

Annex 5

RBK Neighbourhood Planning Protocol - checklist

Table 2 – Application for designation of a **Neighbourhood Area**

Legal requirements

An application for designation of a Neighbourhood Area must be addressed to the local planning authority. It must consist of the following elements:

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| a) a map which identifies the area to which the area application relates; | Para 1 |
| b) a statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area; and | Para 2 |
| c) a statement that the organisation or body making the area application is a relevant body, i.e. an organisation or body which is, or is capable of being, designated as a Neighbourhood Forum (for the corresponding Neighbourhood Area). | Para 4 |

RBK requirements

Applicants should also provide:

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| a) the contact details for the main liaison member of the community group, including name, email address and phone number; | Para 5 |
| b) a plan showing the proposed Neighbourhood Area should have a red line boundary on an OS base map; | Para 1 |
| c) a statement outlining the reasons why the area selected has been chosen, including where the boundaries fall; and | Para 2 |
| d) a statement outlining the aims, objectives and what a Neighbourhood Plan could achieve for this area and reasons. | Para 3 |