

## Neighbourhood Area and Forum Application Form (for non-parished areas making a joint application)

This form has been prepared by Leeds City Council to help simplify the application process for non-parish areas wanting to apply for Neighbourhood Area and Forum designation at the same time.

The Neighbourhood Planning (General) Regulations (8) 2012 sets out the information that must be included within a neighbourhood forum application. The information provided on this form will be published by the City Council. **However, personal information on members within the proposed forum as detailed in Section 8 will not be published.**

**It is advised you speak with the Council before submitting this form (contact details can be found under Section 11).**

### 1. Name of the proposed Neighbourhood Area

### 2. Name of the proposed Neighbourhood Forum

### 3. Map identifying the extent of the Neighbourhood Area (please attach)

☐ Map attached

### 4. Neighbourhood Area supporting statement

The Council has a duty to designate neighbourhood areas that are coherent, consistent and appropriate. Relevant considerations in this respect could be:

- village or settlement boundaries, which could reflect areas of planned expansion
- the catchment area for walking to local services such as shops, primary schools, doctors' surgery, 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.

In addition, other considerations are important and these could include:

- the local sense of a 'neighbourhood';
- the views of those who live, work and carry out business in the area;
- the aims of the neighbourhood plan (will the neighbourhood area assist in the delivery of the vision?)
- the availability of data (to produce an evidence base and inform robust decision making);

Please outline the reasons in support of the Neighbourhood Area;

## 5. Written Constitution (please attach)

☐ Constitution attached (please tick)

The best constitutions for neighbourhood forums contain the following:

- the name and purpose of the neighbourhood forum,
- working arrangements including sub-groups, partners and their roles,
- pattern of meetings and details of how decisions will be made,
- details of governance, including official positions,
- arrangements for management and financial management,
- membership and procedures for replacement of members where necessary.

There will be other things that are locally important that you may wish to include.

*The written constitution is also an opportunity for the proposed neighbourhood forum to set out how the forum meets the required conditions contained in Section 61F(5) of the Town and Country Planning Act (1990) see Section 5 of this form.*

## 6. Contact/s for proposed Neighbourhood Forum

The Neighbourhood Planning (General) Regulations 2012 Regulations 8, 9 and 10 requires details **of at least one member** of the proposed neighbourhood forum to be made public.

**Please note, contact information provided in this section will be published.**

You may wish to provide contact details for more than one member.

Title:
First Name:
Surname:
Address:
Postcode:
Email:

Title:
First Name:
Surname:
Address:
Postcode:
Email:

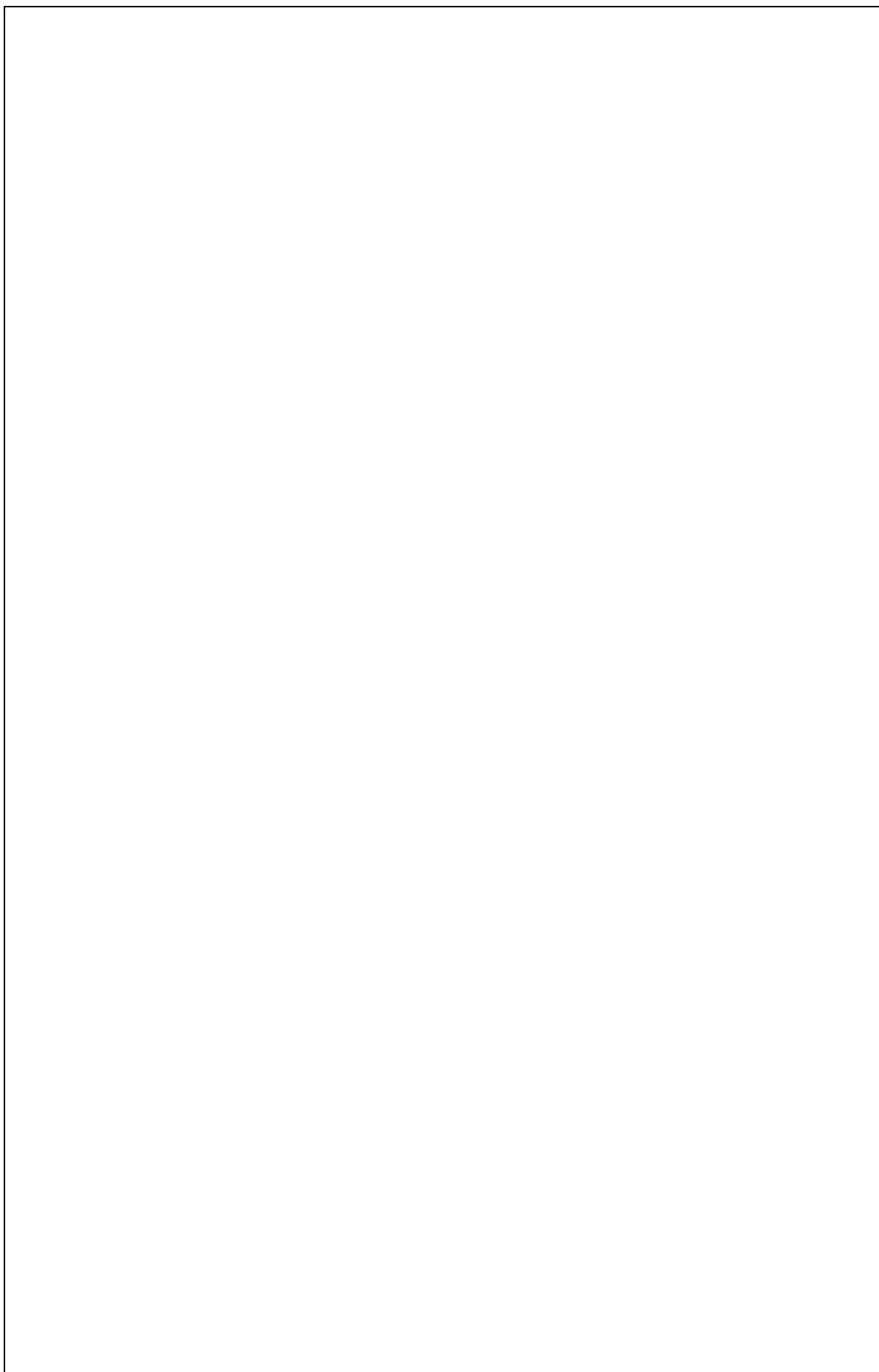
## 7. Neighbourhood Forum supporting statement

*This section provides the opportunity to set out the purpose, aims and ambitions of the neighbourhood forum and to demonstrate how its membership is representative of the local community.*

In order for the City Council to designate a neighbourhood forum to act on behalf of a neighbourhood area, it needs to be satisfied that the following conditions contained in Section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act) are met:

- a) it is established for the express purpose of promoting or improving the social, economic and environmental well-being of the neighbourhood area concerned (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)
- b) membership is open to and includes a minimum of 21 individuals each of whom:
  - live in the neighbourhood area;
  - work in the neighbourhood area;
  - carry out business in the neighbourhood area (for example, represent the area as a local councillor or as a Member of Parliament).
- c) it has a written constitution (as detailed in Section 2)

Please set out the purpose, aims and ambitions of the proposed neighbourhood forum here:



## 8. Membership of proposed Neighbourhood Forum

**A minimum of 21 members** is required, each of whom must live, work or carry out business in the neighbourhood area, or be an elected member (whose area falls within the neighbourhood area).

The Neighbourhood Planning Regulations 2012 require a Neighbourhood Forum to comprise a good cross section of the Neighbourhood Area so as to be considered representative.

To help the Council assess your application please do one of the following;

1. Provide the name and address of all proposed members
2. Provide the postcode of all proposed members
3. Plot where proposed members live and work on a map.\*

	Name	Address and Postcode	Interest in Neighbourhood Area			
			Lives in area	Business in area	Works in area	Cllr or MP
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2						
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**If you have additional members, please use the table provided at the end of this form.**

\*Please make sure you fill in the box indicating the member's interest in the area (lives, works, owns business, elected representative).

## 9. Declaration

I/We hereby apply to designate a neighbourhood area and forum as described on this form and the accompanying information.

Name(s):

Date:

Name(s):

Date:

## 10. Returning your application

Please return your printed application form and attachments to:

Neighbourhood Planning team  
Forward Planning & Implementation  
Leonardo Building  
2 Rossington Street  
LS2 8HD

Or email as an attachment to [npsupport@leeds.gov.uk](mailto:npsupport@leeds.gov.uk)

## 11. Further information

Information can be found on the Leeds City Council Neighbourhood Planning website [www.leeds.gov.uk/neighbourhoodplanning](http://www.leeds.gov.uk/neighbourhoodplanning)

Alternatively, please contact Ian Mackay on 0113 247 8079 or email [npsupport@leeds.gov.uk](mailto:npsupport@leeds.gov.uk)

## 12. Next Steps

Following the submission of the neighbourhood forum and area application form the City Council will:

- Check the application is valid;
- Publish the application for a minimum six week period to allow for representations; and
- Consider representations and make a decision whether to designate a neighbourhood forum and area.

Once a neighbourhood forum is designated it can then engage and consult with the wider community to develop a plan for their neighbourhood.



### Additional Forum members (see section 8)

	Name	Address and Postcode	Interest in Neighbourhood Area			
			Lives in area	Business in area	Works in area	Cllr or MP
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