

APPLICATION FORM

Neighbourhood Plan Area Designation

Town and Country Planning Act 1990 Neighbourhood Planning (General) Regulations 2012 (as amended)

The designation of a Neighbourhood Area is the first formal stage in preparing a Neighbourhood Development Plan. This form should only be completed once you have met and agreed with your District Council that for what you are proposing, a neighbourhood plan is the appropriate tool.

This application form may also be used if you are proposing Neighbourhood Development Order or Community Right to Build Order. Guidance on how to complete the application is provided at the end of the form.

Completed forms should be sent by email or post to:

Suffolk Coastal applications

suffolkcoastallocalplan@eastsoffolk.gov.uk

Suffolk Coastal District Council
Planning Policy and Delivery Team
East Suffolk House
Riduna Park
Station Road
Melton
Suffolk
IP12 3RT

☎ 01394 444567

Waveney applications

waveneylocalplan@eastsoffolk.gov.uk

Waveney District Council
Planning Policy and Delivery Team
Riverside
4 Canning Road
Lowestoft
Suffolk
NR33 0EQ

☎ 01502 523043

Data Protection Statement:

The information you have supplied may be processed by computer or form the basis of manual records. Suffolk Coastal District Council and Waveney District Council will use the data for purposes relevant to the Neighbourhood Planning (General) Regulations 2012 (as amended) and for no other purpose. Neighbourhood planning purposes will require data to be shared between the Council in its role as Local Planning Authority and the town/parish council as the relevant Qualifying Body. Please note: this form will be published online in its entirety.

Suffolk Coastal & Waveney District Councils



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Name of Neighbourhood Area

Please give the name by which your Neighbourhood Area will formally be known:

Oulton Neighbourhood Area

Name of Parish / Town Council / Neighbourhood Forum

Please give the name of the Parish / Town Council / Neighbourhood Forum that will be undertaking neighbourhood planning in the area:

Oulton Parish Council

Relevant body

Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with Section 61G of the 1990 Town and Country Planning Act and Section 5C of the Neighbourhood Planning (General) Regulations 2012:

Yes

No

Intention of Neighbourhood Area

Please indicate which of the following you intend to undertake within your Neighbourhood Area:

Neighbourhood Development Plan

Neighbourhood Development Order

Community Right to Build Order

Applicant details

Title	<input type="text" value="Oulton Parish Council"/>
Name	<input type="text" value="Lynne Ward"/>
Position (e.g. Clerk, Chairman)	<input type="text" value="Parish Clerk"/>
Address	<input type="text" value="Ashdale
61, Sands Lane,
Oulton Broad,
Lowestoft
NR32 3ER"/>
Email	<input type="text" value="Clerkoulttonparishsuffolk@hotmail.co.uk"/>

Additional contact

Title	<input type="text"/>
Name	<input type="text" value="Tony Wright"/>
Position (e.g. Clerk, Chairman)	<input type="text" value="NP Administrator"/>
Address	<input type="text" value="145, Burgh Rd
Gorleston
Gt Yarmouth
NR31 8AZ"/>
Email	<input type="text" value="tonywrightgy@yahoo.co.uk"/>

Extent of area

Whole single Parish Part of Parish
 Joint Parish Ward area

Please describe below why you consider the extent of the area is appropriate:

This follows the line of the Parish Boundary in full.

(Use continuation sheet if necessary)

Additional joint Parish Council details

If your neighbourhood plan is intended to cover more than one parish area, please give the parish clerk details for each parish. A copy of the relevant town/parish council minute confirming their agreement to a joint neighbourhood plan should accompany this application form.

Declaration

I/we hereby apply to designate an area as described in this form and shown on the accompanying map. In the case of joint parish applications, names from each parish would be required.

Name
(block capitals)

Lynne Ward

Date

11/10/2018

Name
(block capitals)

Date

Name
(block capitals)

Date



How to complete the application form

The Neighbourhood Area is the area to which the proposed Neighbourhood Development Plan or Neighbourhood Development Order will relate. In most cases Neighbourhood Areas will follow parish or town boundaries. Waveney and Suffolk Coastal districts are now fully parished. However, a Neighbourhood Area may only be part of these areas or may combine more than one parish.

Name of Neighbourhood Area

What would you like your Neighbourhood Area to be known as? Please enter the name.

Relevant body

Only the relevant body can undertake neighbourhood planning (i.e. the Parish or Town Council or designated Neighbourhood Forum). Please confirm that you are the relevant body for the Neighbourhood Area you are applying for. If a joint application is being made please provide details of all relevant parish councils. Note – a Parish Meeting would not qualify as a relevant body.

Intention of Neighbourhood Area

What type of plan are you going to prepare for your Neighbourhood Area? Please indicate in the box.

Applicant details

Please give the contact details of the person representing the relevant body (i.e. the Parish Council, Town Council or Neighbourhood Forum) undertaking neighbourhood planning.

Additional contact

Provide details of the key contact of the group (i.e. the steering or project group) undertaking production of the plan, if different to Applicant Details. The person named as the applicant will remain the principle contact for all correspondence.

Extent of the area

In most cases Neighbourhood Areas will follow parish or ward boundaries. However, they can be smaller or extend beyond boundaries to include other parishes or wards. The extent of your Neighbourhood Area should be outlined in RED on an Ordnance Survey plan. A short statement should be made to explain why this area is considered appropriate to be designated as a Neighbourhood Area.

Additional joint parish details

If the proposed Neighbourhood Area covers more than one parish, this must be a joint application with agreement from each of the affected Parish Councils. Please provide details of each Parish Clerk for parishes listed as Relevant Body. You will also need to provide a copy of the relevant town/parish council minute confirming agreement to undertaking a joint neighbourhood plan.

Declaration

Sign and date this section and make sure that any joint applicants listed in Additional Joint Parish Details also sign and date this section.

How the District Council will determine the application

The District Council will:

- Check that the application is valid and made by a relevant body,
- Consider whether the proposed neighbourhood area is appropriate,
- Check that the neighbourhood area does not overlap with any other neighbourhood area.

The decision will be made in accordance with the timetable set out below which is defined in regulation.

Application Type	Timeframe
Single parish area	As soon as possible. No consultation is required. The Council will determine the area within 3 weeks (5 weeks if the area also forms part of the Broads Authority area).
More than one parish	Within 13 weeks. Minimum 6 week consultation required.
More than one Local Planning Authority (multi parish)	Within 20 weeks. Minimum 6 week consultation period required. Note a small number of parishes also fall within the Broads Authority.

To avoid any unnecessary delay, authority to designate a neighbourhood area is operated under delegated powers.

In the majority of cases, the area applied for will be granted without amendment. In a minority of cases, and with the consent of the Parish or Town Council or Neighbourhood Forum, the Council may make modifications to the Neighbourhood Area if considered appropriate/necessary. The Council will notify the applicant and publish its decision on the website. The decision notice will specify why the area originally applied for is considered unsuitable as well as defining and designating a revised area. The Martlesham Neighbourhood Plan area is one such exception.

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