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| **Neighbourhood Forum application form** | **U:\Archive\Photos\Logos\MEDCouncil_rgb_strap smaller.jpg** |

**Town and Country Planning Act 1990**

**Neighbourhood Planning (General) Regulations 2012**

This form is designed to help simplify the process of designating a Neighbourhood Forum by organisations who intend to produce Neighbourhood Plans or Development Orders, including Community Right to Build Orders in non-parished[[1]](#footnote-1) areas of Medway. Guidance on the designation of a Neighbourhood Forum can be found on the Medway Council Neighbourhood Planning webpage: [www.medway.gov.uk/info/200149/planning\_policy/142/neighbourhood\_planning](http://www.medway.gov.uk/info/200149/planning_policy/142/neighbourhood_planning)

You do not need to use this form to make an application for a Neighbourhood Forum, however completing the form will help ensure that sufficient information is submitted.

If you require any further guidance or would like to discuss your proposed Neighbourhood Forum application with Medway Council before you submit your application, please contact the Planning Policy Team by email at planning.policy@medway.gov.uk or by telephone on 01634 331629.

**Please note that information provided on this form will be made public along with any other supporting information submitted. Sensitive personal details will be redacted.**

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| Contact name: |  |
| Address: |  |
| Email address: |  |
| Telephone number: |  |

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| Name of proposed Neighbourhood Forum: |  |

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| Please tick to confirm that the proposed Neighbourhood Forum has a written constitution and that a copy of the constitution is attached to this application. | **Yes** | **No** |
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| ***A minimum of 21 individuals are required to designate a Neighbourhood Forum. The membership should be made up of a mix of people who live or work there and elected members for a local authority that represent (in part or fully) the area concerned. The forum must also be open to new members. Please provide a list of the individuals that form the proposed Neighbourhood Forum and their relationship to the Neighbourhood Area.*** |
| Name and address | Relationship to the area concerned (please tick) | Occupation-if employee -  |
| Resident | Business owner or employee | Elected Member |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
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| **20** |  |  |  |  |  |
| **21** |  |  |  |  |  |

\*The personal information provided will be used by Medway Council to make a decision on the designation of the Neighbourhood Forum. Please see Planning Service Privacy Statement for details of how of how personal information is used: <https://www.medway.gov.uk/info/200133/planning/714/planning_service_privacy_statement>

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| Name of Neighbourhood Area\*\* to which the application relates: |  |

\*\*Please attach an Ordnance Survey based plan at an appropriate scale that clearly identifies the Neighbourhood Area outlined in red.

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| Purpose of the Neighbourhood Forum:(Please tick all that apply) | Neighbourhood Plan | Neighbourhood Development Order | Community Right to Build Order |
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| Please explain the how the organisation meets the conditions required to be designated a Neighbourhood Forum as described in section 61F(5) of the 1990 Act (as amended)[[2]](#footnote-2), which requires that:1. The organisation is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area;
2. The organisation’s membership is open to individuals who live or work in the neighbourhood area concerned, or who are ward councillors whose ward (or part of their ward) falls within the neighbourhood area concerned;
3. The organisation’s membership includes a minimum of 21 individuals; and
4. The organisation has a written constitution.
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| **Please continue on to a separate sheet if more space is required.** |

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| **I hereby apply for the designation of a Neighbourhood Area as described in this form and shown on the accompanying plan.** |
| Signed primary contact (required): |  |
| Name: |  |
| Position: |  |
| Date: |  |
| Signed applicant 2 (optional): |  |
| Name: |  |
| Position: |  |
| Date: |  |
| Signed applicant 3 (optional): |  |
| Name: |  |
| Position: |  |
| Date: |  |

Following the submission of your Neighbourhood Area application, Medway Council will:

* Validate your application;
* Check that the application meets the requirements to be designated a Neighbourhood Forum, taking into account the criteria of in section 61F(5)[[3]](#footnote-3) of the 1990 Act (as amended), and considering how the organisation applying for the Neighbourhood Forum designation has:
	+ Secured, or taken reasonable steps to secure, membership from at least one person falling within each of the required categories;
	+ Drawn its membership from different places within the Neighbourhood Area concerned, and from different sections of the community in the area.
	+ A purpose which reflects the character of the Neighbourhood Area (in general terms).
* Publish the application for a minimum six week period to allow for representations; and
* Consider any representations received and make a decision as to whether to designate the Neighbourhood Forum.

Please submit the completed application form, accompanying plan and any supporting information by email at **planning.policy@medway.gov.uk** or by post to **The Planning Policy Team, Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR.**

1. <https://www.medway.gov.uk/info/200138/your_council/482/parish_councils> [↑](#footnote-ref-1)
2. <https://www.legislation.gov.uk/ukpga/1990/8/section/61F> [↑](#footnote-ref-2)
3. <https://www.legislation.gov.uk/ukpga/1990/8/section/61F> [↑](#footnote-ref-3)