

Application to designate a Neighbourhood Forum

Town and Country Planning Act 1990 (as amended)

Neighbourhood Planning (General) Regulations 2012 (as amended)

Please note that the information provided on this application form may be published on the Authority's website (except the confidential response to question 6).

If completing by hand, please use block capitals and black ink.

1) Applicant contact details

Please provide contact details for at least one member of the proposed Neighbourhood Forum. Please note that these details will be made publicly available.

Title and full name

Address and postcode

Email address

2) Name of proposed Forum

3) Name of the Neighbourhood Area to which this application relates

Please provide a map (Ordnance Survey based at an appropriate scale) which clearly identifies the boundary of the Neighbourhood Area.

Please note that a separate application form needs to be completed in relation to the Neighbourhood Area, however, this can be submitted at the same time as the Neighbourhood Forum application.

Map of Neighbourhood Area attached ☐

4) Written constitution

Please provide a copy of the Neighbourhood Forum's written constitution.

As a guide, a written constitution could contain:

- the name and purpose of the neighbourhood forum;
- working arrangements including sub-groups, partners and their roles;
- pattern of meetings and details of how decisions will be made;
- details of governance, including official positions;
- arrangements for management and financial management; and / or
- membership and procedures for replacement of members where necessary.

The written constitution is also an opportunity for the proposed Neighbourhood Forum to set out how the Forum meets the required conditions contained in Section 61F(5) of the Town and Country Planning Act 1990 (as amended).

Copy of written constitution attached ☐

5) Statement explaining how the proposed Neighbourhood Forum meets the conditions contained in section 61F (5) of the 1990 Act and is a relevant body

This section provides the opportunity to set out the purpose, aims and ambitions of the Neighbourhood Forum and to demonstrate how its membership is representative of the local community.

In order for the Council to designate a Neighbourhood Forum to act on behalf of a Neighbourhood Area, the Council needs to be satisfied that the following conditions are met:

- the proposed forum is established for the purpose of promoting or improving the social, economic and environmental well being of the area;
- membership is open to and includes a minimum of 21 individuals each of whom – live in the Neighbourhood Area concerned, work there or are ward councillors whose ward (or part of their ward) falls within the Neighbourhood Area concerned; and
- it has a written constitution.

The Council will check that the application meets the requirements above. In making a decision about whether to designate the neighbourhood forum, the Council must also consider the extent to which the body applying to be a Neighbourhood Forum has:-

- Secured, or taken reasonable steps to secure, membership from at least one individual who lives in the area, one who works in the area and one who is ward councillor whose ward (or part of their ward) falls within the Neighbourhood Area.
- Drawn its membership from different places within the neighbourhood area concerned, and from different sections of the community in the area.
- A purpose which reflects the character of the neighbourhood area (in general terms).

The Council will use the address, age and occupation information provided under Question 6 to assess the extent to which membership is drawn from different places and different sections of the community. However you may also wish to set out in your statement how they have met these requirements.

(Please continue on a separate page if necessary)

6) Neighbourhood Forum membership information

Whilst a list is not strictly required by the Neighbourhood Planning (General) Regulations 2012 (as amended), it does enable the proposed Neighbourhood Forum to demonstrate that its membership is widely drawn from across the neighbourhood and from a range of people in the community.

The Neighbourhood Forum must have at least 21 individuals, however there is no maximum number. Please provide information in the attached table at appendix A. This additional information will not be made public.

Does the Neighbourhood Forum have at least 21 members?

(please select one answer)

Yes ☐

No ☐

7) Declaration

I hereby apply to designate a Neighbourhood Forum as described on this form and any accompanying information.

Name

Signature

Date