

## A Step by Step Guide to producing a Neighbourhood Plan

### Step one - Making a neighbourhood area application

- □ The group sets out the proposed area and an explanation for it, and justification for why the group submitting the application wishes to be a qualifying body.
- □ The City of York Council will publish the application for 6 weeks and invite comments.
- □ The City of York Council will make and publicise their informed decision.

Who can be a qualifying body?

Neighbourhood plans can only be made by one of two groups - town/parish councils or neighbourhood forums. An application made by a neighbourhood forum has to include details of the forum's constitution, a name and a statement of how it meets the conditions for forums specified in the Act.

### Step two - Publication of proposals for the plan

For a minimum of 6 weeks the parish council or neighbourhood forum has to:

- □ Publicise proposals of what's going to be included in the Neighbourhood plan, and bring it to the attention of the majority of those who live, work or operate businesses in the area.
- □ Publish contact details for representations to be made.

- Consult any statutory consultees.
- Send a copy of the proposals to the Council.

### Step three - Submission of a draft Plan

The group has to submit the following to the Council, which they will publish for 6 weeks:

- A map of the area.
- The draft plan.
- A statement outlining how the proposal meets the basic conditions (see below).
- A consultation statement (who was consulted and how; the issues raised and how they were resolved).

#### Basic conditions of a neighbourhood plan

- A plan must have appropriate regard to national policy;
  - It must conform to the strategic elements of the local plan;
  - It must be compatible with EU obligations - for example, a Strategic Environmental Assessment may need to be carried out if the plan is likely to have significant environmental effects.
  - It must also be compatible with human rights obligations;
- It should be based on up to date and robust evidence.

## Step four - The independent examination

Once the plan is in conformity with the Local Plan and the issues raised through consultation have been resolved, an examiner will be appointed by us (in agreement with the Parish/ Forum). The examiner will look at whether the proposals meet the regulatory requirements (e.g. has the consultation been adequate) and whether the basic conditions (detailed above) have been met. A report will be produced.

## Step five - The Referendum

We will publish the examiners report and decision on our website, and then hold a referendum which will establish the level of community support for the plan. A simple majority of 51% of the representative community will have to be in favour for the Neighbourhood Plan to be adopted.

## Resourcing Neighbourhood Planning

We recognise that one of the main issues and concerns that you will have with regards to undertaking neighbourhood planning, revolves around resources (both in terms of finance and time). Local businesses and developers are encouraged to be involved in shaping Neighbourhood Plans and inputting resources and expertise where possible.

Any announcements of support or available funding from DCLG for neighbourhood planning activities will come directly from them.

For further information

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