

**Application for the Designation of a Neighbourhood Forum (Regulation 8)**

**Town and Country Planning Act 1990 (amended by the Planning and Compulsory Purchase Act 2004 and Localism Act 2011)  
Neighbourhood Planning (General) Regulations 2012, as amended**

**Important Guidance**

**This form should be completed electronically using the information provided in the Newham Neighbourhood Planning Guidance Note.** If you require a printed version please download the printable version from the Newham website or visit one of the [Council’s libraries](https://www.newham.gov.uk/Pages/Services/Libraries-in-Newham-information.aspx).

**What are your neighbourhood planning goals?**

As a group you need to be clear about what you are trying to achieve in your area. A Neighbourhood Development Plan may not be the best way to achieve your vision for the community. The majority of the time, energy, money and resource for creating a Neighbourhood Plan comes from the community and from start to finish the average plan takes 18 months to 4 years to complete.

We therefore strongly recommend that, before beginning the Neighbourhood Planning process,you read the guidance on the [Neighbourhood Planning](https://www.newham.gov.uk/Pages/Services/neighbourhood-planning.aspx) pages on the London Borough of Newham’s website, and utilise independent advice from [Locality](https://locality.org.uk/services-tools/neighbourhood-planning/) – the government appointed partnership to assist communities.

**Support – make sure you speak with us early on**

Newham’s Planning Policy team is happy to provide advice and assistance on your Neighbourhood Plan. It is a good idea to meet and begin discussions with the team early on in the process. Full details of the Neighbourhood Planning process can be found in the Newham Neighbourhood Planning Guidance Note.

To set up a meeting email ([neighbourhoodplanning@newham.gov.uk](mailto:neighbourhoodplanning@newham.gov.uk)) or call the Council’s main switchboard (0208430 20000) and ask for Planning Policy.

**Before you return this form to the Council please ensure you have submitted all the necessary information**

**Application Checklist**

Please read the following check list to make sure you have sent all the information in support of your proposal. Failure to submit all the information required will result in delay in determining the application.

Statement setting out the types of issues the group want to address   
 through a Neighbourhood Plan (Question 1a).

Statement confirming that the Forum will promote or improve social,   
 economic and environmental wellbeing (Question 1b).

Membership list of a least 21 people from across the designated Neighbourhood Area (Question 3a).

Neighbourhood Forum Constitution (Question 4a).

Map showing the designated / proposed Neighbourhood Area (Question 5b).

**Publication of applications on the London Borough of Newham website**

Please note that the information provided on this application form will   
be published on the Local Planning Authority’s website. However, personal information on members within the proposed Neighbourhood Forum as detailed in Section 3 will not be published.

In accordance with Regulation 9 (Publicising a Neighbourhood Forum Application). Newham Council will publicise, and invite comments on the application for a minimum period of 6 weeks.

**Contact details (complete as relevant)**

**Public Information**

Forum name: Click here to add text.

Email address: Click here to add text.

Website address: Click here to add text.

Facebook page: Click here to add text.

Twitter account: Click here to add text.

Other: Click here to add text.

**Public Information**

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. Contact information provided in this section will be published.

Contact details of one group member

Name: Click here to add text.

Email address: Click here to add text.

Address: Click here to add text.

Postcode: Click here to add text.

Telephone: Click here to add text.

Contact details of additional group member (optional)

Name: Click here to add text.

Email address: Click here to add text.

Address: Click here to add text.

Postcode: Click here to add text.

Telephone: Click here to add text.

The Forum needs to meets the **four conditions** stated in the Localism Act, as set out below.

1. **The Forum is established to promote or improve the social, economic and environmental well-being of its neighbourhood.**

**1. a) What issues in your area would you like to address through the Neighbourhood Plan.**

Click here to add text. **b) How will the Forum seek to promote or improve the Neighbourhood Planning Area in terms of its social, economic and environmental well-being?**

|  |  |
| --- | --- |
| Social well-being | Click here to add text. |
| Economic well-being | Click here to add text. |
| Environmental well-being | Click here to add text. |

**c) How will the Forum embed the Council’s guidance and aspirations of the Local Plan and (where relevant) an applicable Local Community Plan.**

|  |  |
| --- | --- |
| Local Plan | Click here to add text. |
| Local Community Plan | Click here to add text. |

**d) How will the Forum engage with other local forums and groups?**

Click here to add text.

1. **The Forum’s membership is open to everyone who lives in, works in or represents the areas as an elected member.**

**2. a) How have you promoted the opportunity to be involved in the Forum and what reasonable steps have been taken to secure at least one person from those who live in, work in or represent the area as an elected member in your membership?** This may include evidence of discussions, meetings and consultations.

Click here to add text.

**2. b) How does the Forum’s Membership reflect the Area’s demographic profile in terms of age, ethnicity, disability and gender?**

Click here to add text.

1. **The Forum’s membership should include a minimum of 21 people. Members must be drawn from across the area and be reflective of the neighbourhoods diversity. Membership can be a mix of those living or working in the area and/or represent the area as an elected member.**

**3. a) Please provide the information below for each member**.

**Confidential Information   
This information will not be made public.** Forum Members will be contacted by the Council, by post, to verify their connection with the Neighbourhood Plan Area.

A Neighbourhood Forum is required to have a minimum of 21 individuals, however there is no maximum number. If you have additional members please list and attach to your application form.

|  | Name | Address | Postcode | Interest and relevant background | Must be local to the area | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Resident | Business Owner/ worker | Elected Member |
| 1 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 2 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 3 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 4 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 5 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 6 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 7 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 8 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 9 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 10 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 11 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 12 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 13 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 14 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 15 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 16 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 17 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 18 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 19 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 20 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |
| 21 | Click here. | Click here. | Click here. | Click here to add text. |  |  |  |

**The Forum has a written constitution.**

**4. a) Has the Forum completed and attached a written constitution?**

Yes No

**b) Has the written constitutions been developed in the correct and proper manner? (in accordance with Locality Guidance)**

Click here to add text.

1. **Designated Neighbourhood Forum Area**

Please provide a map of the **designated**  Neighbourhood Area to which this application applies. The Neighbourhood Area must be approved by Newham Council before applying for Neighbourhood Forum status.

**5. a) Name of designated Neighbourhood Area:** Click here to add text.

**b) Please provide a clear map (OS based at an appropriate scale) which clearly identifies (in red) the boundary of the designated Neighbourhood Area.**

1. **Declaration**

I / we hereby apply to designate a Neighbourhood Forum as described on this form for the accompanying designated Neighbourhood Plan Area.

Signed: Click here to add text.

Dated: Click here to add text.

**Please return this completed form to:**

E: [neighbourhoodplanning@newham.gov.uk](mailto:neighbourhoodplanning@newham.gov.uk)

Planning Policy   
London Borough of Newham  
Newham Dockside   
1000 Dockside Road  
London E16 2QU

**NB. Please retain a copy of this form or your records and should your circumstances or contact details change then please let the appropriate contact officer know.**

The information shared, herein, with officers and elected members of Newham Council will be held in accordance with the General Data Protection Regulation (GDPR) guidelines and will be retained for a minimum period of 3years