**Neighbourhood Planning Forum**

**Application Form**

This form should be completed electronically.

**Important Information:**

This application form should be completed using the information provided in the Tower Hamlets [Neighbourhood Planning Guidance Note Stage 1](http://www.towerhamlets.gov.uk/Documents/Planning-and-building-control/Strategic-Planning/Neighbourhood-Planning/NHBD_Planning_Guidance_Note_Stage_1_0716.pdfhttp:/www.towerhamlets.gov.uk/Documents/Planning-and-building-control/Strategic-Planning/Neighbourhood-Planning/NHBD_Planning_Guidance_Note_Stage_1_0716.pdf).

In order to increase the speed and ease of decision making, and to make the process more manageable for prospective Forums, the Council strongly suggests that this application should be completed and submitted after a Neighbourhood Area application. Once the Neighbourhood Area has been formally designated, a Neighbourhood Forum application can be submitted.

The Council wants to ensure that your applications are approved in a smooth and timely manner. In order to support this process, we encourage interested groups to meet and begin discussions with the Plan Making Team, well in advance of submitting an application.

This meeting will provide advice and guidance on key considerations, which will help to ensure that the Area and Forum, as applied for can be designated without delays.

Email [neighbourhoodplanning@towerhamlets.gov.uk](mailto:neighbourhoodplanning@towerhamlets.gov.uk) or call 020 7364 5009 to set up the meeting.

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| **Contact information** | | | |
|  | |  |  |
| **Forum name** | |  | **Public Information** |
| Click here to enter text. | |  |
|  | |  |
| **Contact details of the Forum (complete as relevant)** | |  |
| **Email address** | Click here to enter text. |  |
| **Website address** | Click here to enter text. |  |
| **Facebook page** | Click here to enter text. |  |
| **Twitter account** | Click here to enter text. |  |
| **Other** | Click here to enter text. |  |
|  | |  |  |
| **Contact details of one Forum member** | |  | **Confidential information** |
| **Name** | Click here to enter text. |  |
| **Email** | Click here to enter text. |  |
| **Address** | Click here to enter text. |  |
| Click here to enter text. |  |
| **Postcode** | Click here to enter text. |  |
| **Telephone** | Click here to enter text. |  |
|  | |  |
| **Contact details of an additional Forum member (optional)** | |  |
| **Name** | Click here to enter text. |  |
| **Email** | Click here to enter text. |  |
| **Address** | Click here to enter text. |  |
| Click here to enter text. |  |
| **Postcode** | Click here to enter text. |  |
| **Telephone** | Click here to enter text. |  |

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| **Neighbourhood Planning Forum application information** | | | | | | | | | |
| **Public information** | | | | | | | | | |
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| This section needs to be completed to ensure the Council has the information needed to determine whether the Forum meets the **four conditions** stated in the Localism Act. The four conditions are numbered below. | | | | | | | | | |
|  | | | | | | | |
| **1** | | **The Forum is established to promote or improve the social, economic and environmental well-being of its neighbourhood.** | | | | | | | |
| **1a. How will the Forum seek to promote or improve the Neighbourhood Planning Area in terms of its social, economic and environmental well-being?** | | | | | | | | | |
| Social well-being | | | | | Click here to enter text. | | | | |
| Economic well-being | | | | | Click here to enter text. | | | | |
| Environmental well-bring | | | | | Click here to enter text. | | | | |
| **1b. How will the Forum embed the Council’s guidance and aspirations within the Community Plan, Single Equality Framework, Core Strategy, and Managing Development Document into their activities?** | | | | | | | | | |
| Community Plan and Single Equality Framework | | | | | Click here to enter text. | | | | |
| Core Strategy & Managing Development Document | | | | | Click here to enter text. | | | | |
| **1c. How will the Forum envisage engaging with other local forums and groups? (for example, has a Memorandum of Understanding, which could provide the basis for joint working agreements with other local forums/groups been explored?)** | | | | | | | | | |
| Click here to enter text. | | | | | | | | | |
|  | | | | | | | | | |
| **2** | | | **The Forum’s membership is open to everyone who lives in, works in or represents the area as an elected member.** | | | | | | |
| **2a. How have the Forum taken steps to promote the opportunity to be involved in the Forum and engage with local people prior to submitting this application? This may include evidence of discussions, meetings and consultations.** | | | | | | | | | |
| Click here to enter text. | | | | | | | | | |
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| **3** | | | **The Forum’s membership includes a minimum of 21 people, each of whom lives in, works in or represents the area as an elected member.** | | | | | | |
| **3b. Does it have a membership of at least 21 people?** | | | | | | | | | |
| Yes  No | | | | | | | | | |
| **3b. How have the Forum secured (or taken reasonable steps to attempt to secure) at least one person from those who live in, work in or represent the area as an elected member in its membership? This may include evidence of discussions, meetings and consultations**. | | | | | | | | | |
| Click here to enter text. | | | | | | | | | |
| **3c. Do members come from different places within the neighbourhood and do they reflect the diversity of the people within the neighbourhood? Please provide the name, postcode and interests & relevant background of each member.** | | | | | | | | | |
| # | Name | | | | | Postcode | Interests & relevant background | | |
| 1 | Click here | | | | | Click here | Click here to enter text. | | |
| 2 | Click here | | | | | Click here | Click here to enter text. | | |
| 3 | Click here | | | | | Click here | Click here to enter text. | | |
| 4 | Click here | | | | | Click here | Click here to enter text. | | |
| 5 | Click here | | | | | Click here | Click here to enter text. | | |
| 6 | Click here | | | | | Click here | Click here to enter text. | | |
| 7 | Click here | | | | | Click here | Click here to enter text. | | |
| 8 | Click here | | | | | Click here | Click here to enter text. | | |
| 9 | Click here | | | | | Click here | Click here to enter text. | | |
| 10 | Click here | | | | | Click here | Click here to enter text. | | |
| 11 | Click here | | | | | Click here | Click here to enter text. | | |
| 12 | Click here | | | | | Click here | Click here to enter text. | | |
| 13 | Click here | | | | | Click here | Click here to enter text. | | |
| 14 | Click here | | | | | Click here | Click here to enter text. | | |
| 15 | Click here | | | | | Click here | Click here to enter text. | | |
| 16 | Click here | | | | | Click here | Click here to enter text. | | |
| 17 | Click here | | | | | Click here | Click here to enter text. | | |
| 18 | Click here | | | | | Click here | Click here to enter text. | | |
| 19 | Click here | | | | | Click here | Click here to enter text. | | |
| 20 | Click here | | | | | Click here | Click here to enter text. | | |
| 21 | Click here | | | | | Click here | Click here to enter text. | | |
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| **4** | | | | **The Forum has a written constitution.** | | | | | |
| **4a. Has the Forum completed and attached a written constitution?** | | | | | | | | | |
| Yes  No | | | | | | | | | |
| **4b. Has the written constitution been developed in a correct and proper manner? (in accordance with Locality Guidance)** | | | | | | | | | |
| Click here to enter text. | | | | | | | | | |

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| **Meeting Log: Please provide dates of your meetings with the Plan Making Team** |  |
| **Applicant name** | Click here to enter text. |
| **Date** | Click here to enter text. |

*Please note: Forums will be required to inform the Council of any change to the original content and intentions detailed in its application form. Specifically, any change to the membership of the Forum and written constitution will require the Forum to immediately notify the Council of these changes, in writing to the neighbourhood planning email address.*