

# Neighbourhood Planning

## Application to designate a Neighbourhood Area

**Town and Country Planning Act 1990**  
**Neighbourhood Planning (General) Regulations 2012, (Amendments) Regulations 2015 and 2016**

Before completing this form, please read our Frequently Asked Questions document and the guidance notes below

Within South Cambridgeshire District only Parish Councils can apply for Neighbourhood Area designation. These will be the 'qualifying body' in this District – a term used in the regulations for Neighbourhood Planning. As the Local Planning Authority, South Cambridgeshire District Council (the Council) may need to undertake various periods of statutory consultation on your proposals.

### Data Protection and Freedom of Information

Information in this form will be used solely for statutory Neighbourhood Planning consultations. Information, including names and contact information, will be available to view on the Council's website.

By submitting this response form you are agreeing to these conditions.

If you need help to complete this form please call 01954 713182 or email [Neighbourhood.Planning@greatercambridgeplanning.org](mailto:Neighbourhood.Planning@greatercambridgeplanning.org)

**Please complete this form using information and contact details we can publish on our website**

1	Name of parish (or lead parish where there is more than one). Where there is no parish council in place to make this application, please contact the Council for assistance in applying to designate a Neighbourhood Forum	
2	Address	
3	Contact name & position	
4	Telephone number	



5 E-mail

6 Additional parish contact details  
If applicable, please list all parishes involved in this application and provide contact details for the clerks of each.

7 Name of Neighbourhood Area  
In many cases this will reflect the name of the parish/es it covers

8 Proposed Neighbourhood Area  
The parish boundary might provide a good basis for a Neighbourhood Area but this is not obligatory. You must state why you consider the boundary you have proposed appropriate for designation. Without this information, your application cannot be processed.

Also, you must provide an Ordnance Survey Map showing clearly the boundary of the proposed Neighbourhood Area. Your application cannot be processed without a map. If you need help to prepare a map please contact [Neighbourhood.Planning@scambs.gov.uk](mailto:Neighbourhood.Planning@scambs.gov.uk) or call 01954 713182

9 Local publicity about your proposal to prepare a Neighbourhood Plan  
Please tell us what you have done so far to let your local community (e.g. residents, landowners, businesses) know you are considering preparing a Neighbourhood Plan for the proposed neighbourhood area. For example have you run public events, placed articles in the local press, made efforts to reach isolated residents?

10 Declaration

I/we hereby declare that this parish council is a constituted parish council and is the qualifying body to act in this context. Local contact information is enclosed and/or being sent electronically

Where relevant, please ensure all other parishes involved have signed this application form. Continue on another sheet if necessary

<p>Name:</p> <p>Signature:</p> <p>Parish (lead parish where there is more than one):</p> <p>Date (dd/mm/yy):</p>
<p>Name:</p> <p>Signature:</p> <p>Parish:</p> <p>Date (dd/mm/yy):</p>

Note – please read Guidance note 4 in our Planning Toolkit about ‘Getting a neighbourhood area designated’ before completing this form:  
<https://www.greatercambridgeplanning.org/media/2299/neighbourhood-planning-toolkit-getting-a-neighbourhood-area-designated-december-2017.pdf>

**Application for Neighbourhood Area designation**

This is the first formal step in the development of a Neighbourhood Plan – a Neighbourhood Area must be designated before a Neighbourhood Plan can be developed. We recommend discussing your objectives with Council officers prior to completing this form, to ascertain whether this is the most appropriate vehicle for you and what support is available to develop your Plan. Working with neighbouring parishes with similar issues could reduce the workload and increase the pool of expertise and knowledge needed for the production of a Neighbourhood Plan.

Community engagement and consultation may need to take place before making an application to designate a Neighbourhood Area. Does the local community support the production of a Neighbourhood Plan? What are the issues as they see them? What

Neighbourhood Area boundary options have they been given? Have they expressed a preference? Details of this community engagement should be detailed in Question 9.

**Qualifying Body (sometimes referred to as the ‘relevant body’)**

Applications must include a statement confirming that the parish council is the qualifying body.

**Your application is not complete without this information.**

**Areas with no parish council**

Parish meetings can either get involved with the Neighbourhood Planning in an adjoining parish or apply to the Council to be designated as a Neighbourhood Forum, which can prepare its own Plan. If you think this applies to you, please contact the Council for assistance.

**Filling out the form**

South Cambridgeshire District Council has prepared this form to make it simple to apply for Area Designation. The contact address used on this form should be the main contact for future communication on the Neighbourhood Plan. Please be aware when completing the form that the information given may need to be published online.

**Map of the Area**

If you need help to prepare a map showing the Neighbourhood Area please contact [Neighbourhood.Planning@greatercambridgeplanning.org](mailto:Neighbourhood.Planning@greatercambridgeplanning.org) or call 01954 713182.

**Your application is not complete without this information.**

**Checklist - have you...?**

- Signed the declaration
- Included a map of the nominated Neighbourhood Area

**Completed forms should be returned**

**Via email**

[neighbourhood.planning@greatercambridgeplanning.org](mailto:neighbourhood.planning@greatercambridgeplanning.org)

**Or sent to –**

Neighbourhood Planning  
Planning Policy Team  
Planning and New Communities  
South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridgeshire  
CB23 6EA