refer to the [how to guides](#)

1.1. Public Access

Public Access is a live feed system showing data directly from the Council's records systems. This includes current and determined applications, their date received or their date determined, the deadline dates, the case officer, the ward councillors, history of the site, plans and documents for applications, and correspondence from 1995 to date. A link to Public Access can be found at www.bedford.gov.uk/searchplans



The screenshot shows the 'Search plans' page. At the top, it says 'Search for Bedford Borough planning applications, appeals, enforcement cases and other planning documents.' Below this is a section for 'How to guides' with the text 'Refer to the 'how to' guides for help and guidance on planning matters and our related records systems.' The main heading is 'View and find applications, enforcement and appeals 1995-2022'. Below this heading is a purple button that says 'View and comment on planning applications'. A yellow arrow points from the right side of the button towards the left. At the bottom of the page, there is a note: 'Please read our guide to commenting and personal data and help with using the database above.'

Users would need to click on the “View and Comment on Planning Applications” tab to open up the search fields.

1.1.1. Planning Application Advanced Search Fields

Anyone can search Public Access by the application number, the site address, the application types (e.g. change of use, major outline, minerals and waste, and so on), wards, parishes, etc. There are two search options in Public Access though, a) a simple search, whereby you can simply type in the application number, a post code or a single line of address, or b) an advanced search whereby a greater number of parameters can be used to refine the search outputs. Bedford

Borough's weblink to the search plans page directs users to the advanced search to give them the widest options available: <https://publicaccess.bedford.gov.uk/online-applications/search.do?action=advanced>

The advanced search screen looks like this:

Planning - Applications Search Help with this page

Click on the tab: Applications, Appeals or Enforcements and then select at least one search option from the list below.

Simple **Advanced** Weekly/Monthly Lists Property

Applications Appeals Enforcements

Reference Numbers

Application Reference:

Planning Portal Reference:

Alternative Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Conservation Area:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 01/07/2019). Alternatively, click on the calendar button and pick a date.

Date Received: to:

Date Validated: to:

Date Actual Committee: to:

Decision Date: to:

Appeal Decision Date: to:

Search **Reset**

If you wish to view planning applications the search is ready to use immediately; however, if you wish to look for an appeal that has been lodged/decided or an enforcement notice that has been issued then you need to select the 'Appeals' or 'Enforcement' Tab on the page – see yellow arrow in the screenshot above.

Please note that ongoing enforcement investigations are confidential and only cases where enforcement notices have been issued will be searchable in the 'Enforcement' tab.

1.1.2. Weekly list search

If you wish to find applications 'awaiting decision' or 'decided' in any specific Ward or Parish this can be searched for on the Advanced Search page by using the "Ward", "Parish" and "Status" drop down boxes. You can refine this further to include dates in the dates fields at the bottom of the Advanced Search page.

Press enter or Click on SEARCH at the bottom of the screen to run the search request.

A list will appear of all applications for you to view. You can click into any that you want more details on.

The Council's [How to guide](#) 1 provides further assistance on Public Access search options.

1.1.3. Monthly list search

The Weekly / Monthly list search option within Public Access can be used to see any applications newly registered or determined in any week or month. See screenshot below and please read the instructions on the page for how to generate a search. A list of relevant applications will generated from the search and any one of them can be selected to reveal further information and plans.

Planning - Weekly List

Search Planning Applications either validated or decided in a given week.

For the latest weekly list, before you click on SEARCH, please change the Weekly beginning Date to the previous week. To do this click on the arrow next to the date shown and click on the relevant Date.

(The Date automatically showing in the Week beginning field, is this week's list, which is currently still being added to until close of business on Friday, when the list will be generated)

Simple Advanced **Weekly/Monthly Lists** Property

Weekly List Monthly List

Parish: All

Ward: All

Week beginning: 08 Aug 2022

Show applications: Validated in this week
 Decided in this week

Search

1.1.4. Property Search

The Property Search within Public Access can be used to find applications associated with an address where an application number is not known – see screenshot below:

Address Search

IMPORTANT: Please click on the help icon before you do a property search.

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

Simple Advanced Weekly/Monthly Lists **Property**

Address Search A to Z Street Search

UPRN:

Property Name/Number:

Street Name:

Locality:

Town:

Postcode:

1.1.5. Viewing Documents & Understanding Plan 'V' Numbers

Once you have found your application you will be presented with a Planning Application Summary Page – see example screenshot below:

Planning – Application Summary [Help with this page](#)

21/00498/MDC3 | Change of use of existing building from F1 (Learning and non-residential institutions) to C3 (residential) use to provide 20 no. self contained accommodation units with associated support facilities, external alterations comprising replacement of existing windows and insertion of new windows in end elevations, replacement of existing entrance canopy, erection of access ramp and steps, provision of cycle storage, seated areas, smoking shelter and refuse storage area. | Block B Rogers Court 2 Kingsway Bedford Bedfordshire

[Back to search results](#) [Track](#) [Print](#)

Details Comments (15) Constraints (4) **Documents** Related Cases (24)

Summary Further Information Contacts Important Dates

Reference	21/00498/MDC3
Alternative Reference	PP-09533381
Application Received	Thu 18 Feb 2021
Application Validated	Wed 24 Feb 2021
Address	Block B Rogers Court 2 Kingsway Bedford Bedfordshire
Proposal	Change of use of existing building from F1 (Learning and non-residential institutions) to C3 (residential) use to provide 20 no. self contained accommodation units with associated support facilities, external alterations comprising replacement of existing windows and insertion of new windows in end elevations, replacement of existing entrance canopy, erection of access ramp and steps, provision of cycle storage, seated areas, smoking shelter and refuse storage area.
Status	Decided - Permitted
Decision	Grant Permission (CIL Liable)
Decision Issued Date	Wed 19 May 2021
Appeal Status	Unknown
Appeal Decision	Not Available

To view plans, documents and correspondence you need to click on the 'Documents' tab, highlighted in yellow in the screenshot above

You will then see the following screen:

Planning – Planning Application Documents

21/00498/MDC3 | Change of use of existing building from F1 (Learning and non-residential institutions) to C3 (residential) use to provide 20 no. self contained accommodation units with associated support facilities, external alterations comprising replacement of existing windows and insertion of new windows in end elevations, replacement of existing entrance canopy, erection of access ramp and steps, provision of cycle storage, seated areas, smoking shelter and refuse storage area. | Block B Rogers Court 2 Kingsway Bedford Bedfordshire

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Details Comments (15) Constraints (4) **Documents** Related Cases (24)

To view the application documents and correspondence please click on this link [view associated documents](#)

Please open the document labelled CONTENTS LIST for all the plans details and their label numbers.
(Please also check the COMMENTS tab above).

Then click on the link, **VIEW ASSOCIATED DOCUMENTS**, highlighted in yellow in the screenshot above. This will take you to another page where all the documents associated with the application are stored, as per the example below. Plans are always labelled as 'V' numbers.

Reference Number	Application Type	Title
21 00498 MDC3		
21 00498 MDC3 APP FORM..pdf		
21 00498 MDC3 CIL 210223 QUESTION FORM..pdf		
21 00498 MDC3 CIL 210519 LIABILITY NOTICE AGENT COPY..pdf		
21 00498 MDC3 CIL 210519 LIABILITY NOTICE.pdf		
21 00498 MDC3 CIL 210609 ASSUMPTION OF LIABILITY.pdf		
21 00498 MDC3 CIL 210609 COMMENCEMENT NOTICE.pdf		
21 00498 MDC3 CIL 211118 DEMAND NOTICE.pdf		
21 00498 MDC3 CONTENTS LIST REVISED 180521..pdf		
21 00498 MDC3 CONTENTS LIST REVISED 290421..pdf		
21 00498 MDC3 CONTENTS LIST..pdf		
21 00498 MDC3 COVERING LETTER..pdf		
21 00498 MDC3 Decision Notice and Officers Report..pdf		
21 00498 MDC3 V01..pdf		
21 00498 MDC3 V01A..pdf		
21 00498 MDC3 V02..pdf		
21 00498 MDC3 V03..pdf		
21 00498 MDC3 V04..pdf		
21 00498 MDC3 V05..pdf		
21 00498 MDC3 V06..pdf		
21 00498 MDC3 V07..pdf		
21 00498 MDC3 V08..pdf		
21 00498 MDC3 V09..pdf		
21 00498 MDC3 V10..pdf		
21 00498 MDC3 V11..pdf		
21 00498 MDC3 V12..pdf		
21 00498 MDC3 V13.pdf		
21 00498 MDC3 V14..pdf		
21 00498 MDC3 V15..pdf		
21 00498 MDC3 w APPAGNT ACK LETTER..pdf		
21 00498 MDC3 w CONSULTATION LIST..pdf		
21 00498 MDC3 w CONSULTEE ANGLIAN WATER 210312 COMMENTS.pdf		
21 00498 MDC3 w CONSULTEE ARCHAEOLOGICAL OFFICER		

To help users of Public Access to understand what the ‘V’ numbers are, a Contents List is produced for each application and should be opened before any of the plans in the ‘documents’ screen are clicked on. Contents lists are sometimes revised during the lifetime of the application if amended plans are submitted. Users should always click on the one with the most recent date if there is more than one list available, as shown in yellow highlight in the screenshot above.

A Contents List looks something like the screenshot below and helps users to know what plans they might want to open and view from the documents list. *This application used in the screenshot has been determined so the plans are showing which were approved however normally this would not be the case as the contents lists are only produced on undetermined applications not after a decision. Details of what has been approved or refused is on the decision notices.*

If a plan is amended and replaced during an application that plan will be given a suffix of A, B or C, etc., as shown in pink highlight above. V01A in this case replaces V01 and V01 is no longer under consideration. If V01A was later amended then it would be replaced by V01B and V01A would no longer be under consideration. So users are reminded that any plan with a suffix replaces the previous plan with the same V number.

CONTENTS LIST of documents received as part of 21/00498/MDC3 valid on the 24.02.2021 and any subsequent amendments

SITE: Block B Rogers Court 2 Kingsway Bedford Bedfordshire MK42 2BB
PROPOSAL: Change of use of existing building from F1 (Learning and non-residential institutions) to C3 (residential) use to provide 20 no. self contained accommodation units with associated support facilities, external alterations comprising replacement of existing windows and insertion of new windows in end elevations, replacement of existing entrance canopy, erection of access ramp and steps, provision of cycle storage, seated areas, smoking shelter and refuse storage area.

Documents which are not displayed on this list but available to view online:

Other Documents: received after 14.11.16 such as a Consultation List, a copy of the Site Notice, Statutory Consultee comments and Applicant / Agent correspondence all labelled accordingly, will be added as received and display after the submission documentation which is listed below.

Public Comments: received after 14.11.16 Can be viewed in the Comments Tab for each application

At Decision you will see the following: Decision Notice and Officer Report, and if applicable, Section 106 Agreement. For a Committee item you can also refer to the Committee Agenda online at www.bedford.gov.uk/planningcommittee

For applications received before 2011, the labelling was different and a lot of documents may only have the planning reference so you will need to open each one.

FOLDER Labelled PREAPP: Only when a relevant PREAPP was submitted prior to this application, will there be a folder labelled 21/00498/MDC3 PREAPP online. The Documents are not on this list because they do not form part of the application, however, are now publicly available and are for your information only.

Advisory Note on viewing Multiple Documents on our Website, please always use the BACK BUTTON arrow (<= in the top left hand corner of the document on the screen) when you have finished looking at your document, so you can view the next one. Do not click on the RED X in the top right hand corner or you will exit the system.

Any future amended plans will be detailed with any other approved / refused plans on the decision notice.

Block and Location plans	Plan Image no: V01	Plan no: (90)01 A	Status: Superseded Received: 24-Feb-21
Block and Location plans	Plan Image no: V01A	Plan no: (90)01 B	Status: Approved Received: 29-Apr-21
Proposed Elevations	Plan Image no: V02	Plan no: (00)10 A	Status: Approved Received: 24-Feb-21
Proposed Floor plans	Plan Image no: V03	Plan no: (00)01 C	Status: Approved Received: 24-Feb-21
Existing Elevations	Plan Image no: V04	Plan no: (02)10	Status: Approved Received: 24-Feb-21
Existing Floor plans	Plan Image no: V05	Plan no: (02)01	Status: Approved Received: 24-Feb-21
Design and Access Statement	Plan Image no: V06	Plan no: P1	Status: Approved Received: 24-Feb-21
Planning Statement	Plan Image no: V07	Plan no: P2	Status: Approved Received: 24-Feb-21
Heritage Statement	Plan Image no: V08	Plan no: P3	Status: Approved Received: 24-Feb-21
Flood assessment	Plan Image no: V09	Plan no: 18909	Status: Approved Received: 24-Feb-21
Air Quality Assessment	Plan Image no: V10	Plan no: J0495/1/F1	Status: Approved Received: 24-Feb-21
Noise report	Plan Image no: V11	Plan no: P4	Status: Approved Received: 24-Feb-21

1.1.6. Viewing Statutory Consultee and Public Comments

Any statutory consultee comments, such as highways, environmental health, conservation officer, etc. will show in the 'Associated Documents List' below the Plan V numbers as soon as the advice is received.

Public comments of support or objection can be submitted to the planning authority in three ways; firstly, through the 'Make a Comment' option of the comments tab in Public Access; secondly via email to planning@bedford.gov.uk; or thirdly by sending a letter through the post.

Comments submitted via 'Make a Comment' in Public Access show online in the Public Comments section of the application in Public Access as soon as they are submitted. The commenter also receives an instantaneous acknowledgment. Public Access commenting is the simplest and preferred way for the planning authority to receive submissions from the public.

Planning – Application Comments Help with this page

21/00498/MDC3 | Change of use of existing building from F1 (Learning and non-residential institutions) to C3 (residential) use to provide 20 no. self contained accommodation units with associated support facilities, external alterations comprising replacement of existing windows and insertion of new windows in end elevations, replacement of existing entrance canopy, erection of access ramp and steps, provision of cycle storage, seated areas, smoking shelter and refuse storage area. | Block B Rogers Court 2 Kingsway Bedford Bedfordshire

[Back to search results](#) [Track](#) [Print](#)

Details **Comments (15)** Constraints (4) Documents Related Cases (24)

Make a Comment **Public Comments (1)** Consultee Comments (14)

Total Consulted: 26 Comments Received: 1 Objections: 0 Supporting: 0

Sort by Direction Results per page

[Collapse All](#) [Expand All](#)

Comment submitted date: Wed 12 May 2021

I accept the need for this development, and consider this location to be a relatively good one, unlike others that the council has chosen for similar purposes. Obviously there are concerns. To keep problems caused in the vicinity to a minimum it is essential that the described 24 hour staffing is maintained. The application relies multiple times on the presence of 24 hour staffing, and there is talk of "professional and dedicated support service, 24/7, along with security staff at all times". I would therefore ask that it is made as a planning condition of this development that there are both support staff and security staff onsite at all times.

When comments are submitted via email, the contents of the email are cut and pasted by the planning admin clerks into the comments section of Public Access.

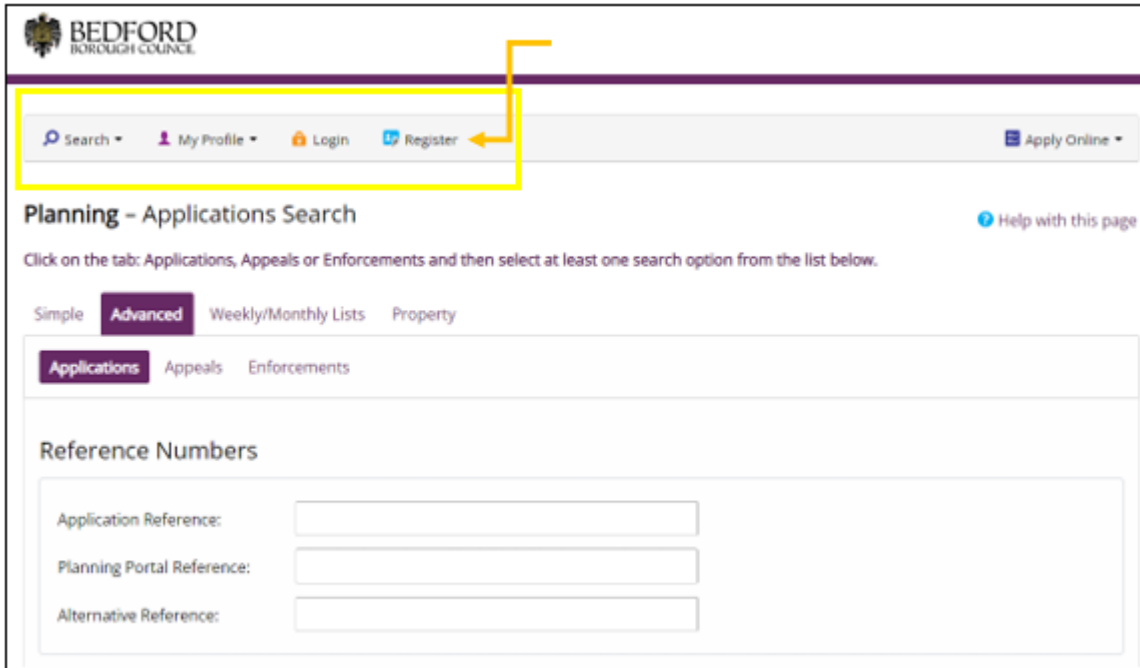
If a paper letter is received, the sender’s personal information has to be manually redacted by the planning admin clerks to remove any information that is sensitive under GDPR. The letter is then manually scanned into a PDF document and labelled and saved into the “Associated Documents List” of Public Access under the Plan V Numbers. The letter will then be labelled as a “contributor comment”. Public comments (depending on how they are submitted to the Planning Department) can appear in both the “Comments” and “Documents” part of Public Access.

2. Tracking Applications & Saving Searches

Setting up alerts to be notified of planning applications being submitted in a particular area is possible in Public Access. The following sections of this Guide will provide instructions on how to register, track, save a search and receive notifications. The IT connectors/links to generate alerts on tracked applications or saved searches sometimes fail. Unfortunately the planning service does not maintain the Public Access service and it is often only aware that the automatic alert or individual search function is not working when advised. The department then has to log a service outage case with the IT department so when this happens the planning department has to hand the matter over to IT to resolve for you.

2.1. Registering for Alerts

Click on this link [VIEW AND COMMENT ON PLANNING APPLICATIONS](#) to gain access to Public Access. A bar at the top gives you four options – select **Register**:



Register your details as you would for any other website.

Input all the details with a * as these are compulsory fields (see screenshot below).

Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces. Then click on NEXT.

Enter your postcode - Click on NEXT Select your address from drop down box.

If your address is not in the list select "My address is not in the list", click on NEXT and enter the address in the fields when prompted - Click on NEXT

Agree the terms and conditions and the "YOUR DATA" section and agree to them. Check your details are correct and click on NEXT.

An email will be sent to the address you entered. This provides final confirmation that you want to create a Public Access account. When the email arrives, click on the link to be returned to the Public Access site.

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Phone Number	<input type="text"/>

A confirmation email will be sent to the email address you provide below.

Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

Your password must be between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character.

Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

2.2. Tracking Applications

After locating an application of interest in Public Access, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the “Tracked Applications” part of your registered account. When applications that you are tracking are modified, for example its status changes (i.e. if it is determined), a notification will appear on the Notified Applications page and you will be sent a notification email.

To view these applications, select Tracked Applications from the “My Profile” drop down list. You can sort the list by clicking on the appropriate column headings:

- **Reference** - sort the list alphanumerically by reference
- **Address** - sort the list alphanumerically by the address that is the subject of the application
- **Type** - sort the list alphabetically by the application type
- **Status** - sort the list alphabetically by the status of the application.

To view a tracked application, click on the View button for that application.

To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

2.3. Saving a Search

As a registered user, you can save these searches to be run again from your Saved Searches Page.

For example, a simple search based on a post code or an advanced search charting the progress of a specific planning application or on a WARD or PARISH.

Additionally, when new records corresponding to a saved search arrive, news of these will automatically appear on your “Notified Applications” page as detailed in Section 2.4 below. Follow the steps below to save a search:

1. To save a search, click on the **Save Search** button.
2. Change the default search title if you wish.
3. If you want to be notified by email of any new records matching your search criteria, select **Yes**.
4. Click on **Save** to save the search.

To view your saved searches, select **Saved Searches** from the “My Profile” drop down list. You can sort the list by clicking on the appropriate column headings:

- **Search Title** - sort the list alphabetically by search title
- **Search Type** - sort the list alphabetically by search type.

To perform a saved search now, click on the **Run** button for that search.

To modify the search criteria, click on the **Edit** button for that search. This returns you to the appropriate search form and allows you to change the details of the search.

To remove a search from the list, click on the **Delete** button for that search.

2.4. Receiving notifications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email. To view notifications follow the steps below:

1. Select Notified Applications from the “My Profile” drop down list.
2. The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches. If you want to be notified by email of any new records matching your search criteria, select **Yes**.
3. To view an application, click on the View button for that application.
4. To remove an application from the notifications list, click on the Discard button for that application.

To delete all of the notified results for a particular search, click on Discard All Results From This Search.

5. Additionally, you can select saved search applications from the notifications list and track these. Click on the Track icon for the applications of interest. These will now be added to your Tracked Applications page.

3. Important Dates screen

Shows all the dates relevant to the application

Please check the Important Dates screen of Public Access to check the progress of an application.

For more details about these dates please go the page www.bedford.gov.uk/planningcomments

For consultation time periods please see: HOW PLANNING NOTIFIES NEIGHBOURS and the section on Consultation periods and information

For Application determination deadlines please see: the section on HOW THE APPLICATION IS DECIDED

Details	
Comments (1) Constraints (2) Documents Related Cases (1)	
Summary Further Information Contacts Important Dates	
Application Received Date	Mon 23 May 2022
Application Validated Date	Fri 27 May 2022
Overall Consultation Expiry Date	Sun 17 Jul 2022
Actual Committee Date	Not Available
Latest Neighbour Consultation Date	Mon 30 May 2022
Neighbour Comments should be submitted by Date	Mon 27 Jun 2022
Latest Statutory Consultee Consultation Date	Mon 30 May 2022
Statutory Consultee Consultation Expiry Date	Mon 27 Jun 2022
Last Advertised In Press Date	Not Available
Latest Advertisement Expiry Date	Not Available
Last Site Notice Posted Date	Sun 26 Jun 2022
Latest Site Notice Expiry Date	Sun 17 Jul 2022
Target Date	Fri 29 Jul 2022
Agreed Extension to Statutory Determination Deadline	Fri 29 Jul 2022
Decision Made Date	Fri 29 Jul 2022
Decision Issued Date	Fri 29 Jul 2022
Permission Expiry Date	Tue 29 Jul 2025
Decision Printed Date	Fri 29 Jul 2022
Environmental Impact Assessment Received	Not Available
Statutory Determination Deadline (Unless there is an Agreed extension date above)	Fri 22 Jul 2022
Temporary Permission Expiry Date	Not Available