

Starting Up

- Raise awareness and gauge public support before seeking Parish or Town Council Approval (Qualifying Body (QB)). This is a good time to do a skills audit and identify volunteers with professional skills.
- Apply to designate the neighbourhood area (typically the parish boundary). [See Guidance Note](#)
- Review your latest Parish Plan to see what aspects remain outstanding and if a Neighbourhood Development Plan (NDP) could help address these (this will also reassure your community previous efforts in plan making haven't been forgotten).
- Look at our [NDP Template](#) to gain an understanding of the type of document you are seeking to produce.
- Initial questionnaire to gather community views, concerns and aspirations for the designated area
- Set up a Steering Group (SG) and sub-groups to focus on key objectives and priorities. Write a Terms of Reference document between the SG and QB. [See Guidance Note](#)

Evidence Gathering

- Establish what evidence is needed to help you understand and address your objectives and how this can be collected (For example, a housing needs survey, a Local Landscape Character Assessment etc.).
- Create a Project Plan and consider a funding bid (this cannot be granted retrospectively).
- Draft a more detailed questionnaire informed by the evidence gathered to date and analyse the results

Drafting The Plan

- Start to draft the policies, with an introduction, justification (including a reference to your evidence) for each and policy wording (policy wording is commonly formatted in bold text). [See Guidance Note](#)
- Every NDP will need to be screened by Cornwall Council for Strategic Environmental Assessment (SEA). We advise that the plan is SEA screened prior to the 6 week pre-submission consultation as the outcomes of this may impact your NDP. [See Guidance Note](#)
- You must consult the public on your draft plan for 6 weeks ([see guidance note](#)) and make any appropriate amendments before you formally submit it to Cornwall Council. [See Guidance Note](#)

Formally Submitting The NDP

- Once the QB has approved the plan, it can be submitted to Cornwall Council.
- The NDP must be accompanied by:
 - a basic conditions statement [See Guidance Note](#)
 - a consultation statement [See Guidance Note](#)
 - evidence base.