

Application to designate a Neighbourhood Forum
Town and Country Planning Act 1990
Neighbourhood Planning (General) Regulations 2012

Publication of applications on the Knowsley Council website

Please note that the information provided on this application form may be published on the Knowsley Council website. Please contact the planning department for further details.

Regulation 9 of the 2012 Regulations (as amended)

Knowsley Council will check the application is valid and then publicise and invite comments on the application for a period of not less than 6 weeks.

Regulation 9A of the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations (2016)

The Council will then consider representations and make a decision whether or not to designate a Neighbourhood Forum, no later than no later than 13 weeks from the date immediately following that on which the application is first publicised.

Once a Neighbourhood Forum is designated then it can engage and consult with the wider community to develop a plan for their neighbourhood.

Please type or print clearly in blue or black ink. All sections must be completed.

This form can be printed and returned by post or saved as a PDF and returned electronically.

- Email: LocalPlan@knowsley.gov.uk
- Post: Local Plan Team, Knowsley MBC, Ground Floor, Yorkon Building, Archway Road, Liverpool, L36 9FB (postage required)

IMPORTANT

1. The Council will only accept Neighbourhood Forum applications in areas where:
 - A Neighbourhood Area has been designated; or
 - An application to designate a Neighbourhood Area has been submitted in tandem.
2. In order for Knowsley Council to designate a Neighbourhood Forum to act on behalf of a Neighbourhood Area, the Council needs to be satisfied that the following conditions contained in Section 61F(5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act 2011) are met:
 - The proposed forum is established for the express purposes of promoting or improving social, economic and environmental well being of an area that consists of or includes the Neighbourhood Area concerned (whether or not it is also established for the express purpose of promoting and carrying on of trades, professions or other business in such an area).
 - Membership is open to and includes a minimum of 21 individuals each of whom:
 - a. Live in the neighbourhood area concerned;
 - b. Work there (whether for business carried out there or otherwise); and
 - It has a written constitution (as detailed in section 4).

1. Name of proposed Neighbourhood Forum:

2. Name of designated or proposed Neighbourhood Area:

Please identify the area you are proposing to represent.

3. Extent of the designated or proposed Neighbourhood Area:

Please describe below and attach an OS plan showing the extent of the designated or proposed Neighbourhood Area.

4. Written constitution:

Please attach a copy to your application form.

As a guide, a written constitution should contain:

- *The name and purpose of the Neighbourhood Forum;*
- *Working arrangements including sub-groups, partners and their roles;*
- *Pattern of meetings and details of how decisions will be made;*
- *Details of governance, including official positions)*
- *Arrangements for management and financial management;*
- *Membership and procedure of members where necessary.*

The written constitution is also an opportunity for the proposed Neighbourhood Forum to set out how the forum meets the required conditions set within Section 61F(5) of the Town and Country Planning Act 1990.

5. Contact(s) for proposed Neighbourhood Forum:

The 2012 Regulations (Regulations 8, 9 and 10) requires details of at least one member of the proposed Neighbourhood Forum to be made public.

Contact information in this section will be published.

	Contact 1	Contact 2
Title		
Name		
Postal Address		
Postcode		
Telephone Number		
Email		
Preferred Method of Contact		

6. Authority to act on behalf of a Neighbourhood Area:

This section provides the opportunity to set out the purpose, aims and ambitions of the Neighbourhood Forum and to demonstrate how its membership is representative of the local community. Please set out below the purpose, aims and ambitions of the proposed Neighbourhood Forum.

Continue on a separate sheet if necessary...

7. Membership of proposed Neighbourhood Forum:

A minimum of 21 members is required, each of whom must live, work or carry out business in the Neighbourhood Area, or be an Elected Member (whose area falls within the Neighbourhood Area).

Contact Information provided in this section will not be published.

	Name	Address or Post Code	Interest in Neighbourhood Area			
			Lives in area	Business in area	Works in area	Cllr or MP
1			✓			
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Declaration:

I/we hereby apply to designate a Neighbourhood Forum as described on this form and the accompanying information.

Name(s)

Date

Name(s)

Date

Checklist:

Remember to attach the following with your application:

- OS plan showing the extent of the designated or proposed Neighbourhood Area
- Copy of Written Constitution