



**You will need to define the extent of the area to be covered by the Neighbourhood Plan. This is referred to as the ‘Neighbourhood Area’. This area will need to be submitted to Cornwall Council and formally consulted on for a period of 6 weeks before it can be confirmed.**

The Government and Cornwall Council collect a lot of information according to Parish boundaries. For example census data is available for each Parish and is easily available to communities. In order to make your Neighbourhood Planning process as simple as possible, it is best to work to existing Parish boundaries so that you can use this data without having to split it or analyse it.

Sometimes similar issues will affect a wide area comprised of several Parishes. For example, the five Parishes of the Rame Peninsula experience similar transport and housing development issues and have come together to prepare a single Neighbourhood Plan which covers their area. This is referred to as ‘Clustering’. Such Clusters can be formed in other areas where common issues are faced. There is more information on this in the Guide Note on Clustering.

A Neighbourhood Plan boundary can be legally defined for any area. In general, however, Cornwall Council will discourage the preparation of plans which cover parts of a Parish or Ward.

The formal steps to be followed in designating a Neighbourhood Area for both the Qualifying Body (in Cornwall this is almost always the Town or Parish Council) and Cornwall Council are set out in this Guide Note.

## Designating a Neighbourhood Plan Area: Formal Steps

### Step 1 - Application for Designation of a Neighbourhood Area (Regulation 5)

1.
  - (a) Application must include a map which identifies the area to which the Neighbourhood Area application relates
  - (b) Application must include a statement explaining why area is considered appropriate to be designated as a Neighbourhood Area
  - (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>
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

\*1990 Act refers to the Town and Country Planning Act 1990



## **Step 2 - Publicising an Area Application (Regulation 6)**

Local Planning Authority must publicise the following on their website and elsewhere as appropriate:

- (a) a copy of area application
- (b) details of how to make representations
- (c) deadline for receipt of representations (minimum 6 week period)

## **Step 3 - Publicising the Designation of a Neighbourhood Area (Regulation 7)**

1. As soon as possible after designation, Local Planning Authority must publicise the following on website and elsewhere as appropriate:

- (a) name of the Neighbourhood Area
- (b) map identifying the area
- (c) name of relevant body applying for designation

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
- (b) details of where and when decision document can be seen