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 <u>only</u> 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	**Waveney applications**
suffolkcoastallocalplan@eastsuffolk.gov.uk	waveneylocalplan@eastsuffolk.gov.uk
Suffolk Coastal District Council	Waveney District Council
Planning Policy and Delivery Team	Planning Policy and Delivery Team
East Suffolk House	Riverside
Riduna Park	4 Canning Road
Station Road Lowestoft Melton Suffolk	
Suffolk	NR33 0EQ
IP12 3RT	
☎ 01394 444567	☎ 01502 523043

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Name of Neighbourhood Area

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

Otley Neighbourhood Plan

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:

Otley 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   y

No

Intention of Neighbourhood Area

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

Neighbourhood Development Plan   [y]

Neighbourhood Development Order   [ ]

Community Right to Build Order   [ ]

Applicant details

Title	Mr.
Name	Anthony Ling
Position (e.g. Clerk, Chairman)	Chair
Address	Grange Farm, Helmingham Road, Otley
Email	antling66@live.com

Additional contact

Title	Mr
Name	Martin Liddell
Position (e.g. Clerk, Chairman)	Chair of Neighbourhood Planning team
Address	Bay Tree Cottage Chapel Road Otley
Email	martinliddell@btinternet.com

Extent of area

Whole single Parish [Y]   Part of Parish [ ]

Joint Parish [ ]   Ward area [ ]

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

We feel that aligning the Neighbourhood plan area to the Parish will give the best possible plan for the Parish Council to use to inform future decision making and hence give the best plan for the residents of Otley

(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.

N/A

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)	Anthony Ling	Date	11.12.18
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.

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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[1]
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.

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[1] Where a proposed Neighbourhood Area overlaps with an existing Neighbourhood Area which extends outside of the area of the Parish Council(s) applying for it, the above timescales do not apply.

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.

Suffolk Coastal & Waveney District Councils

SUFFOLK COASTAL DISTRICT COUNCIL

in partnership
eastsuffolk.gov.uk