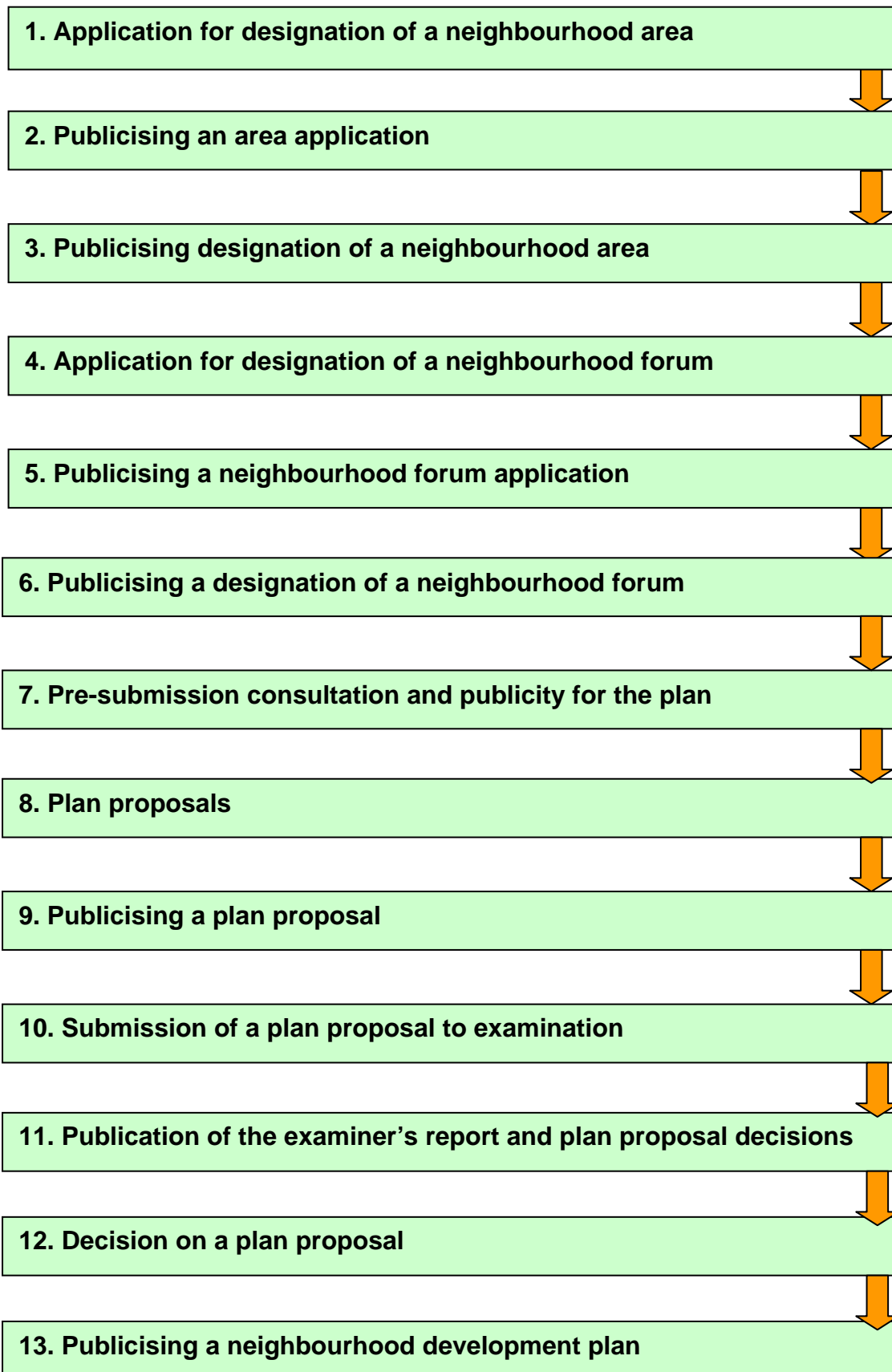


The Neighbourhood Planning (General) Regulations 2012
A summary of the 13 formal steps to producing a Neighbourhood Plan



NEIGHBOURHOOD AREAS

Step 1. Application for designation of a neighbourhood area (Regulation 5)

What needs to be done?

(1)(a) Application must include a map which identifies the area to which the neighbourhood area application relates

(b) Application must include a statement explaining why area is considered appropriate to be designated as a neighbourhood area

(c) Application must include a statement that body making area application is a **relevant body*** in accordance with legislation

(2) Local planning authority may decline to consider an area application if **relevant body*** has already made an area application and a decision has not been made on that application

(* eg Town Council, Neighbourhood Forum)

Who will do this?

Torbay Council has prepared digitised map, in liaison with NF

Neighbourhood Forum

Neighbourhood Forum

Torbay Council

Step 2. Publicising an area application (Regulation 6)

What needs to be done?

Local planning authority must publicise the following on their website and elsewhere as appropriate

(a) a copy of area application

(b) details of how to make representations

(c) deadline for receipt of representations (minimum 6 week period)

Who will do this?

Torbay Council

Torbay Council

Torbay Council

Step 3. Publicising the designation of a neighbourhood area etc (Regulation 7)

What needs to be done?

(1) As soon as possible after designation, local planning authority must publicise the following on website and elsewhere as appropriate

(a) name of the neighbourhood area

(b) map identifying the area

(c) name of relevant body applying for designation

Who will do this?

Torbay Council

Torbay Council

Torbay Council

(2) As soon as possible after deciding to refuse a designation, local planning authority must publicise the following on their website and elsewhere as appropriate

(a) a decision document setting out statement of reasons for the decision

Torbay Council

(b) details of where and when decision document can be seen

Torbay Council

NEIGHBOURHOOD FORUMS

Step 4. Application for designation of a neighbourhood forum (Regulation 8)

What needs to be done?

(1) Where a body submits a neighbourhood forum application to the local planning authority, it must include

(a) name of proposed neighbourhood forum

(b) a copy of written constitution of proposed neighbourhood forum

(c) name of neighbourhood area and a map identifying area

(d) contact details of at least one member of proposed neighbourhood forum

Who will do this?

Neighbourhood Forum

Neighbourhood Forum

Neighbourhood Forum

Neighbourhood Forum

(e) statement of how proposed neighbourhood forum meets relevant legislation

Step 5. Publicising a neighbourhood forum application (Regulation 9)

What needs to be done?

- (1) As soon as possible after receiving a neighbourhood forum application, the local planning authority must publicise the following on their website and elsewhere as appropriate
- (a) a copy of application
 - (b) a statement that if a designation is made, no other body may be designated for that neighbourhood area until designation expires or is withdrawn
 - (c) details of how to make representations
 - (d) deadline for receipt of representations (minimum 6 week period)

Who will do this?

- Torbay Council
- Torbay Council

- Torbay Council

- Torbay Council

Step 6. Publicising a designation of a neighbourhood forum (Regulation 10)

What needs to be done?

- (1) As soon as possible after designating a neighbourhood forum, a local planning authority must publicise the following on their website and elsewhere as appropriate
- (a) the name of the neighbourhood forum
 - (b) a copy of the written constitution of the neighbourhood forum
 - (c) the name of the neighbourhood area to which designation relates
 - (d) contact details of at least one member of the neighbourhood forum

Who will do this?

- Torbay Council
- Torbay Council
- Torbay Council
- Torbay Council

(2) As soon as possible after deciding to refuse a designation, local planning authority must publicise the following on their website and elsewhere as appropriate

(a) a refusal statement setting out decision and reasons for the decision

Torbay Council

(b) details of where and when refusal statement can be seen

Torbay Council

NEIGHBOURHOOD DEVELOPMENT PLANS

Step 7. Pre-submission consultation and publicity for the plan (Regulation 14)

What needs to be done?

(1) Before submitting a plan proposal to the local planning authority, the Neighbourhood Forum must

Who will do this?

(a) publicise in an appropriate manner in the neighbourhood area

Neighbourhood Forum

(i) details of the proposals in a neighbourhood development plan

Neighbourhood Forum

(ii) details of where and when proposals for neighbourhood development plan can be seen

Neighbourhood Forum

(iii) details of how to make representations

Neighbourhood Forum

(iv) deadline for receipt of representations (minimum 6 week period)

Neighbourhood Forum

(b) consult relevant consultation bodiesⁱ that may be affected by neighbourhood development plan

Neighbourhood Forum

(c) send a copy of proposals for neighbourhood development plan to local planning authority

Neighbourhood Forum

Step 8. Plan proposals (Regulation 15)

What needs to be done?

(1) Where an appropriate body submits a plan proposal to the local planning authority, it must include

- (a) a map or statement identifying the proposed neighbourhood plan area
- (b) a consultation statement
- (c) the proposed neighbourhood development plan; and
- (d) a statement explaining how the proposed neighbourhood development plan meets the relevant legislation

(2) A consultation statement means a document that

- (a) contains details of persons and bodies consulted about plan
- (b) explains how they were consulted
- (c) summarises main issues raised by consultees
- (d) describes how issues have been considered and where relevant addressed in proposed neighbourhood development plan

Who will do this?

Neighbourhood Forum

Neighbourhood Forum

Neighbourhood Forum

Step 9. Publicising a plan proposal (Regulation 16)

What needs to be done?

(1) As soon as possible after receiving a plan proposal that includes all of the relevant documents, the local planning authority must

- (a) publicise the following on their website and elsewhere as appropriate
 - (i) details of the plan proposal
 - (ii) details of where and when the plan proposal can be seen
 - (iii) details of how to make representations

Who will do this?

Torbay Council

(iv) a statement that representations may include a request to be notified of local planning authority's decision [under Regulation 19 below](#)

(v) deadline for receipt of representations (minimum 6 week period)

(b) notify any consultation body referred to in the consultation statement that the plan proposal has been received

Torbay Council

Step 10. Submission of a plan proposal to examination **(Regulation 17)**

What needs to be done?

(1) As soon as possible after appointment of personⁱⁱ to carry out an examination, local planning authority must send the following to the person appointed

(a) the plan proposal

(b) the other plan proposal documents ([Regulation 15\(1\)](#)) submitted to the local planning authority

(c) information relating to Conservation of Habitats and Species Regulations if relevant

(d) a copy of any representations made ([Regulation 16](#))

Who will do this?

Torbay Council

Torbay Council

Torbay Council

Torbay Council

Step 11. Publication of the examiner's report and plan proposal decisions **(Regulation 18)**

What needs to be done?

(1) Local planning authority can decide

(a) to decline to consider a plan proposal

(b) to refuse a plan proposal

(c) what action to take in response to the recommendations of an

Who will do this?

Torbay Council

examiner regarding a neighbourhood plan
(d) what modifications if any they are to make to the draft plan
(e) whether to extend the area to which a referendum is to take place
(f) that they are not satisfied with the plan proposal

(2) As soon as possible after making a decision referred to above, a local planning authority must publish on their website and elsewhere as appropriate
(a) the decision and their reasons (the decision statement)
(b) details of where and when the decision statement may be inspected
(c) the report made by the examiner

Torbay Council

Step 12. Decision on a plan proposal **(Regulation 19)**

What needs to be done?

(1) As soon as possible after deciding to make a neighbourhood development plan (or refusing to make a plan), a local planning authority must

Who will do this?

(a) publish on their website and elsewhere as appropriate
(i) a statement setting out the decision and their reasons (the decision statement)
(ii) details of where and when the decision statement may be inspected

Torbay Council

(b) send a copy of the decision statement to
(i) the qualifying body
(ii) any person who asked to be notified of the decision

Torbay Council

Step 13. Publicising a neighbourhood development plan (Regulation 19)

What needs to be done?

1) As soon as possible after making a neighbourhood development plan, a local planning authority must

- (a) publish on their website and elsewhere as appropriate
 - (i) the neighbourhood development plan
 - (ii) details of where and when the neighbourhood development plan may be inspected

(b) notify any persons who asked to be notified of the making of the neighbourhood development plan That it has been made and where and when it may be inspected

Who will do this?

Torbay Council

Torbay Council

ⁱ Consultation bodies listed in Appendix 1

ⁱⁱ Appointed by Torbay Council

Appendix 1
Consultation Bodies (Schedule 1 Regulation 3)
Neighbourhood development plans

1. For the purposes of regulations 14 and 16, a “consultation body” means—
- (a) where the local planning authority is a London borough council, the Mayor of London;
 - (b) a local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;
 - (c) the Coal Authority
 - (d) the Homes and Communities Agency;
 - (e) Natural England;
 - (f) the Environment Agency;
 - (g) the Historic Buildings and Monuments Commission for England (known as English Heritage);
 - (h) Network Rail Infrastructure Limited (company number 2904587);
 - (i) the Highways Agency;
 - (j) the Marine Management Organisation;
 - (k) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
 - (l) where it exercises functions in any part of the neighbourhood area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(a) or continued in existence by virtue of that section;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989(b);
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(c);
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
 - (m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;
 - (n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;
 - (o) bodies which represent the interests of different religious groups in the neighbourhood area;
 - (p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and
 - (q) bodies which represent the interests of disabled persons in the neighbourhood area.