

Factsheet 1:

Application checklist for neighbourhood areas and forums

If your community group has decided to proceed with writing a neighbourhood plan for your area, you first need to apply to designate your neighbourhood area and become a neighbourhood forum. The criteria listed below should help you to start thinking about what we need as part of your application.

We will be happy to check through your draft applications to ensure that they meet all the criteria (neighbourhood planning regulations). This will mean that when the application/s are consulted upon you can be confident that all requirements have been met.

Neighbourhood Areas

You will need to submit:

- A map which identifies the area to which the area application relates to;
- A statement explaining why the area is considered appropriate; and
- A statement that states that the relevant body means one which is capable of being designated as a neighbourhood forum.

The Council must have regard to the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.

Neighbourhood Forums

You will need to submit:

- The name of the proposed neighbourhood forum;
- A copy of the written constitution of the proposed neighbourhood forum;
- A name of the neighbourhood area and a map which identifies the area;
- The contact details of at least one member;
- A statement to show the proposed forum is established for the express purpose of promoting or improving the social, economic and environmental well being of an area that consists of or includes the neighbourhood area concerned;
- Its membership should be open to individuals who live, work and individuals who are elected members;
- The membership must include a minimum of 21 individuals and include one individual in each of the following categories:
 - lives in the area;
 - works in the area; and
 - is an elected member;

The Council must have regard to the desirability of designating a body:

- who ensures that the membership includes at least one individual who lives, who works and is an elected member;
- whose membership is drawn from different places within the area;
- whose membership is drawn from different sections of the community in that area; and
- whose purpose reflects the character of that area.