



Selby District Council Neighbourhood Area Application Guidance

This guidance note is designed to assist Parish Councils who wish to
make an application to be designated a Neighbourhood Area in
order to produce a Neighbourhood Plan.

The Localism Act 2011 introduces statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area and is intended to give communities more of a say in the development of their local area.

All of the Selby District is covered by Parish Councils, so any Parish who wishes to produce a plan must first submit an area application to Selby District Council by submitting the following information:

- 1. Name of the proposed Neighbourhood Area**
- 2. Map of the proposed area – please ask the Council if you need assistance**
- 3. Supporting Statement**

The Council must designate neighbourhood areas that are coherent, consistent and appropriate. This includes the need to identify what the initial drivers behind producing a plan are; it may be useful to produce a vision for the plan at this stage as part of the application. Therefore, a supporting statement is required and should look to include any of the below which are relevant to justifying the proposed area:

- an idea of why the Parish wish to undertake a Neighbourhood Plan
- what the plan may want to focus on
- any conflicts with local policies or designations
- village or settlement boundaries, which could reflect areas of planned expansion
- the catchment area for walking to local services such as shops, primary schools, doctors' surgery, parks or other facilities
- the area where formal or informal networks of community based groups operate
- the physical appearance or characteristics of the neighbourhood, for example buildings may be of a consistent scale or style
- whether the area forms all or part of a coherent estate either for businesses or residents

- whether the area is wholly or predominantly a business area
- whether infrastructure or physical features define a natural boundary, for example a major road or railway line or waterway
- the natural setting or features in an area
- size of the population (living and working) in the area.
- The local sense of a 'neighbourhood';
- the views of those who live, work and carry out business in the area;
- who has been involved in the application (i.e. voluntary organizations)
- the aims of the neighbourhood plan (will the neighbourhood area assist in the delivery of the vision?)The availability of data (to produce an evidence base and inform robust decision making)
- If the application for involved multiple parishes, written consent from all parishes and details of the lead parish.

4. Statement of intent

The Council needs to be assured that the organisation making the application is a relevant body. You may simply state that the Parish making the application is a relevant body for the purposes of Section 61G of the 1990 Town and Country Planning Act, and outline the groups intention to prepare a neighbourhood plan.

5. Contacts

The Neighbourhood Planning (General) Regulations 2012 Regulations 8, 9 and 10 requires details of at least one member of the group to be made public, you may wish this to be the Parish Clerk.

Please note, contact information provided in this section will be published.

Title:

First Name:

Surname:

Address:

Postcode:

Email:

6. Declaration

Finally you need to include a declaration that you wish to apply to designate a Neighbourhood Plan Area as described in your application.

This could be accompanied by a published set of minutes which demonstrate the Parish Council has agreed to submit the application.

Please note when preparing your application that whatever is submitted will be published as part of the consultation.

Selby District Council wants to build strong links with Parish Councils wanting to produce a Neighbourhood Plan. The Council strongly advise a number of meetings are held with the Council prior to submitting an application.

For more information please contact localplan@selby.gov.uk