

Guide (1) View and find Applications, Appeals and Enforcements from 1995 to present day only

- To find applications and enforcement notices **before 1995** and Former County Council applications please go to www.bedford.gov.uk/searchplans
- (You will not find these applications from the options below)
- To Find Discharge of condition applications see page 3

There are two ways to search and find your details from 1995 to present day:

- The MAP SEARCH is to locate by address, planning, appeal and enforcement history and check planning constraints and is on www.bedford.gov.uk/searchplans with its own guidance
- This guide explains how to use our online database Public Access to view and comment on applications, view appeals and enforcement notices and all documentation and plans and research our data in lots of different ways as follows:

SEARCHING

1. Click on the link [VIEW AND COMMENT ON PLANNING APPLICATIONS](#)
2. This will open the ADVANCED search page for planning APPLICATIONS
 - To search for **APPEALS** click on the heading Appeals
 - To search for **ENFORCEMENT** click on the heading Enforcements(There is also a register for all [enforcement notices from 1957 to present day](#))

If you have a planning reference number: type this in the application reference box and click on SEARCH. **Now go straight to page 2 - RESULTS OF YOUR SEARCH**

3. ADVANCED SEARCH: what this is for:

- The advanced search allows you to search by number, decision type, development type, various date options, Parish, Ward, Description of development, etc.
- Use any of the boxes shown and click on SEARCH
- Now go to the section on page 2: RESULTS OF YOUR SEARCH

4. SIMPLE SEARCH: to search by application number or first line of the address

- To search by number: type in the number you want to view and click on SEARCH
- To search by address either:
 - Type in the address such as Red Lion Elstow or house number or name road or street name and village like this: Borough Hall Cauldwell St Bedford (do not use any punctuation), then click on SEARCH, now go to page 2 and the section: RESULTS OF YOUR SEARCH
 - For a more general search or for applications that relate to land and not a specific postal address, type in the road name and village such Bedford Road Kempston or Bedford Road Wilstead, click on SEARCH, now go to page 2 and the section: RESULTS OF YOUR SEARCH

5. WEEKLY / MONTHLY LISTS:

- THIS is where you can view all the planning applications validated and all the applications decided either **weekly** or **monthly** by selecting the relevant option. You can narrow the search by WARD or PARISH.

RESULTS OF YOUR SEARCH

When you have followed one of the steps on the previous page:

6. you will now either see the 'Summary Page' and you can go straight to point 8, OR
7. You will see a list of applications; this is because there is more than one relevant application linked to your search. You can either go back to the advanced or simple search page and type in more information to reduce the number of search results and repeat as above OR scroll through the list to find the relevant case then double click on the blue writing (this is the description of the application).
8. **Once you are on the 'Summary Page' you can now**

View Details, Documents and Correspondence as follows:

- Click on the tab labelled DOCUMENTS and then click on the link '**View Associated Documents**'.
A list of documents will appear each labelled by the application number for example 13 00566 FUL and additional labels added to explain what the document is.
 - Please read the CONTENTS list for full details of what is shown online and explanations of the labels used. *Documents labelled with a 'V' are plans and statements submitted to demonstrate the application*
 - As the application progresses any correspondence received will be added and if new plans are received the CONTENTS list updated.
- **Correspondence** received after 16th November 2016. Will all show and is labelled by the application number followed by a brief description of who the correspondence is from. General Public Comments are mainly available in the 'COMMENTS' TAB. *Before 16th November 2016, application correspondence is only available at the Customer Services Centre Horne Lane Bedford.*
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.

For Details on commenting and Personal Data Please refer to Guide 5 for General Public comments and Guide 6 for Applicant / Agent correspondence.

Click on VIEW IMPORTANT DATES to see timescales for comments to be sent in, determination date, if the application is going to committee the relevant date etc.

Discharge of condition applications

Most Planning Application decision notices have conditions included which control different elements of the planning permission. Some of these conditions require details to be submitted to the Council so they can be assessed and determined via their own application process. For advice on how to discharge conditions refer to [Guide 12](#).

Finding Discharge of Condition Applications:

- This is a self-service task and you will need the original planning application number(s) you wish to check the conditions have been discharged on. If you have the number(s) already please go to point 2 below.
- If you do not have the number(s) you will need to find these online at www.bedford.gov.uk/searchplans or refer back to the company who carried out your search.
- Planning does not provide a checking service for conditions discharged.

1. For Conditions discharged on applications from 1995

- Click on the [SIMPLE SEARCH](#)
- Type in the original planning application number and click on SEARCH.
- **A list of applications will appear, each entry contains the following information which you must check**
 - **The Proposal of Development**, this contains the proposal and the original planning application number you have just searched on and the condition number being discharged.
 - **The Address** of the application
 - **Ref No:** this is the planning reference for each application entry shown. For any discharged conditions this will be formatted as this example: 18/00858/AOC.
- Please check all pages of the list and note any relevant AOC application Ref No's you can then view the [decision notices](#) which are all stored in year and number order

Discharge of condition applications can only be viewed online once a decision has been made. If no information is available online then the condition has not been discharged. Planning does not provide confirmation.

- **For Older Conditions from 1948 – 2000** you need to check the original application File / Fiche at the Customer Services Centre Horne Lane, Bedford, MK40 1SJ. Please note that these records are not comprehensive.