

Neighbourhood Planning Guidance Note 2

Introduction to Neighbourhood Planning

How to designate a Neighbourhood Forum and Neighbourhood Area

How to consult on your Neighbourhood Plan

How to write a consultation statement

Submitting your plan to the Council

1. Send us your application

Organisations wishing to be recognised as a Neighbourhood Forum and a Neighbourhood Area should apply to the Council.

Email: planning@hyndburnbc.gov.uk

Or write to:

Plans and Environment
Scaitcliffe House
Ormerod Street
Accrington
BB5 0PF

To become a Neighbourhood Forum...

Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is our role to agree who should be the neighbourhood forum for the neighbourhood area.

To apply you will need:

1. The name of your proposed neighbourhood forum
2. A map of the neighbourhood area
3. Contact details of at least one member of the forum that can be made public
4. A copy of the organisation's written constitution
5. *Statement that explains that the forum:
 - (a) is established for the purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned
 - (b) its membership is open to anyone who lives or works in the neighbourhood area or is an elected member of the Council,
 - (c) its membership includes a minimum of 21 people who live or work in the neighbourhood area or are an elected member of the Council
 - (d) it has a written constitution

To designate a Neighbourhood Area...

A Neighbourhood Area is the geographical area that a Neighbourhood Plan or a Neighbourhood Development Order will cover. If your organisation wants to designate a Neighbourhood Area you will need to apply providing the following information:

1. A map of your proposed neighbourhood area
2. A statement explaining why the area is appropriate
3. A *statement that the organisation making the area application is either a designated forum, or is capable of being such (see no. 5 above)

*Further information available in Section 61F(5) and 61G(2) TCPA 1990 Act of the regulations ([link](#))

Once you have prepared the information above, send your application to us.

Please note you can apply to designate a Neighbourhood Area and Neighbourhood Forum at the same time.

2. We will assess it...

In determining whether to designate an organisation the Council will consider your application against the criteria in section 1.

We will be particularly interested in making sure that:

- your organisation has secured, or taken reasonable steps to secure, that its membership includes at least one member who lives or works in the neighbourhood area or is an elected member of the Council
- the organisation has a minimum of 21 members
- the membership of your organisation is drawn from different places in the neighbourhood area and from different sections of the community
- your purpose reflects (in general terms) the character of that area
- the neighbourhood area does not overlap with any other designated neighbourhood area

3. We will publicise it...

Provided the application meets these criteria we will publicise it via our website for 6 weeks. www.hyndburn.gov.uk

Details will be made available of the application itself and how to make representations.

4. You are now designated!

If we do not receive any objections from alternative groups wishing to designate an alternative Neighbourhood Area or Neighbourhood Forum, or any other objections your Neighbourhood Area and/or Neighbourhood Forum will be designated by the Council. Designation lasts for five years.