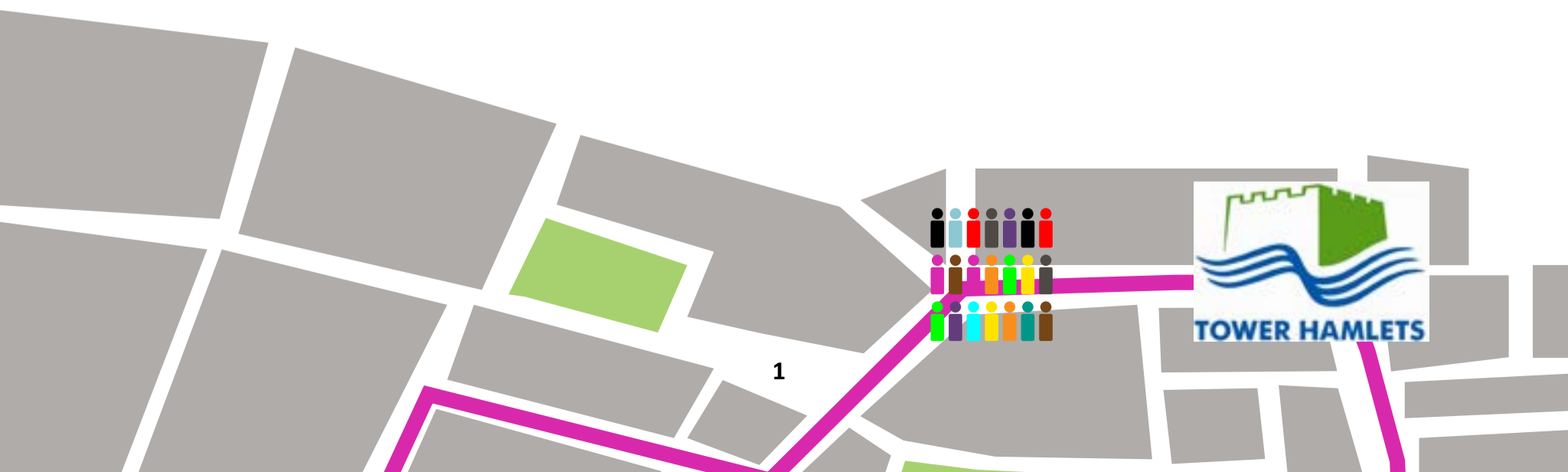




Neighbourhood Planning Guidance Note

April 2018



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Planning & Building Control Service
Directorate of Development & Renewal
London Borough of Tower Hamlets

1. Role of this note

The aim of the Tower Hamlets Neighbourhood Planning Guidance Note is to help communities by making Neighbourhood Planning, and the process to be designated as a Neighbourhood Area and Forum, easy to understand.

The note brings together key pieces of guidance and information, provided by various government bodies and other organisations. It also provides information on the Council's responsibilities and how Tower Hamlets Council will be supporting and managing Neighbourhood Planning.

How to use this note

This is the interactive electronic version with web-links shown by [blue wording](#).

This is **Tower Hamlets Neighbourhood Planning Guidance Note (Stage 1)**, which addresses Neighbourhood Areas and Neighbourhood Forums.

[Tower Hamlets Neighbourhood Planning Guidance Note \(Stage 2\)](#), addresses developing Neighbourhood Development Plans and Development Orders.

Service Offer:

In addition to this guidance note, the Council has also produced a Service Offer which outlines the Council's statutory duties and additional support it will provide to Neighbourhood Forums, in order to fulfill our legislative duty to:

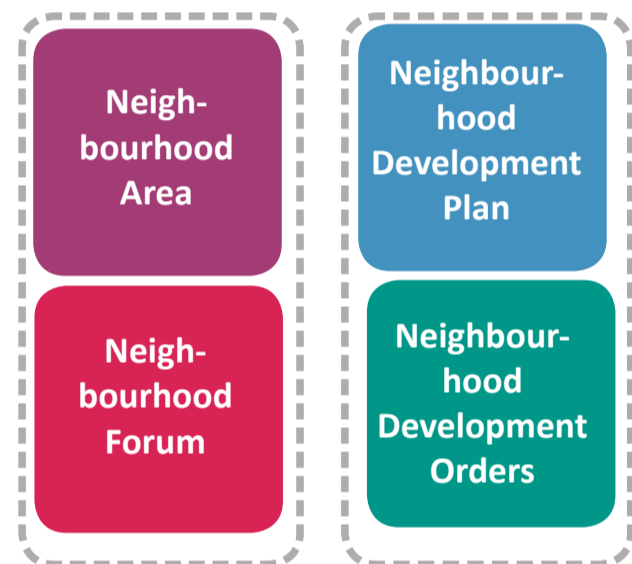
"give ... advice or assistance to ... facilitate the making of proposals for Neighbourhood Development Orders [/ Plans] in relation to neighbourhood areas within their area." (Town and Country Planning Act, 1990, Schedule 4B paragraph 3)

The [Service Offer](#) is designed to be read alongside this Guidance.

We recommend reading both guidance notes and the service offer, before you get started!

Tower Hamlets
Neighbourhood
Planning
Guidance Note
(Stage 1)

Tower Hamlets
Neighbourhood
Planning
Guidance Note
(Stage 2)



Glossary

This guidance has been designed to be as accessible as possible, using as few technical terms and abbreviations as possible.

A useful glossary of Neighbourhood Planning terminology, produced by Locality can be found here: [Neighbourhood Planning Glossary](#).

2. Introduction

Understanding Neighbourhood Planning

Neighbourhood Planning was introduced by the [Localism Act \(2011\)](#) with detailed information given in the [Neighbourhood Planning Regulations](#), the [Neighbourhood Planning \(Referendum\) Regulations \(2012\)](#), [The Neighbourhood Planning \(General\) \(Amendment\) Regulations \(2015\)](#) and the [National Planning Policy Framework \(2012\)](#).

Neighbourhood Planning introduces a new layer of spatial planning policy to complement the Council's Local Plan: the [Core Strategy \(2010\)](#) and [Managing Development Document \(2013\)](#).

It is a community-led process which enables local communities to directly shape and promote development in their area through creating plans and policies, which, when adopted, will be used to help determine planning applications. The Council has various statutory responsibilities to support this process.

Neighbourhood Planning comprises a number of elements:

Element	Description
Neighbourhood Planning Areas	An area, defined by a prospective Neighbourhood Forum and agreed by the Council. The area will form a coherent spatial area, taking into consideration local physical characteristics as well as the diversity of the people.
Neighbourhood Planning Forums	A group of 21+ individuals who meet the four conditions of becoming a Neighbourhood Planning Forum. A Neighbourhood Forum is approved by the Council. Once established a Forum can prepare a Neighbourhood Plan or Neighbourhood Development Order.
Neighbourhood Plans	A planning policy document developed by a Neighbourhood Planning Forum for all or part of its Neighbourhood Planning Area. It can be used to write planning policy specific to the area, thereby helping guide and shape development. Its content needs to be in general conformity with the Council's Strategic Policies (as seen in the Core Strategy and Managing Development Document) and cannot be used to prevent development.
Neighbourhood Development Orders	A planning policy tool developed by a Neighbourhood Planning Forum to be used within its Neighbourhood Planning Area. It can be used to permit different types of development (in full or outline) without the need for planning permission.



What can Neighbourhood Planning Achieve?

Neighbourhood Planning is a powerful tool to help communities have a say over their built environment. Once a Neighbourhood Plan is in place it will be used to determine planning applications, alongside the Council's Local Plan, the London Plan and the National Planning Policy Framework.

What commitment does Neighbourhood Planning Require?

It is a long-term commitment which will require significant levels of time and financial resources. Reading [Tower Hamlets Neighbourhood Planning Guidance Note \(Stage 2\)](#) will give you a better understanding of what is involved. Costs associated with Neighbourhood Planning will vary according to each Forum's ambitions with the costs of Neighbourhood Planning largely falling on the Forum.

Approved Forums are in place for up to 5 years, measured from the date of designation, with initial estimates for the completion of a Neighbourhood Plan or Development Order taking up to two of those years. Forums can apply to be renewed.

What Support is available?

The Council has produced two Guidance Notes to help communities undertake Neighbourhood Planning, and a Service Offer which outlines the Council's statutory duties and the additional support it will provide to Neighbourhood Forums. The Council will cover the costs of the Council-run statutory consultations, independent examination and the referendum.

Funding from Central Government is available to support Neighbourhood Planning (for more details see chapter 6).

There are also a number of national organisations whose remit is to support Neighbourhood Planning (for more details see chapter 6).

Perhaps talk to another Neighbourhood Planning Forum in Tower Hamlets or a neighbouring authority about their experiences?



Length of time that the Forum is in place

Estimated development time for a Plan/Order

1-2 years

5 years

Alternative Planning Tools to deliver change:

In addition, or as an alternative to, Neighbourhood Planning, community groups may wish to use the following planning tools to deliver local change:

Policy

Engaging with the development of Tower Hamlets planning policy documents such as supplementary guidance and the Local Plan.

Planning Applications

Engaging with the development management process through commenting on applications. You can sign up to be notified about planning applications in your area via the Tower Hamlets website.

Join up

Join up with adjacent Forums or work with the Council and other local structures to guide and manage the implementation of projects.

Process in Tower Hamlets

Progressing with Neighbourhood Planning

Once you have decided that Neighbourhood Planning is the best route to achieve your group's aspirations, you need to follow the following steps:

1

MEET 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 initial 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 or call 020 7364 5009 to set up the meeting.

2

AREA 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 first you should submit your application for a Neighbourhood Area. We will publicise this for six weeks before making a decision on whether to designate the area. Your group must be considered capable of being designated as a neighbourhood forum when you submit your application.

3

FORUM Second, once an Area has been designated, we suggest you should submit your application for a neighbourhood forum. Your forum must meet a number of criteria including having a written constitution and ensuring it is reflective of the character of the designated neighbourhood area. Once a valid application for a neighbourhood forum has been accepted, we will publicise it for six weeks before making a decision.

4

PLAN/ORDER Once you are a designated Forum, you are able to progress with making a Neighbourhood Development Plan or Order.

Guidance on this stage is provide in [Tower Hamlets Neighbourhood Planning Guidance Note \(Stage 2\)](#) .

The rest of this Guidance Note will provide you with further advice and information for stages 2 and 3 and the [Tower Hamlets Service Offer](#) will outline the additional support the Council can offer during this process.

3. Neighbourhood Planning Area

What is a Neighbourhood Planning Area?

A Neighbourhood Planning Area defines the area in which a Neighbourhood Forum will guide development. Within a designated Neighbourhood Planning Area, a designated Neighbourhood Forum can develop Neighbourhood Plans and Neighbourhood Development Orders.

The boundaries of a Neighbourhood Planning Area should form a coherent spatial area, taking into consideration local physical characteristics, as well as reflecting the broader nature of the population, uses and features of the area.

A Neighbourhood Forum Area can also be determined as a Neighbourhood Planning Business Area. The Council will make this determination, based on an assessment of whether the area is 'wholly or predominantly business in nature', as defined in legislation. Should the applicant wish the Area to be considered as a Neighbourhood Business Area, they should alert the Council to this at the application stage. More information on Neighbourhood Business Areas is available in this [PAS guidance note](#).

How is a Neighbourhood Planning Area established?

The first step in the process is for a prospective Neighbourhood Forum to define the area in consultation with the community. It is recommended for a prospective Forum to discuss the proposed Area with the Council, well in advance of submitting an application. Once parameters are agreed, the prospective Forum can then make an application to the Council for the defined Area to be designated as a Neighbourhood Planning Area.

The Council will then make a decision on the designation of the Area.

What does a Neighbourhood Planning Area look like?

- Can be of any **shape or size**
- Can **cover any area** within Tower Hamlets or across borough boundaries with our neighbouring planning authorities of Hackney, Newham, City of London and the London Legacy Development Corporation.
- Should reflect the **character** of an area - further guidance on this can be found on page 9 of this guidance note.
- **Cannot overlap** with another Neighbourhood Planning Area. In the event of adjacent groups being unable to agree on the position of their area boundaries, the Council will manage the discussions and determine the final agreement.



Neighbourhood Planning Areas boundaries

Defining a Neighbourhood Planning Area

Prospective Forums should demonstrate that they have considered the different elements that make up the 'character' of the Area, and that the Area will form a coherent spatial area.

Guidance at the national level:

Paragraph 033 of the Planning Policy Guidance provides guidance on considerations when deciding the boundaries of areas, including:

- electoral ward boundaries
- village or settlement boundaries
- the catchment area for walking to local services such as shops, primary schools, doctors' surgeries, parks or other facilities
- the area where formal or informal networks of community based groups operate
- the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style
- whether the area forms all or part of a coherent estate either for businesses or residents
- whether the area is wholly or predominantly a business area
- whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
- the natural setting or features in an area
- size of the population (living and working) in the area

Guidance at the regional level:

The Mayor of London has produced a Shopping Neighbourhoods: Character & Context Supplementary Planning Guidance (SPG) document which defines character and provides a useful starting point to consider how to define an area. It suggests there are three elements which define character:

1. **Physical** – the built and natural environment
2. **Cultural** – comprising the social and economic elements of an area; this includes understanding an Area's communities and economic functions
3. **Perceptual and experiential** – how places are used and experienced. This also includes associations which people or communities have with the area.

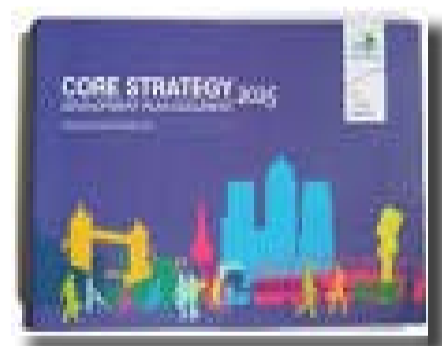
Guidance at the local level:

Groups should also demonstrate they have considered **the Council's existing evidence base and Local Plan documents**, including the 'places' guidance in the Core Strategy, as they provide existing guidance on defining areas in Tower Hamlets.

If the Council considers the area may negatively impact on the delivery of strategic policies (these include London Plan and Local Plan policies and site allocations), the Council may identify potential amendments to the boundary.

Examples:

Planning Aid have developed useful [guidance on designating a Neighbourhood Area](#), which includes case studies.



Applying to Establish a Neighbourhood Planning Area

What's the role of the Council?

Neighbourhood planning is a community-led process. At the stage of preparing a Neighbourhood Planning Area, the role of the Council is primarily to undertake the statutory requirements around designating the Area. 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 as applied for can be designated without delays.

What should prospective Forums include in the application?

Please supply 2 hard copies of all documents and 1 electronic copy. The hard copies will be used in the consultation process.

- Application form for Neighbourhood Planning Area - this can be downloaded from the Council's [website](#).
- A clear map of the area, please see page 15 for more guidance.

Application checklist

Application Form

Map of Area

When can applications be made to the Council?

Applications can be submitted to the Council at anytime and will be determined using national legislation and guidance.

Who do you apply to?

neighbourhoodplanning@towerhamlets.gov.uk

Strategic Planning – Plan Making
Neighbourhood Planning
London Borough of Tower Hamlets
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG

Where electronic documents are very large, a dropbox folder will be made available to groups. Please contact the Plan Making Team to arrange this.



Consultation

Once the Council has received and validated the application, the Council will undertake statutory public consultation for a six week period. Consultation will be carried out in line with the national legislation and guidance.

Cross-Borough applications

If the Neighbourhood Planning Area also covers areas within a neighbouring authority, the application should be sent to both planning departments. Whilst prospective Forums will need to follow each Council's application process, we would recommend meeting both Councils, as well as suggesting a joint meeting to agree approaches and timescales.

London Borough of Hackney

ldf@hackney.gov.uk

London Borough of Newham

ldf@newham.gov.uk

London Legacy Development Corporation

planningpolicy@londonlegacy.co.uk

City of London

localplan@cityoflondon.gov.uk

Determining an application for a Neighbourhood Planning Area

The Council will consider the consultation responses and information in the application to make a determination according to its legislative requirements, in particular sections 61G, 61H, 61I and 61O of the Town and Country Planning Act (1990) and with regard to Planning Policy Guidance paragraphs 033 and 035.

What elements will the Council consider?

- Has a clear map of the proposed Neighbourhood Planning Area been provided?
- Has a statement explaining why the boundary of the proposed area is considered to be appropriate been provided and does it take into account:
 - Sections 61G, 61H, 61I and 61O of the Town and Country Planning Act (1990) and Planning Policy Guidance paragraphs 033 and 035?
 - Elements of character for the Area and the diversity of its population?
 - National and Regional Guidance?
 - The Council's existing evidence base, Local Plan strategic objectives and policies, site allocations and 'places' guidelines (as seen in the Core Strategy)?
 - Whether the Area boundary would negatively impact on the delivery of strategic policies (in which case the Council may decide to amend the boundary)?

How will the Council work with its Neighbouring Local Planning Authorities?

If a group proposes an area that falls within one or more of Tower Hamlets' neighbouring Local Planning Authorities, Planning Officers will liaise with their neighbouring colleagues to help facilitate the designation of the Area.

Each authority the area sits in will have to separately determine the area.

What if the Council receives more than one application for an area?

If different prospective Forums submit separate applications at the same or similar times during the year, for all or part of the same Neighbourhood Planning Area, the Council will consider these alongside each other during the determination process.



Determination:

After making a determination, officers will draft a Cabinet Report containing their recommendations. This report will be taken through the Council's decision making process before being agreed by the Mayor.

Next Steps:

Once the Neighbourhood Planning Area has been designated, applications can be made to be designated as a Neighbourhood Planning Forum for the Area designated.

The next stage of this guide will provide information about how to apply to become designated as a Neighbourhood Planning Forum.

4. Neighbourhood Planning Forums



What is a Neighbourhood Planning Forum?

Neighbourhood Planning Forums are established by local communities. They comprise of a group of people who have come together to guide development in their Neighbourhood Area. Prospective Forums make an application to the Council to become a Forum, and where successful are designated a Neighbourhood Planning Forum. Successful applications will accord with the four conditions set out in the Town and Country and Planning Act (1990). See diagram below, and page 15, for more information.

Forums are able to produce Neighbourhood Plans and Neighbourhood Development Orders to positively guide development within their designated Neighbourhood Planning Areas. The scope of Neighbourhood Development Orders includes two other tools, namely the Community Right to Build Orders and Designated Local Green Spaces, both of which enable a Forum to make decisions about land uses in a designated Neighbourhood Planning Area.

The above tools can be used to establish policies used in assessing planning applications, establish development principles for sites or identify areas for public realm, green space and local community infrastructure improvements.

It is worth noting that a Neighbourhood Planning Forum ceases to have effect at the end of a period of five years, measured from the day on which it is approved. Forums can apply to be renewed.

Legal requirements and Four Conditions for establishing a Neighbourhood Planning Forum:

Town and Country Planning Act (1990), 61(f) part 5

1. it is established to promote or improve the local, economic and environmental well-being of its Neighbourhood Planning Area.
2. it has a membership open to everyone who lives in, works in or represents the area as an elected member.
3. its membership includes a minimum of 21 people, each of whom lives in, works in or represents the area as an elected member.
4. it has a written constitution.

Establishing a Neighbourhood Planning Forum

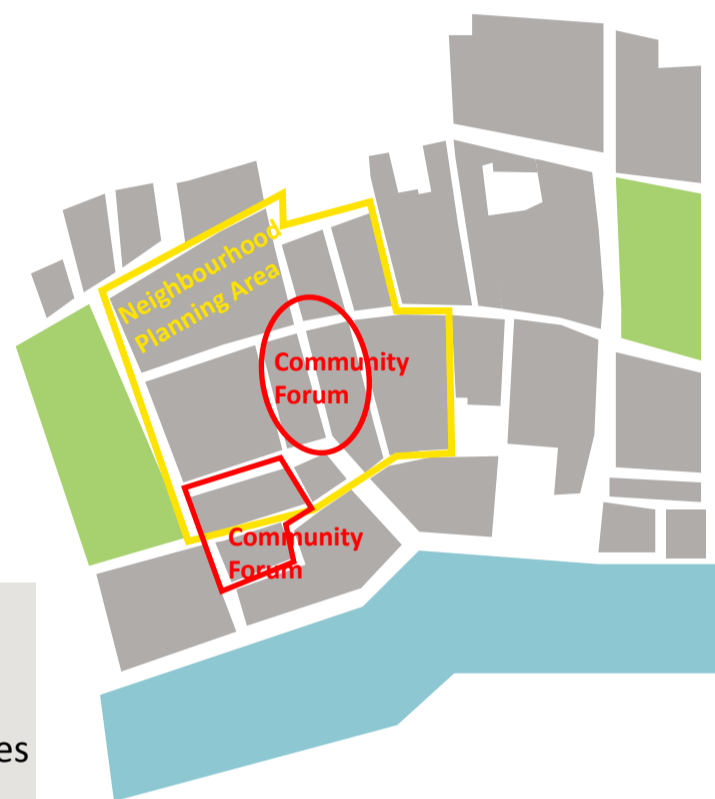
Demonstrating a Forum will seek to improve the well-being of its area

The NPPF (paragraph 7) provides a definition of sustainable development that looks at **economic, social and environmental factors**. Each of these factors are considered to contribute to the well-being of a Neighbourhood Planning Area. These factors should also be considered in the context of the 'wider determinants of health' as defined in the Local Plan Core Strategy (page 33). Alongside the Core Strategy and Managing Development Document, other **Council documents that seek to deliver well-being** should also be reviewed. These are the Mayor's Priorities, the Community Plan and the Council's One Tower Hamlets objectives and Valuing Diversity Statement.



Membership:

The Borough contains a variety of locally based community forums. Neighbourhood Planning Forums should demonstrate how they envisage engaging with the community forums which operate within all or part of their Neighbourhood Planning Area.



Wards and Neighbourhood Planning Areas

Constitution - Elements to include:

- Name of the Neighbourhood Planning Forum
- Purpose of the Neighbourhood Planning Forum
- Working arrangements, including sub-groups, partners and their roles
- Schedule of meetings
- Details of how decisions will be made and recorded
- Details of governance, including official positions (such as chair)
- Arrangements for management and financial management
- Details of how potential conflicts of interest will be recorded and managed
- Membership and procedures for replacement of members
- Duration of the Neighbourhood Planning Forum (5 years from designation).

This [Locality Guidance note](#) provides advice on writing a constitution

Applying to Establish a Neighbourhood Planning Forum

What's the role of the Council?

Neighbourhood planning is a community-led process. At the stage of preparing a Neighbourhood Planning Forum, the role of the Council is primarily to undertake the statutory requirements around designating the Forum.

What should prospective Forums include in the application?

Please supply 2 hard copies of all documents and 1 electronic copy. The hard copies will be used in the consultation process.

- Application form for Neighbourhood Planning Forum - this can be downloaded from the Council's [website](#). This provides a framework to detail how the proposed Forum meets the four conditions specified in the Town and Country Planning Act (see page 15)
- A clear map of the Designated Area
- A copy of the written constitution

Application checklist

Application Form
Map of Designated Area
Copy of written constitution

When can applications be made to the Council?

Applications can be submitted to the Council at anytime and will be determined using national guidelines.

Who do you apply to?

Strategic Planning – Plan Making
Neighbourhood Planning
London Borough of Tower Hamlets
Town Hall
Mulberry Place
5 Clove Crescent
London
E14 2BG

neighbourhoodplanning@towerhamlets.gov.uk

Where electronic documents are very large, a dropbox folder will be made available to groups. Please contact the Plan Making Team to arrange this.



Consultation

Once the Council has received and validated the application, the Council will undertake statutory public consultation for a six week period. Consultation will be carried out in line with the national legislation and guidance.

Cross-Borough applications

If the Neighbourhood Planning Area also covers areas within a neighbouring authority, the application should be sent to both planning departments. Whilst prospective Forums will need to follow each Council's application process, we would recommend meeting both Councils, as well as suggesting a joint meeting to agree approaches and timescales.

London Borough of Hackney

ldf@hackney.gov.uk

London Borough of Newham

ldf@newham.gov.uk

London Legacy Development Corporation

planningpolicy@londonlegacy.co.uk

City of London

localplan@cityoflondon.gov.uk

Determining an application for a Neighbourhood Planning Forum

The Council will consider consultation responses and the information provided on the Application Form and make a determination according to its legislative requirements, in particular section 61F of the Town and Country Planning Act 1990, which requires the Forum to meet the four conditions, and paragraphs 016 and 020 of Planning Guidance.

	Condition	Elements Council will consider
1	It is established to promote or improve the social, economic and environmental well-being of its neighbourhood area	<ul style="list-style-type: none"> • How will the group seek to promote or improve the neighbourhood area in terms of its social, economic and environmental well-being? • How will the group embed in their activities the Council's guidance and aspirations within the Mayor's Priorities, Community Plan themes and One Tower Hamlets, Core Strategy, Management Development Document and the Council's One Tower Hamlets objectives and Valuing Diversity Statement? • How will the Forum envisage engaging with other local forums? For example do they include a Memorandum of Understanding, which provides the basis for joint working agreements with other local forums/groups? • Does the purpose of the Forum relate to the character of the area?
2	Its membership is open to everyone who lives in, works in or represents the area as an elected member	<ul style="list-style-type: none"> • How have the group taken steps to promote the opportunity for a Forum and engage with local people prior to submitting the application?
3	Its membership includes a minimum of 21 people, each of who lives in, works in or represents the area as an elected member	<ul style="list-style-type: none"> • Does it have a membership of at least 21 people? • How has the Forum secured (or taken reasonable steps to attempt to secure) at least one person from those who live, work or represent the area as an elected member in its membership? • Do members come from different places within the neighbourhood and do they reflect the diversity of the people within the neighbourhood? • Have the name, postcode and relationship to the area (resident, business owner, landowner, ward councillor etc.) of each member been provided? • Forums may, to ensure the robustness of their application, wish to have 21 members who are either on the public electoral register or have a registered business address.
4	It has a written constitution.	<ul style="list-style-type: none"> • Has the Forum attached a written constitution? • Has the written constitution been developed in the correct and proper manner?



Mapping Requirements and Support:

We understand that at this stage, prospective Forums may not have the specialist software to draw maps at a sufficiently detailed scale. In an urban environment, like Tower Hamlets, issues of landownership and boundary lines can be complex. In order to ensure that the boundary submitted, is exactly what the prospective Forum wants, and follows clear boundaries, without anomalies, the Council will make their GIS software and officer time available, via a booked appointment, to map the boundary as per the prospective Forum's requirements. Please contact the Neighbourhood Planning Officer to organise this. Due to the officer time required, please provide us with three weeks' notice.

Where you are undertaking the mapping, the Council requests that you follow these specifications:

If you are using GIS:

- Data has to be projected to the following: OSGB36 in a shapefile format
- Data has to be captured at a scale minimum of 1:1250
- Data has to be captured by either snapping or tracing the underlying Ordnance Survey data

If you are not using GIS:

- Data has to be captured onto an Ordnance Survey Open Source layer (at a minimum scale of 1:1250).
- Ideally any boundaries drawn should use the centrelines of the roads.

Please submit the boundary in both an electronic PDF and the raw files (in GIS Shapefile), so the Council can undertake validation of what has been captured.

Determination:

After making a determination, officers will draft a Cabinet Report containing their recommendations. This report will be taken through the Council's decision making process before being agreed by the Mayor.

Monitoring:

To ensure the conditions of the Neighbourhood Forum are continually met, the Council will monitor and engage with the Forum. 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 written constitution will require the Forum to immediately notify the Council of these changes, via the neighbourhood planning inbox.**

The Council is able to withdraw a Forum's designation, with reason, if we consider that the group is no longer meeting the conditions of designation.

Next Steps and Council Support:

The Neighbourhood Forum is now able to start the process of developing a Neighbourhood Plan or Order. Please see [Tower Hamlets Neighbourhood Planning Guidance Note \(Stage 2\)](#) for more advice.

The Council has also established a [Service Offer](#) to Designated Neighbourhood Forums, this outlines the support the Council will provide to Designated Neighbourhood Forums at each stage of Plan / Order making.

5. Summary



	Role of Neighbourhood Planning Forum	Role of the Council	Envisaged timescales
1	Establish the prospective Forum and define the Area	Meet with the group to provide advice and assistance.	Varied (see Service Offer)
2	Prepare the application to designate an Area		
3	Submit the Area application to the Council.	Receive and register the application.	4 weeks
		Validate the applications	
4	Liaise with the Council.	Publish the application for consultation within the local area.	6 week consultation period following a successful validation
5		Officers make a recommendation on the application	4 weeks
6		The Mayor in Cabinet considers Officer recommendations and delivers a decision	Key decision, made at Cabinet, around 10 weeks required. Statutory 13 week deadline for determination
7		Publish decision documents	Within 2 weeks of Cabinet's decision (following the "call-in" period)
8		Publicise the decision to the local area	
9	Prepare the application to designate a Forum	Provide advice and assistance.	Varied (see Service Offer)
10	Submit the Forum application to the Council.	Receive and register the application.	4 weeks
		Validate the applications	
11	Liaise with the Council.	Publish the application for consultation within the local area.	6 week consultation period following a successful validation
12		Officers make a recommendation on the application	4 weeks
13		The Mayor in Cabinet considers Officer recommendations and delivers a decision	Key decision, made at Cabinet, around 10 weeks required. Statutory 13 week deadline for determination
14		Publish decision documents	Within 2 weeks of Cabinet's decision (following the "call-in" period)
15		Publicise the decision to the local area.	

6. Funding and Support

Support is available to assist Neighbourhood Planning in the form of funding and advice to both Neighbourhood Forums, including prospective Forums, and funding for Councils.

Grant funding

DCLG have made available grant funding to support the development of Neighbourhood Forums and Neighbourhood Plans. Please visit www.mycommunityrights.org.uk to view current grant availability and eligibility criteria.

Supporting Communities in Neighbourhood Planning programme

In addition to funding, all neighbourhood forums are eligible to apply for technical support packages from Locality and their delivery partners AECOM. This free support will be delivered by a consultant working one to one with your group with a clearly defined brief, such as producing a design guide, a Strategic Environmental Assessment (SEA), evidence review or site assessment. You can apply for both grant and technical support on the [mycommunity website](http://mycommunityrights.org.uk). There are also detailed toolkits, templates and guidance on the resources section of the [mycommunity website](http://mycommunityrights.org.uk)

Locality also offer a free advice line to answer your Neighbourhood Planning questions. This service is available Monday to Thursday 9.30 -12.30. 0300 020 1864.

There are a number of other resources that can be used to inform the development of your Neighbourhood Planning Forum and Neighbourhood Area. These include:

- Neighbourhood Planning Community Knowledge Hub
- RTPi's Planning Aid England's Forum for Neighbourhood Planning
- Planning Practice Guidance from DCLG

What funding does the Council receive?

The Council receives a small amount of funding when it determines an Area and a Forum (£5,000 for each designation, for up to five Areas and five Forums); and following a successful examination (£20,000 and an additional £10,000 if it is a Neighbourhood Business Area).

The funding covers the cost of meeting the statutory requirements, such as organising the referendum and statutory adverts, as well as contributing towards the cost of the officer time required to undertake the Council's legislative requirements.

