Use of the Planning Public Access System

A Guide for Councillors and Parish Councils

Version 1

Dated August 2022

Use this Guide to find planning information online at
www.bedford.gov.uk/searchplans
Further planning and systems guidance can be found in the HOW TO GUIDES

Contents

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

There are two options to be able to find current or historic planning application information on the Bedford Borough Council website:

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.

Each of these systems and the functions within them will be explained in turn. Other helpful guides may be referred to throughout this guide and weblinks are provided to those.

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 on the Council's "Search Plans" page: https://www.bedford.gov.uk/planning-and-building/planning-applications/search-plans-page/

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:

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. Ward/Parish Searches

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   Ward or Parish Weekly / Monthly List

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.

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. Please note that the 'property name' field is not always accurate for a search as not all property names are formally registered with the Post office Gazeteer. Post Code search is therefore

recommended.

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:	

Search   Reset

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

← Back to search results   ★ Track   🖨 Print

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.

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

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.

1.1.6 Viewing Statutory Consultee and Public Comments

Members and Parish Councillors may want to know if any statutory consultee has commented on the application. 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.

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.
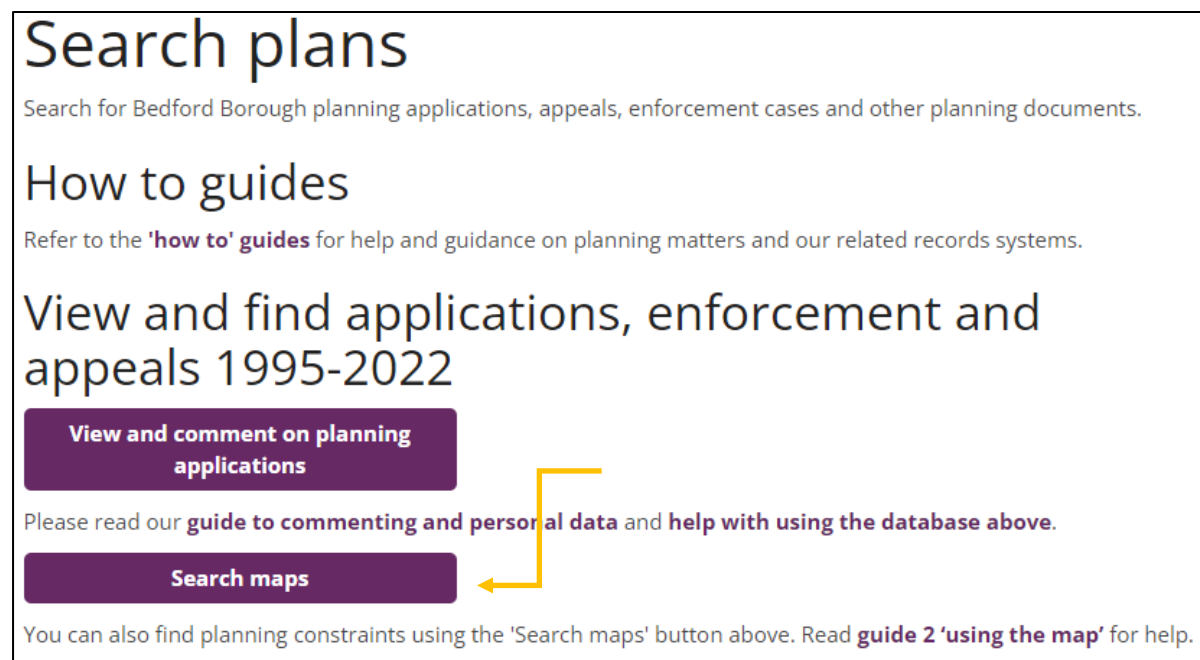
If a paper letter is received, the sender's personal information has to be manually redacted by the planning admin clerks to remove any information that is sensitive under GDPR. The letter is then manually scanned into a PDF document and labelled and saved into the "Associated Documents List" of Public Access under the Plan V Numbers. The letter will then be labelled as a "contributor

comment". Councillors and Parish Councillors are therefore reminded that public comments (depending on how they are submitted to the Planning Department) can appear in both the "Comments" and "Documents" part of Public Access.

Paper submissions are a time consuming and resource hungry process for the planning admin team, so any councillor or parish wishing to encourage residents to comment on applications are urged to promote the Public Access 'Make a Comment' option to those residents instead of asking them to send in paper letters.

1.2   Map Search

Applications can also be found by MAP SEARCH by using the web address:
https://apps.bedford.gov.uk/lvplanning/

You can identify any applications, enforcement cases, appeals and planning constraints by searching on an address. You can also then view the plans in Public Access from the map search. However, the Map Search requires more accurate search criteria, such as an exact address, if someone does not know the area of land to zoom into on the map. The Map Search is therefore not as reliable as the Public Access search function.

The Map Search looks like this:
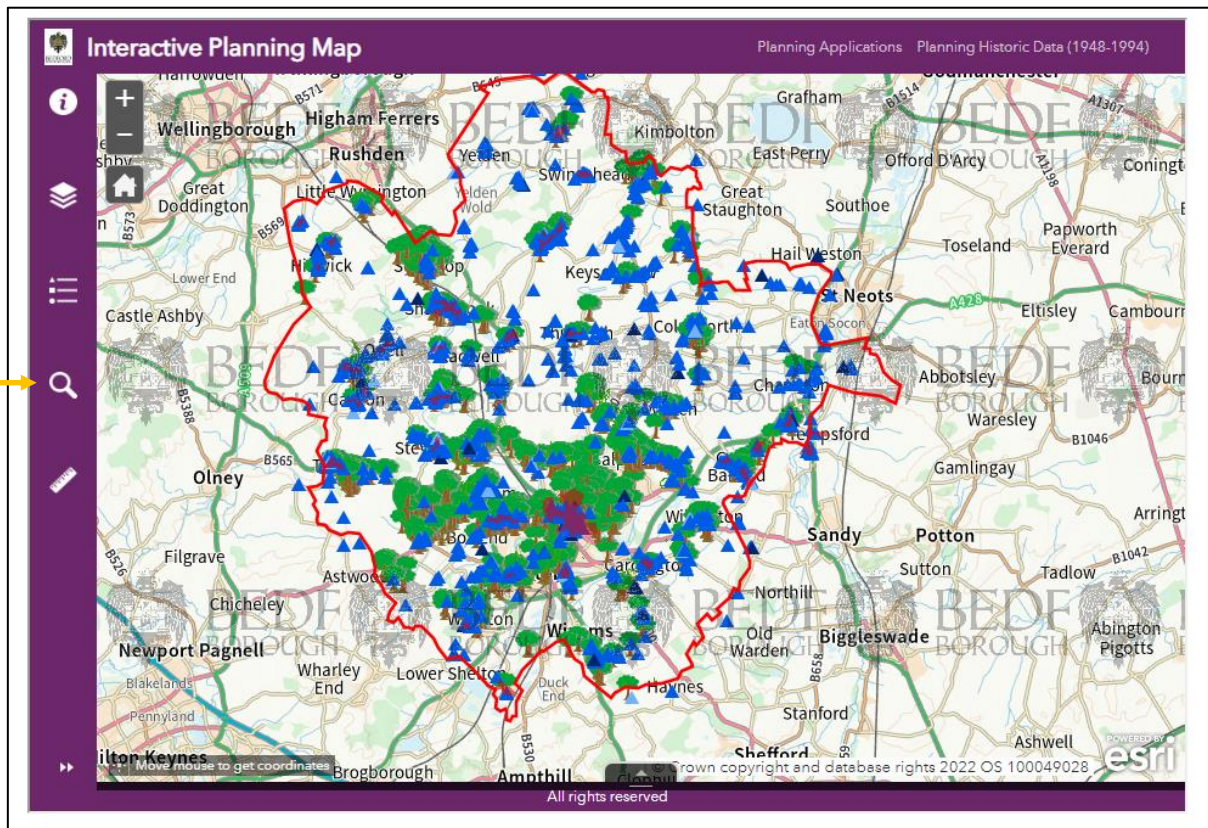
The generates a search, click on the magnifying glass on the left hand side of the screen (as highlighted with a yellow arrow above). This will open a text box where you can type in an address; press Enter to search. If you do not have an address please search for the nearest property or street name or use your mouse wheel or mouse pad to zoom in or out of the map to the location you desire.

If there is a red outline around a property or site that you are interested in this means there is planning application history (see screenshot on next page).

Click within the red outline of the property or land that you want to check and a text box will appear. At the top of the box on the left hand side you will see numbers in brackets for example (1 of 2); this means there are 2 relevant records for your site, which could be any of the following: planning applications, appeals, enforcement notices and constraints.

Each application record will show certain details such as application number, proposal, address, date received, date determined. To access the application there is a statement on bottom of the record which states: "For more information, please click here"; this has been highlighted with a yellow box in the screenshot below. That "click here" link then takes you to the planning record in Public Access as shown in the second screenshot below.

Interactive Planning Map — Planning Applications | Planning Historic Data (1948-1994)

(1 of 2)

Planning - Development

Reference: 08/00636/LDP
Address: 39 Wendover Drive Bedford Bedfordshire MK41 9QY

Proposal: Loft extension with gable end and rear dormer.

Application Received: 10/2/2008, 1:00 AM
Status: Certificate Approved
Application Type: Cert of Lawful Development (proposed) D
Decision: Certificate Approved
Decision Level: Certificate of lawfulness

For more information, please click here.

Zoom to

🔍 Search ▾   👤 My Profile ▾   🔒 Login   📇 Register   📄 Apply Online ▾

Planning – Application Summary   ❓ Help with this page

08/00636/LDP | Loft extension with gable end and rear dormer. | 39 Wendover Drive Bedford Bedfordshire MK41 9QY

⭐ Track   🖶 Print

Details | Comments (0) | Constraints (1) | Documents | Related Cases (1)

Summary | Further Information | Contacts | Important Dates

Reference	08/00636/LDP
Alternative Reference	Not Available
Application Received	Thu 02 Oct 2008
Application Validated	Thu 02 Oct 2008
Address	39 Wendover Drive Bedford Bedfordshire MK41 9QY
Proposal	Loft extension with gable end and rear dormer.
Status	Decided Certificate Issued
Decision	Certificate Approved
Decision Issued Date	Mon 24 Nov 2008
Appeal Status	Unknown
Appeal Decision	Not Available

There are 0 cases associated with this application.

There is 1 property associated with this application.

For further information on using the map search and identifying constraints covering certain properties please access Planning's "How To Guide 2":
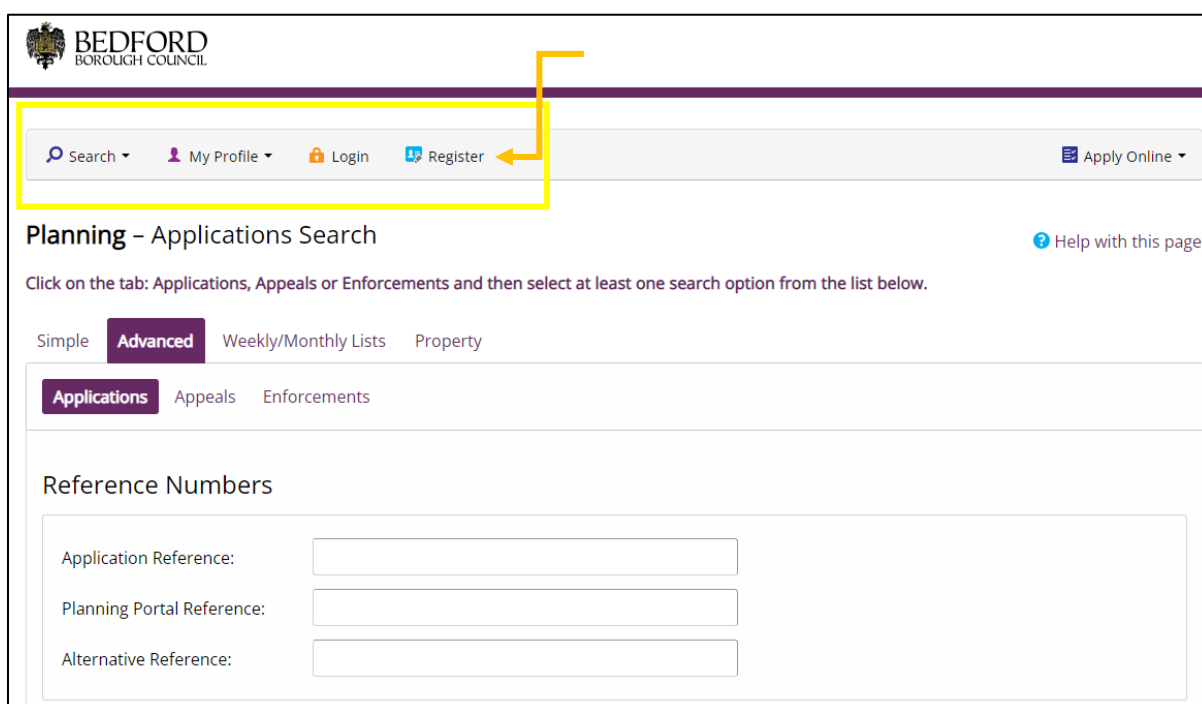
2.   Tracking Applications & Saving Searches

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. Councillors and Parish Councils should note however, that 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 a councillor or a Parish advises the department. 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	⌄
First Name *	
Surname *	
Phone Number	

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

Email Address *	
Confirm Email Address *	

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

Password *	
Confirm Password *	

[Next]

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

You may find that you use a particular search regularly. 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.

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

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.

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.   Planning Consultation Period and Call-Ins

Councillors, members of the public and Parish Councils often ask how long they have to submit their comments on a planning application. Most applications are required to be advertised for 21 days, but some application types have shorter consultation periods of 14 days. Comments should be submitted within the consultation period specified in the relevant notice(s) in order to ensure that they are taken into account.

The planning department has discretion to consider late submissions, however, as the planning department is able to make a decision immediately following the expiry of the statutory consultation period, those wishing to make comment should do so within the consultation period to guarantee their comments being able to be considered. Most applications have to be determined within an 8 week timeframe and an applicant is able to submit an appeal against non-determination at any time after that timeframe, so the earlier the comments are submitted, the greater the chance of being able to influence the outcome.

3.1   Consultation Methods and Important Dates

Some applications are advertised by way of letter sent to neighbouring addresses, some by a site notice near to the application site and some by newspaper advert. The expiry date of the consultation period will be noted on the letter, site notice or newspaper advert but these expiry dates won't always align because site notices are often put up after letters have been sent out and newspaper adverts are controlled by the print run of the relevant newspaper publication, so again can differ to the expiry dates on the letters and site notices. Councillors and Parish Councils are therefore always advised to look at the "Important Dates" tab in the "Details" screen of the relevant application in Public Access. See example Screenshot below:

The yellow boxes shown in the screenshot above are the key dates to consider. In this particular example letters were posted out, a site notice was pinned up and a newspaper advert was published. This means there are three consultation dates to consider. The first field - "Neighbour Comments should be submitted by Date" - is based on letters which we sent out to neighbours by royal mail. The second field - "Latest Advertisement Expiry Date"- is based on our advert appearing in a newspaper. The third field -"Latest Site Notice Expiry Date" - is based on a planning officer pinning up a site notice near the site. **The later date of the three is the date when the public consultation period closes.** In this example the last date for comments to be received was 13th May 2021.

This is also relevant for Borough Councillor Call-In periods, as explained in Section 3.2.

3.2   Borough Councillor Call-Ins

The Scheme of Delegation details the applications which are taken to committee and those which are able to be called in. The Scheme is located on the Planning Committee page of the Borough website.

The Council's Call-In procedure is contained within Appendix 1 of the Scheme. Specifically, Part 2(h) of Appendix 1 of the Scheme states that:

> *"All call-in requests must be made before the end of the public consultation period on the application, as stated on neighbour notification letters, site notices or newspaper adverts (as relevant) for it to be valid. Late requests will not be accepted (except in circumstances set out in paragraph i) to ensure that the application can be determined within the statutory determination period."*

Part 2 (i), which is referred to in the above text states that:

> *"If the public consultation period is extended, so shall the member call-in period to the same date."*

It is important to understand that as amended plans are often received during the application period, reconsultation letters are sent to neighbours and to anyone else who has commented on the application already. This means that the public consultation period is extended and the "Neighbour Comments should be submitted by" field in the Important Dates screen of Public Access will therefore be updated. It is therefore always important for a councillor wishing to call-in an application to look at the Important Dates field to determine if they are within time.

Call-ins must also be submitted via the electronic E-form, which is found on the Planning Committee page of the Borough website.

4.   Planning Application Determination Periods

As mentioned earlier most planning applications should be determined within an 8 week period, but some have shorter timeframes of 5 weeks. Major applications though have a 13 week determination period and major applications with an Environmental Statement have a 16 week determination period. These can be extended by agreement with an applicant, but where agreement cannot be reached the applicant has the option to lodge an appeal against non-determination immediately after the statutory decision date has passed.

However, the Government recognises that it is not always possible to issue decisions on time for various reasons, not least the resourcing constraints of council planning departments, response times of statutory consultees, and also because applicants are often trying to address concerns and avoid refusals by submitting amended plans before a decision is made. Amendments lead to reconsultation and elongated timeframes to cover that process.

As a result, the Government sets all councils a target to determine at least 70% of minor applications within the 8 week period and at least 60% of major applications within the 13/16 week period to avoid planning powers being taken away and transferred to the Planning Inspectorate. The Important Dates screen in Public Access contains the relevant dates. See Example below:

| 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

In this example the application was validated on 22nd May 2022, which was the first day of consideration. The application had an 8 week determination period and should have been determined by the 22nd July 2022, as detailed in the yellow boxes in the screenshot above. However, an extension of time was agreed with the applicant to 29th July 2022, as detailed in the pink box in the screenshot above and the decision was issued in that timeframe.

The Council has to report to Central Government the percentage of decisions issued within the Government targets on a monthly basis and the information included on the Important Dates screen of Public Access is used to inform that report.

Councillors and Parish Councils should note that applications are not necessarily determined in order of date received. Each application has its own unique set of considerations, and decision timeframes are sometimes beyond the control of the case officer. For example, some applications require extensive statutory consultation, some are awaiting consultee advice, some require legal agreements, some are of strategic or local importance, some require negotiation and reconsultation during the process, and some must be determined by committee, which only meets once a month. Despite the national average caseload per officer being 40-50 applications at any one time, Borough Officers can be juggling up to 100 applications at any one time so delays can occur.

Councillors and Parish Councils are asked to consult the Important Dates screen of Public Access to check the progress of an application in the first instance before making contact with the case officer. However, the case officer name can be found on the "Further Information" page of the Application in Public Access. See example below:

Enquiries can also be sent to planning@bedford.gov.uk