

# Application for the Designation Of a Neighbourhood Forum (Regulation 8)

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## General advice

When considering neighbourhood planning you need to be clear about what you are trying to achieve for your area. In particular are neighbourhood development plans the best means to achieve your vision for the community?

The Forum must be representative of the designated Neighbourhood Area. It is crucial that all interests are represented as this will increase likelihood of success at the Referendum.

Whilst some support is available the most energy, time and resource that is put into developing a Plan is from the community. From start to finish the average plan takes between 18 months to 2 years.

We strongly recommend that you read the guidance on the [Neighbourhood Planning](#) pages on the LCC website, and utilise independent advice from [Locality](#) - the government appointed partnership to assist communities.

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**Before you return this form to the Council please ensure you have submitted all necessary information.**

## Application Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in delay in determining the application.

- Membership list of at least 21 people from across the Neighbourhood Area
- A map showing the approved Neighbourhood Area
- The Neighbourhood Forum constitution
- A statement setting out the type of issues the group want to address through a Neighbourhood Plan.
- A statement confirming that the Forum will promote or improve social, economic and/or environmental wellbeing, has at least 21 members and membership is open.

<p><b>Publication of application on the Leicester City Council website</b></p>
<p>Please note that the information provided on this application will be published on the Council's website. If you require any further clarification, please contact Community Services.</p>
<p>In accordance with Regulation 9 (Publicising a Neighbourhood Forum Application), Leicester City Council will publicise, and invite comments on the application for a minimum period of 6 weeks.</p>

**Applications for Neighbourhood Forum should only be submitted once the Neighbourhood Area has been designated by Leicester City Council**

### 1. Applicant Details

Full contact details for at least one member of the Forum is required.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Name of Proposed Neighbourhood Forum

### 3. Neighbourhood Forum Members

A minimum of 21 members is required, and membership must be drawn from different places, and represent different interests within the area. Membership can be a mix of residents, business and/or Elected Members who represent the area. The Forum must also be open to new members. Please provide all required information to avoid delay in your application.

	Full Name	House Number	Postcode	Must be local to the area concerned (please tick)		
				Resident	Business Owner/Worker	Elected Member
1.						
2.						
3.						
4.						

5.						
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19.						
20.						
21.						

(please use a separate sheet if you need to)

#### 4. Neighbourhood Forum Area

The Neighbourhood Area must be **approved** by Leicester City Council prior to applying for Neighbourhood Forum status. Please provide a map of the **designated** Neighbourhood Area to which this application applies.

#### 5. Neighbourhood Forum Intention

Please describe the issues in your area that you would like to address through Neighbourhood Planning.

*Please continue on a separate sheet if necessary*

## 6. Neighbourhood Forum Constitution

Please provide a copy of the written constitution of the proposed Neighbourhood Forum.

## 7. More about the Forum

Please provide a statement setting out how the proposed Neighbourhood Forum meets the following conditions. (This is a requirement under Regulation 8(e)):

1. The Forum is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area, in particular the statement should explain what the Forum will do to achieve these purposes.
2. The Forum's membership is open to individuals who live or work in the area, or individuals who are Elected Members whose area falls within the neighbourhood area concerned;
3. The Forum's membership includes a minimum of 21 individuals; and
4. The Forum has a written constitution.

## 8. Declaration:

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

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return this completed form to:  
Planning  
City Hall,  
115 Charles Street,  
Leicester,  
LE1 1FZ

Or email:  
[planning.policy@leicester.gov.uk](mailto:planning.policy@leicester.gov.uk)

**NB.** Please retain a copy of this form for your records and should your circumstances or contact details change then please let the appropriate contact officer know.

This information will be held in accordance with the Data Protection Act 1998 and information contained herein shared with officers and elected Members from Leicester City Council and retained for 3 years.