

Application to Designate a Neighbourhood Forum and Area
(in the City of Bath)
Localism Act 2011
Neighbourhood Planning (General) Regulations 2012

Please Note: Before completing this application, all groups are urged to consult Bath & North East Somerset's Neighbourhood Planning Protocol (available [online](#) and from the One-Stop-Shop on Manvers Street, Bath). This document sets out the purpose of and procedure for designating a neighbourhood area and drafting a neighbourhood plan or neighbourhood development order. It is important that you read this guidance as incorrect completion will delay the processing of your application.

Please note that all the information provided on this application form and in supporting documents will be published on the Authority's website. If you require any assistance, advice or clarification, please contact the Planning Policy team.

[Please write in block capitals and black ink]

1) Name of Proposed Neighbourhood Forum					
2) Name of Proposed Neighbourhood Area					
3) Lead Member Contact Details					
Title:		First Name:		Surname:	
Address 1:					
Address 2:					
Address 3:					
Town:					
County:					
Postcode:					
Daytime Number:					
Mobile Number:					
Email:					
4) Full Membership Please provide a list of other neighbourhood forum members (minimum of 21 members required)					
Name:		Email:		Phone:	
Name:		Email:		Phone:	
Name:		Email:		Phone:	
Name:		Email:		Phone:	

8) Intention of Neighbourhood Area

Please indicate which of the following you intend to undertake within your neighbourhood area.

Neighbourhood Development Plan:

Neighbourhood Development Order:

Community Right to Build Order:

9) Application Statement

Please provide a brief statement (500 words max) describing:

- The early aims and objectives for the proposed Neighbourhood Forum
- How the proposed Neighbourhood Forum meets the national regulations
- The anticipated working methods for the Neighbourhood Forum
- Details of any sources of funding you have identified to assist in drafting any neighbourhood plan or neighbourhood development order

10) Declaration

I/we hereby apply to designate a neighbourhood forum and area as described on this form and the accompanying plan.

In addition, I/we:

- 1) Acknowledge the provision of the Bribery Act 2010, section 3
- 2) Confirm that the Forum provides for public membership and is not led by organisations representing more than a third of its membership
- 3) Confirm that the Forum is not dependent upon any one interest group for funding
- 4) Agree to and have signed up to the Council's Code of Conduct for Neighbourhood Forums (see below)
- 5) Include a hard copy of the neighbourhood forum 'written constitution'
- 6) Include an ordinance survey map with the proposed boundaries of the neighbourhood area marked

Code of Conduct for Neighbourhood Forums

Essential

- 1) A single point of contact should be nominated for the Forum which must be provided to the Council and made publicly available. This contact should be kept up to date.
- 2) All Neighbourhood Forums should hold an open Annual General Meeting.
- 3) Agendas should be prepared for meetings of Neighbourhood Forums and the meetings should be minuted, both agendas and minutes should be made publicly available to the public in accordance with existing arrangements for Parish Councils.
- 4) Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, providing sufficient advance notice is given. These should be submitted to the nominated point of contact for the Forum.
- 5) Meetings should be chaired; the arrangements for this are left to the Forum to decide.
- 6) Any financial contributions to the Forum from third parties must be declared.
- 7) Forums must be open to respond to potential concerns about their activities - any such complaints if considered to be justified may lead to a review of the designation of the forum.

Desirable

- 1) A Forum webpage is desirable.
- 2) The frequency of meetings of the Forum is to be determined locally. Quarterly meetings are suggested as a minimum.
- 3) It is desirable that a range of people from the area are represented and attention should be given to involving equalities groups and young people in the Forum.
- 4)

Review Process

- 1) A breach of this Code of Conduct may lead to the Council re-considering the designation of a Neighbourhood Forum.
- 2) A decision will be made on a case by case basis, on the basis of evidence presented by both the complainant and the Forum.
- 3) Where issues can be satisfactorily resolved this will be preferable to further action such as the suspension of the Forum as a designated Neighbourhood Forum.
- 4) A new application would then need to be lodged to re-designate the Forum and this would be considered on its own merits.

Names		Date (DD/MM/YY)	