

Neighbourhood Planning Process Timetable

Regulations refer to Neighbourhood Planning Regulations 2012

Process	Responsibility
Neighbourhood Areas - Application for neighbourhood area	
<p>Step 1. Application for designation of a neighbourhood area (Regulation 5)</p> <p>1. (a) Application must include a map which identifies the area to which the neighbourhood area application relates</p> <p>(b) Application must include a statement explaining why area is considered appropriate to be designated as a neighbourhood area</p> <p>(c) Application must include a statement that body making area application is a relevant body in accordance with legislation (61G of 1990 Act* as amended by Localism Act 2011) http://www.legislation.gov.uk/ukpga/2011/20/schedule/9</p> <p>2. Local planning authority may decline to consider an area application if relevant body has already made an area application and a decision has not been made on that application</p> <p>*1990 Act refers to the Town and Country Planning Act 1990</p>	<p>NPT</p> <p>NPT</p> <p>NPT</p> <p>LPA</p>
<p>Step 2. Publicising an area application (Regulation 6)</p> <p>Local planning authority must publicise the following on their website and elsewhere as appropriate</p> <p>(a) a copy of area application</p> <p>(b) details of how to make representations</p> <p>(c) deadline for receipt of representations (minimum 6 week period)</p>	<p>LPA</p> <p>LPA</p> <p>LPA</p>
<p>Step 3. Publicising the designation of a neighbourhood area etc (Regulation 7)</p> <p>1. As soon as possible after designation, local planning authority must publicise the following on website and elsewhere as appropriate</p> <p>(a) name of the neighbourhood area</p> <p>(b) map identifying the area</p> <p>(c) name of relevant body applying for designation</p>	<p>LPA</p> <p>LPA</p> <p>LPA</p>

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| 2. As soon as possible after deciding to refuse a designation, local planning authority must publicise the following on their website and elsewhere as appropriate | |
| (a) a decision document setting out statement of reasons for the decision | LPA |
| (b) details of where and when decision document can be seen | LPA |

Neighbourhood Areas - Application to establish the neighbourhood forum

Step 4. Application for designation of a neighbourhood forum (Regulation 8)

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| 1. Where a body submits a neighbourhood forum application to the local planning authority, it must include | |
| (a) name of proposed neighbourhood forum | NPT |
| (b) a copy of written constitution of proposed neighbourhood forum | NPT |
| (c) name of neighbourhood area and a map identifying area | NPT |
| (d) contact details of at least one member of proposed neighbourhood forum | NPT |
| (e) statement of how proposed neighbourhood forum meets relevant legislation (61F of 1990 Act as amended by Localism Act 2011) | NPT |

Step 5. Publicising a neighbourhood forum application (Regulation 9)

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| 1. As soon as possible after receiving a neighbourhood forum application, the local planning authority must publicise the following on their website and elsewhere as appropriate | |
| (a) a copy of application | LPA |
| (b) a statement that if a designation is made, no other body may be designated for that neighbourhood area until designation expires or is withdrawn | LPA |
| (c) details of how to make representations | LPA |
| (d) deadline for receipt of representations (minimum 6 week period) | LPA |

Step 6. Publicising a designation of a neighbourhood forum (Regulation 10)

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| 1. As soon as possible after designating a neighbourhood forum, a local planning authority must publicise the following on their website and elsewhere as appropriate | |
| (a) the name of the neighbourhood forum | LPA |
| (b) a copy of the written constitution of the neighbourhood forum | LPA |

(c) the name of the neighbourhood area to which designation relates	LPA
(d) contact details of at least one member of the neighbourhood forum	LPA
2. As soon as possible after deciding to refuse a designation, local planning authority must publicise the following on their website and elsewhere as appropriate	
(a) a refusal statement setting out decision and reasons for the decision	LPA
(b) details of where and when refusal statement can be seen	LPA
Neighbourhood Development Plans - Develop draft plan proposals and policies	
Step 7. Pre-submission consultation and publicity for the plan (Regulation 14)	
1. Before submitting a plan proposal to the local planning authority, the qualifying body must	
(a) publicise in an appropriate manner in the neighbourhood area	NPT
(i) details of the proposals in a neighbourhood development plan	NPT
(ii) details of where and when proposals for neighbourhood development plan can be seen	NPT
(iii) details of how to make representations	NPT
(iv) deadline for receipt of representations (minimum 6 week period)	NPT
(b) consult relevant consultation bodies that may be affected by neighbourhood development plan	NPT
(c) send a copy of proposals for neighbourhood development plan to local planning authority	NPT
Step 8. Plan proposals (Regulation 15)	
1. Where a qualifying body submits a plan proposal to the local planning authority, it must include	
(a) a map or statement identifying the proposed neighbourhood plan area	NPT
(b) a consultation statement	NPT
(c) the proposed neighbourhood development plan; and	NPT
(d) a statement explaining how the proposed neighbourhood development plan meets the relevant legislation (para 8 of SCHEDULE 4B of 1990 Act as inserted Localism Act, set out in schedule 10)	NPT

2. A consultation statement means a document that
 - (a) contains details of persons and bodies consulted about plan
 - (b) explains how they were consulted
 - (c) summarises main issues raised by consultees
 - (d) describes how issues have been considered and where relevant addressed in proposed neighbourhood development plan

Step 9. Publicising a plan proposal (Regulation 16)

1. As soon as possible after receiving a plan proposal that includes all of the relevant documents, the local planning authority must
 - (a) publicise the following on their website and elsewhere as appropriate
 - (i) details of the plan proposal
 - (ii) details of where and when the plan proposal can be seen
 - (iii) details of how to make representations
 - (iv) a statement that representations may include a request to be notified of local planning authority's decision under Regulation 19 below
 - (v) deadline for receipt of representations (minimum 6 week period)
 - (b) notify any consultation body referred to in the consultation statement that the plan proposal has been received

Step 10. Submission of a plan proposal to examination (Regulation 17)

1. As soon as possible after appointment of person to carry out an examination, local planning authority must send the following to the person appointed
 - (a) the plan proposal
 - (b) the other plan proposal documents referred to in Regulation 15(1) submitted to the local planning authority
 - (c) information relating to Conservation of Habitats and Species Regulations if relevant
 - (d) a copy of any representations made (Regulation 16)

Step 11. Publication of the examiner's report and plan proposal decisions (Regulation 18)

1. Local planning authority can decide
 - (a) to decline to consider a plan proposal
 - (b) to refuse a plan proposal

