



Application to designate a Neighbourhood Area/Forum Town and Country Planning Act 1990 Neighbourhood Planning (General) Regulations 2012

Publication of applications on the Council's website:

Please note that the information provided on this application form may be published on the Council's website. If you require any further clarification, please contact the Planning Policy Team on 020 8496 6748 or email: planning.policy@walthamforest.gov.uk

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK AND ATTACH
ADDITIONAL SHEETS IF NECESSARY

1. Principal Contact Details

Title:

First name:

Surname:

Address:

Postcode:

Email:

Tel. No:

2. Additional Contact Details

Title:

First Name:

Surname:

Address:

Postcode:

Email:

Tel. No:



3. The application

Please confirm if this application is for both Neighbourhood Area and Forum designation:

Yes ☐ No ☐

If No, please confirm that this application is for Neighbourhood Area designation only

Yes ☐

4. Relevant body:

Please confirm that you are a relevant body to undertake neighbourhood planning in accordance with section 61G of the 1990 Act and Regulation 5(1)(C) of the 2012 Regulations (see attached guidance note).

Yes ☐ No ☐

5. Neighbourhood Forum Conditions

Please state below how you comply with the section 61F (5) conditions of the 1990 Act (see attached guidance note).

6. Name of Neighbourhood Area and Forum:

The 'neighbourhood area' is the area to which the proposed Plan will relate. Please give a name by which your neighbourhood area will be formally known and also please include the proposed name of your neighbourhood forum if your application relates to both area and forum designation).

Copy of constitution attached: Yes ☐ No ☐

7. Extent of the area:

The extent of the area should be shown on an OS plan with the area outlined in red. A statement should also be made to explain why this area is considered appropriate to be designated a neighbourhood area.

Map of the proposed neighbourhood area attached: Yes ☐ No ☐

8. Statement

Please explain why the area is appropriate for designation as a neighbourhood plan area.



9. Declaration:

I/we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

I/we hereby apply to be designated as a neighbourhood forum as described in this form and the accompanying plan.

[delete as appropriate]

Name:

Date:

Name:

Date:

PLEASE SEND YOUR APPLICATION TO:

**Planning Policy Team,
Environment and Regeneration
Room GO8 Sycamore House
Waltham Forest Town Hall Complex
Forest Road,
London E17 4JF**

Telephone: 020 8489 6748

Email: planning.policy@walthamforest.gov.uk

Guidance Note

1. **Principal contact details:** Please give details of the main person of the relevant body to undertake neighbourhood planning.
2. **Additional contact details** – Please give details of a second person of the relevant body. This will allow a second point of contact if the principal contact is unavailable.
3. **The application** – Ideally, the neighbourhood area should be established first to ensure that it is the right area in planning terms and then the neighbourhood forum designated so that it is representative of the designated neighbourhood area. Both can occur simultaneously, however there is the risk that if the area changes the composition or constitution of the prospective neighbourhood forum may not be representative of the area.
4. **Relevant body** – Regulation 5 of the Regulations and Section 61G of the 1990 Act states that only a relevant body can undertake neighbourhood planning within an area. The relevant body means an organisation, or body which is capable of being, designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a neighbourhood area). You will need to confirm that you are a relevant body for the area you are applying for. A prospective neighbourhood forum must be formed to lead and coordinate the plan making process.
5. **Neighbourhood Forum Conditions** – the forum must be established for the express purpose of promoting or improving the social, economic and environmental wellbeing of an area (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area) and:
 - A. Its membership be open to —
 - (i) individuals who live in the neighbourhood area concerned,
 - (ii) individuals who work there (whether for businesses carried on there or otherwise), and
 - (iii) individuals who are elected members whose area falls within the area
 - B. Its membership include a minimum of 21 individuals each of whom —

- (i) lives in the neighbourhood area concerned,
- (ii) works there (whether for a business carried on there or otherwise),
or
- (iii) is an elected member whose area falls within the neighbourhood area concerned

C. has a written constitution, and

D. complied with such other conditions as may be prescribed.

The Council will when making its decision look at whether membership is drawn from different places in the area and different sections of the community in that area.

6. Name of Neighbourhood Area – Please enter the name by which the Neighbourhood Area is to be known and the name of the Forum if you are applying for both.

7. Extent of the Area: The proposed neighbourhood boundary should be objectively established. Neighbourhood areas proposed for designation will be expected to have a definable sense of boundary established in discussion and agreement with the Council. The extent of the area should be shown on an OS plan with the area outlined in red.

8. Statement: The statement should explain why this area is considered appropriate to be designated as a neighbourhood area. Please note that where a neighbourhood area/forum has been formally designated and that designation has not expired or been withdrawn, the Council will not consider any neighbourhood forum applications relating to the same neighbourhood area.

9. Declaration – A signature of the principal contact names from each area will be required, and dated.