

## **Application Requirements for Neighbourhood Forums and Neighbourhood Areas**

The council is responsible for agreeing and designating neighbourhood forums and neighbourhood areas.

### **Neighbourhood forums**

There are statutory requirements which community groups must meet in order to become a neighbourhood forum. The following information is required for a valid application:

1. The name of the proposed neighbourhood forum
2. A copy of the written constitution of the proposed neighbourhood forum
3. The name of the neighbourhood area to which the application relates and a map which identifies the area
4. The contact details of at least one member of the proposed neighbourhood forum (which will be made public)
5. A statement demonstrating that:
  - a. the aim of the Neighbourhood Forum is to improve and promote the social, economic and environmental well-being of the defined Neighbourhood Area
  - b. the purpose of the Neighbourhood Forum is in keeping with the character of the Neighbourhood Area
  - c. the membership of the Neighbourhood Forum is open to those in the defined Neighbourhood Area –
    - who live there
    - who work there
    - who are elected members for that area
  - d. the Neighbourhood Forum has a minimum of 21 individual members who –
    - live in the Neighbourhood Area
    - work in the area
    - are elected members for that area\*
    - are from different places in the area
    - are from different sections of the community in that area, and inclusive in terms of age, disability, gender, race, religion, sex and sexual orientation

\* The involvement of all Ward Councillors from the proposed neighbourhood area should be sought. Councillor contact details can be found at:

<http://democracy.brent.gov.uk/mgMemberIndex.aspx?bcr=1>

### **Neighbourhood Areas**

There are statutory requirements for an application for designation of a neighbourhood area. The following information is required for a valid application:

1. A map which identifies the area to which the area application relates
2. A statement explaining why this area is considered appropriate to be designated as a neighbourhood area

These criteria are taken from the [Neighbourhood Planning \(General\) Regulations 2012](#) Parts 2.5 and 3.8 and the [Localism Act 2011 Schedule 9 61F](#) and take into account the public sector equality duty under section 149 of the Equality Act.

3. A statement that the organisation or body making the area application complies with the validation criteria for neighbourhood forums

Neighbourhood areas can cross borough boundaries but cannot overlap with another neighbourhood area.