



Neighbourhood forums and application form

Local authorities are now able to appoint new Neighbourhood Forums where there is no parish or town council governance. A community group wanting to achieve Neighbourhood Forum status can approach the Council and ask for their application to be determined. Prospective Neighbourhood Forums will need to meet the following conditions:

- a) it is established for the express purpose of promoting or improving the 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 the carrying on of trades, professions or other businesses in such an area);
- b) its membership is open to:
 - (i) individuals who live in the neighbourhood area concerned;
 - (ii) individuals who work there (whether for businesses carried on there or otherwise); and,
 - (iii) individuals who are elected members of the Council whose Ward falls within the neighbourhood area concerned.
- c) its membership includes a minimum of 21 individuals each of whom:
 - (i) lives in the neighbourhood area concerned; or,
 - (ii) works there (whether for business carried on there or otherwise); or,
 - (iii) is an elected member whose Ward falls within the neighbourhood area concerned.
- d) it has a written constitution; and,
- e) such other conditions as may be prescribed.

It is a responsibility of the Council to receive, publish, consider and determine applications for the designation of Neighbourhood Forums. These functions comprise four stages, which are set out below and are contained in the [Neighbourhood Planning \(General\) Regulations 2012](#).

Stage 1 – Receipt

The initial stage does not involve an assessment of the information included within the application, but ascertaining that the requisite information is present within the application and whether or not there is an existing Neighbourhood Forum for the area. If there is already an existing Neighbourhood Forum for the area and that designation has not expired or been withdrawn, the Council may decline to consider any Neighbourhood Forum application made in relation to that neighbourhood area (Regulation 11).

Stage 2 – Publicity

As soon as possible after receiving a Neighbourhood Forum application, and if not declined to consider under Regulation 11, the Council will publish details on its website and in such other manner as considered likely to bring the application to the attention of people who live, work or carry on business in the area (for a six-week period) to which the application relates.

Stage 3 – Consideration and determination of applications for designation

In reaching a decision regarding the designation of a Neighbourhood Forum, the Council will prepare reasons for its decision. If the decision is not to designate, these reasons need to be published as part of the refusal notice referred to below. It is considered good practice for any decision to be recorded in writing along with reasons, regardless of whether the decision is to grant designation or to refuse it.

Stage 4 – Publicising a designation of a Neighbourhood Forum

If approved, as soon as possible after designating a Neighbourhood Forum, the Council will publish (in the same manner as Stage 2) the following:

- 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 the designation relates; and,
- d) contact details for at least one member of the Neighbourhood Forum.

If refused, as soon as possible after deciding to refuse to designate a Neighbourhood Forum, the Council will publish (in the same manner as Stage 2) the following:

- a) a statement setting out the decision and their reasons for making that decision (“the refusal statement”); and,
- b) details of where and when the refusal statement may be inspected.

There are time limits on the time in which a local authority must make a decision on the proposed Neighbourhood Forum. From the day after the application is published on the Council’s website, decisions are required to be made within 13 weeks (or 20 weeks for Neighbourhood Forums falling within the area of two or more local authorities).

Under certain circumstances a designation may be withdrawn. It may be that the Council considers that the organisation is no longer meeting the conditions by reference to which it was designated (or any other criteria which were relevant to the designation). Alternatively, the Neighbourhood Forum may voluntarily withdraw their designation.

In either case, as soon as possible after withdrawing the designation of a Neighbourhood Forum the Council will publish (in the same manner as Stage 2) the following:

- a) a statement setting out details of the withdrawal (“the withdrawal statement”); and,
- b) details of where and when the withdrawal statement may be inspected.

To express an interest in becoming a Neighbourhood Forum, please complete the (attached) application form, which can also be downloaded, along with the above information from the Council’s website. **Submissions made not using the application form will not be considered.**

5. Please provide a map (OS based at an appropriate scale) which clearly identifies the proposed Neighbourhood Area.

6. As part of the application, please include the following information;

- A copy of the written constitution of the proposed Neighbourhood Forum.
- A statement which explains how the proposed Neighbourhood Forum meets the conditions contained in Section 61F(5), Schedule 9 of the Town and Country Planning Act 1990.
- If your neighbourhood area covers land outside of Middlesbrough, please provide a map that indicates the relevant area(s) and details of the relevant representative(s) that you have contacted.
- If available, a financial balance sheet for the last financial year for the Neighbourhood Forum.
- A brief statement setting out the main intention for establishing the Neighbourhood Forum, for example Neighbourhood Development Plan.

For further information, please contact:

Planning Policy,
 Planning Services,
 Civic Centre,
 Middlesbrough Council,
 P.O. Box 504,
 Middlesbrough,
 TS1 9FY.

Telephone: 01642 729065

Email: planningpolicy@middlesbrough.gov.uk

Website: www.middlesbrough.gov.uk