



Historical Planning Decisions
&
Historical Planning Plotting Sheets
1948-1988

A User Guide for
Members of the Public

If you need further assistance, please contact us;
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Introduction

Planning decisions and history searches post 1988 can be carried out using our [Public Access](#) system but historic planning decisions, dating from 1948 to 1988, are now available using our [online portal](#). In addition, our historic plotting sheets are also available to view [online](#) and allows a customer to carry out searches back to 1948.

The two elements are independent of each other, meaning if a customer only wishes to view [historic decision notices](#), they can do that without needing to view the [plotting sheets](#).

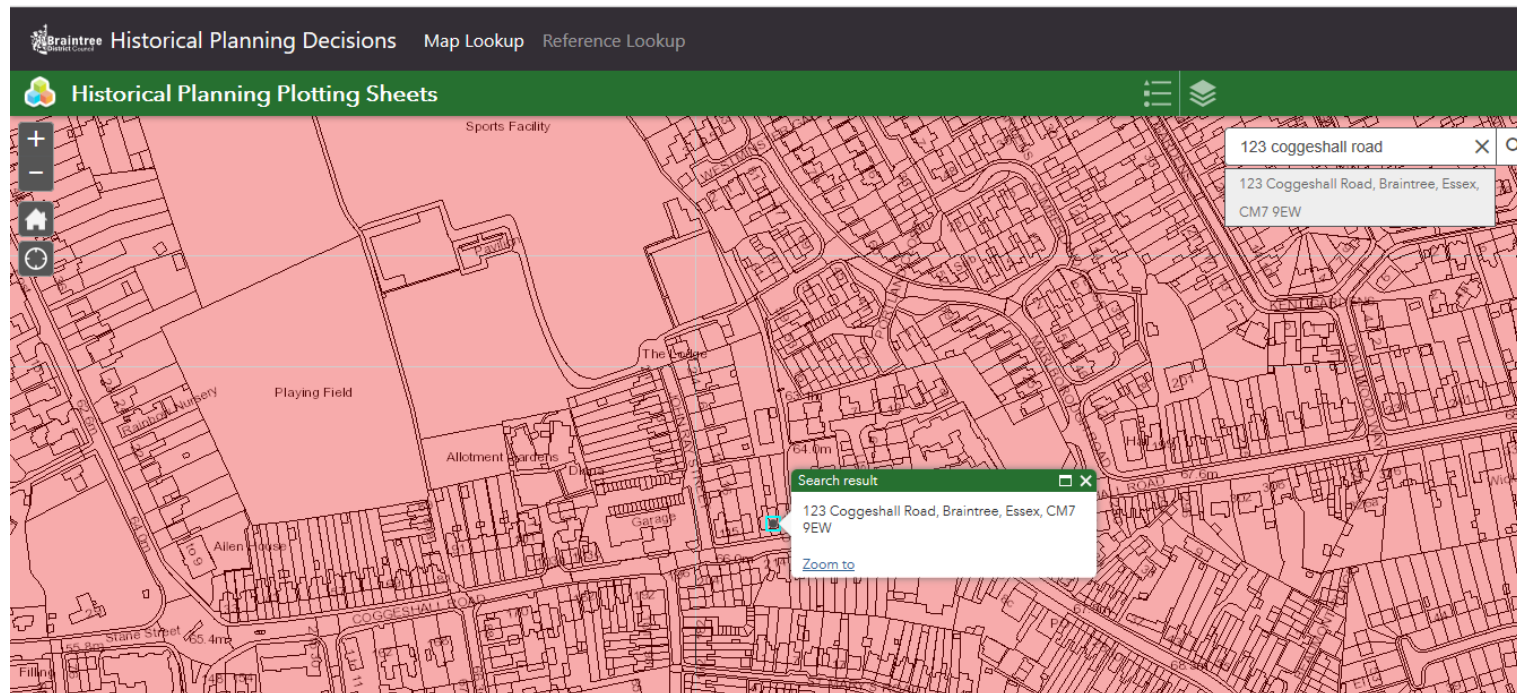
This document describes how to use the site.

Using the historical planning plotting sheets

<https://historicalplanning.braintree.gov.uk/map-lookup>

Finding the address

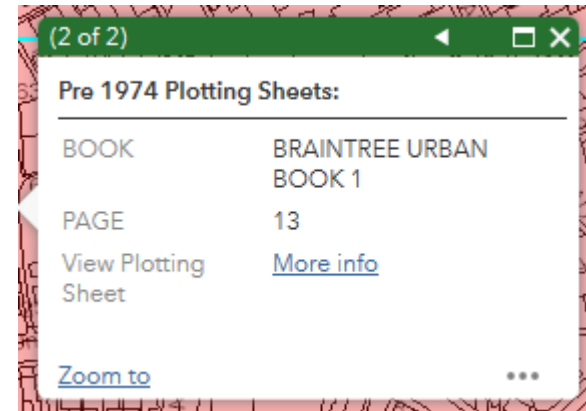
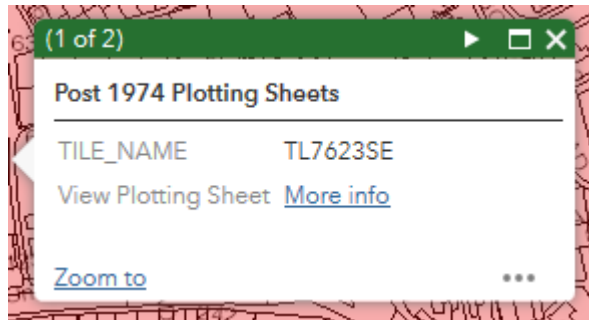
The easiest way to view the plotting sheets is to use the "Address search" box. Type the address as needed. The map will then zoom to this address.



If you do not have a specific address, you can use the + / - icons to zoom in and then move the map to your required area. Click the home icon to reset the map and use the My Location icon to zoom to your current location.

When you have found the area for which you wish to view the historic plotting sheets for, click on the map. It will display your search results like the below images. Note the search shows (1 of 2). The first result usually shows the "Post 1974 Plotting Sheets".

To view the second result, click on the  button to move forward (or  to move back) through the results. The second result will usually show the "Pre 1974 Plotting Sheets":



To [view the plotting sheets](#) from either result, click on the "More info" link. This will open a new window so do bear in mind that if you want to view the plotting sheets from the other result, you will need to return to this window to do so.

Viewing the plotting sheets

The plotting sheets will display as thumbnails, an example is shown below. Some areas of our district have multiple plotting sheets that may show areas separately to the main sheet, for example, industrial estates or newer housing estates. You will need to check each sheet to ensure you have covered everything.

Plot Sheet Result (Tile Number 7623)



Click on one of the thumbnails and the window will change to a viewer style window:

Plotting Sheet viewer screen:

The screenshot shows a digital viewer for historical planning sheets. The main area displays a large, detailed plotting sheet with handwritten annotations and red markings. The interface includes a top navigation bar with icons for full screen, zoom, and close. A left sidebar shows the current sheet number (1/8) and a back arrow. A right sidebar contains icons for rotation, auto-zoom, download, and next sheet. At the bottom, a row of thumbnails represents all available sheets, with a button to toggle their visibility.

To view in full screen

Zoom in / Zoom out

Close the viewer

Shows the sheet you are viewing and the total sheets

Rotate clockwise / anti-clockwise

Download the sheet to your device

Auto zoom in to the middle of the sheet and out again to full page

Click to view the previous sheet

Click to view the next sheet

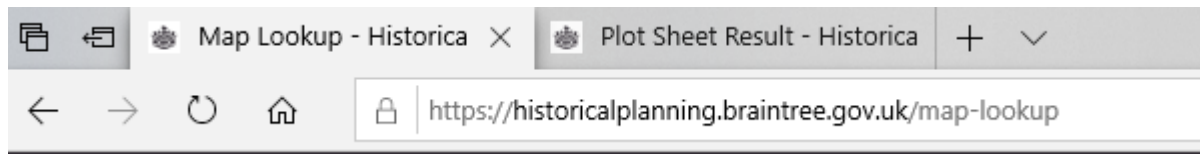
Click to hide the thumbnails

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SHEET 3

Thumbnails of all available plotting sheets

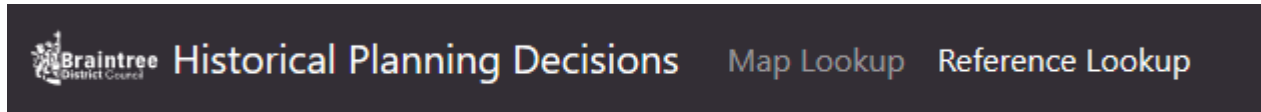
- Click on the zoom in or auto-zoom buttons and then move the sheet around until you find the area you need
- Rotate the sheet if needed
- Planning applications will show as a red polygon with a reference number next to it. Make a note of these reference numbers. to view later
- Click on the thumbnails at the bottom or the forward and back arrows to the sides to view more sheets where applicable
- Do not forget to repeat the above for viewing the pre-1974 plotting sheets too (if you need to)
- When you are ready to view the [historic decision notices](#), either click on the X to close the viewer window, or keep this window open and click on the tab to view your previous window (Map Lookup)



Viewing the decision notices

<https://historicalplanning.braintree.gov.uk/reference-lookup>

To view the historic decision notices (1948 to 1988), click on the Reference Lookup button at the top of the website:



- Enter the reference number as the help text suggests, e.g., 76/21 then click on Find Decision
- Sometimes the results will show multiple entries:

Show entries

Reference Number ↑↓	Issuing Authority ↑↓	File Name ↑↓	Download Link
76/00021/ADV	BDC	76_00021_ADV.pdf	Download PDF
76/00021/ECC	BDC	76_00021_ECC.pdf	Download PDF
76/00021/P	BDC	76_00021_P.pdf	Download PDF
76/00210/P	BDC	76_00210_P.pdf	Download PDF
76/00211/P	BDC	76_00211_P.pdf	Download PDF
76/00212/P	BDC	76_00212_P.pdf	Download PDF

- Scroll up and down the list to find the relevant reference number.

- Click Download PDF on the relevant entry to open and / or save (these options should appear at the bottom of your screen)