



Neighbourhood Planning Protocol

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Neighbourhood Planning was introduced under the Localism Act 2011. It enables people to help shape development in their local area through:

- Neighbourhood development plans that set local land use policies.
- Neighbourhood development orders that grant planning permission for a specific development.
- Community right to build orders that identify land for new development.

Neighbourhood planning is a community-led process delivered by 'neighbourhood forums.' However, forums will require the support of the council to progress their plan. This protocol sets out the roles and responsibilities of the forum and of Brent Council during each stage of the process.

Throughout the protocol

The role of the Forum is shown in **BLUE**,
The role of Brent Council in **YELLOW**
and shared roles are in **PINK**.

Useful Information:

Planning Practice Guidance	www.planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning
Brent Council	www.brent.gov.uk/neighbourhoodplanning
Planning Advisory Service	www.pas.gov.uk/neighbourhood-planning
Community Knowledge Hub	www.planning.communityknowledgehub.org.uk
Contact details:	ldf@brent.gov.uk or 020 8937 5230

Stage 1: Becoming a Forum and Neighbourhood Area

1, Discuss application

2, Submit Area and Forum Application

3, Consult on Applications (6 weeks)

4, Reach a decision on designation

Role of the Forum

- Contact the council's Planning Policy Team in advance of submitting an application.
- Submit a joint neighbourhood area and forum application. The council's website provides details of criteria the application is required to meet. Forums must be open to and representative of those who live, work and are elected members in the area. It must be demonstrate that the forum membership reflects different sections of the community and that all Ward Councillors have been invited to join.

Role of Brent Council

- Provide advice on the application.
- Assess application against requirements set out in the Neighbourhood Planning Regulations and undertake an Equality Assessment. If the application does not meet the requirements advise on changes needed.
- Consult on the application for 6 weeks.
- Issue a Designation Report, or give reasons why an area is not appropriate for designation, within 13 weeks of the consultation commencing (or 20 weeks if the neighbourhood area falls within two or more local authorities).

Stage 2: Preparing the Neighbourhood Plan

1, Prepare neighbourhood plan and submit early draft to the council

2, Undertake SEA Screening Opinion

3, Provide feedback and confirm if a Sustainability Appraisal is needed

4, Consult on the draft plan (6 weeks)

Role of the Forum

- Once designated the forum is responsible for preparing the neighbourhood plan.
- Continue to engage the local community and Ward Councillors as the plan develops through consultation activity. It is advisable to consult the wider community on options for the policies in your plan.
- As soon as a draft of the plan is available submit to the council for comment.
- Consult on the draft plan for 6 weeks.
- Amend the plan as required in light of consultation responses.

Role of Brent Council

- Make available evidence base documents.
- Provide advice on writing planning policies.
- Provide detailed comments on a draft of the plan.
- Undertake a Screening Opinion to identify if the plan will need a full Sustainability Appraisal.
- Write to the consultation bodies, as set out in the Neighbourhood Planning Regulations, on behalf of the forum as part of the 6 week consultation.

Stage 3: Submitting the Neighbourhood Plan to the Council

1, Prepare supporting documents

2, Assess Submission

3, Seek approval to publish plan

4, Publish plan (6 weeks)

Role of the Forum

- Prepare supporting documents:-
 1. Consultation Statement – providing a summary of consultation activity and how this has informed the plan.
 2. Basic Conditions Statement – setting out how the plan meets the basic conditions set out in Planning Practice Guidance.
 3. Map or statement which identifies the area to which the plan relates.
 4. Sustainability Appraisal (if required).
- Submit supporting documents and the plan to the council.

Role of Brent Council

- Assess if the submission meets the requirements of the Town and Country Planning Act 1990 (as amended) and confirm the outcome in writing to the forum.
- Providing the requirements are met seek approval to publish the plan.
- Publish for 6 weeks for comment.

Stage 4: Examination

1, Appoint Independent Examiner

2, Submit relevant documents for Examination

3, Fact check and issue Examiner's Report

Role of the Forum

- Jointly appoint an independent Examiner.
- The forum may be required to respond to questions from the Examiner, this is usually in the form of written representations. In exceptional circumstances there may be a hearing session where the forum can provide oral representations.
- Amend the plan as recommended by the Examiner.

Role of Brent Council

- Jointly appoint an Independent Examiner.
- Submit documents and consultation responses to the independent Examiner.
- Respond to Examiner's questions as required.
- Fact check Examiner's Report and issue report once finalised.

Stage 5: Referendum

1, Organise Referendum

2, Run a 'vote yes' campaign (optional)

3, If the majority vote in favour adopt the plan

Role of the Forum

- The forum may wish to run a campaign to encourage people to vote yes to the plan. The forum will be responsible for organising and funding any 'yes' campaign. The council must remain neutral during the referendum.

Role of Brent Council

- Organise referendum.
- Advise the forum on the procedures to be followed before and during the referendum.
- If the majority of voters support the plan the council takes the plan to Full Council for adoption.
- The neighbourhood plan becomes part of the council's Planning Framework and will guide development in the neighbourhood area alongside other Development Plan policies.

Summary of Neighbourhood Planning Process

