

APPENDIX A: Neighbourhood Planning Process Table

The Neighbourhood Planning (General) Regulations 2012

Stage	Lead	Action	Regulation
Stage 1: Getting Started	Parish Council	Agree a Neighbourhood Plan boundary and submit an application to CBC, this must include; <ul style="list-style-type: none"> • a map identifying the area to which the application relates; • a statement explaining why this area is considered appropriate; and • a statement that the Parish Council is the relevant body. 	Part 2, Reg 5
	CBC	Receive an application for designation of a neighbourhood area from the Parish Council.	Part 2, Reg 5
		Publicise the application and invite representations. This must include: <ul style="list-style-type: none"> • a copy of the application area; • details of how to make representations; and • a date by which representations must be received (no less than 6 week consultation). 	Part 2, Reg 6
		Once designated, publicise: <ul style="list-style-type: none"> • a document setting out the decision and statement of reasons for making that decision; and • where and when the decision document can be inspected. 	Part 2, Reg 7
Stage 2: Preparing the Plan	Parish Council	Prepare the Neighbourhood Plan.	
		Prepare Sustainability Appraisal.	
		Meaningful engagement with the community.	
		Before submitting a Neighbourhood Plan to CBC, the Parish Council must: <ul style="list-style-type: none"> • publicise the plan; • publicise where and when the plan can be inspected; • provide details of how to make representations; • provide a date by which representations must be received (not less than 6 	Part 5, Reg 14

		<ul style="list-style-type: none"> week consultation); • consult with any body referred to in Schedule 1 of the Regulations; and • send a copy of the plan to CBC. 	
		<p>Submit the Neighbourhood Plan to CBC and include:</p> <ul style="list-style-type: none"> • a map or statement which identifies the area to which the proposed Neighbourhood Plan relates; • a consultation statement; • a proposed neighbourhood plan; and • a statement explaining how the proposed Neighbourhood Plan meets the requirements of paragraph 8 of Schedule 4B of the 1990 Act. 	Part 5, Reg 15
Stage 3: Independent Examination	CBC	Receive Neighbourhood Plan from Parish Council.	
		Check that the Neighbourhood Plan has been prepared correctly and that it is considered suitable to proceed to formal consultation.	
		Publicise the draft Neighbourhood Plan, including; <ul style="list-style-type: none"> • details of the plan; • details of where and when the draft Neighbourhood Plan may be inspected; • details of how to make representations; and • the length of the consultation period (not less than 6 week consultation). 	Part 5, Reg 16
		Appoint Examiner	
		Submit Neighbourhood Plan to Examiner. This must include: <ul style="list-style-type: none"> • the Neighbourhood Plan; • all documents submitted by the Parish Council; • a copy of the representations from the formal consultation (Regulation 16); and • information submitted in accordance with Regulation 102A of the Conservation of Habitats and Species Regulations 2010. 	Part 5, Reg 17
		Organise and publicise arrangements for examination.	
		Examination	

		<p>Decision to be made following examiner's report:</p> <ul style="list-style-type: none"> • Neighbourhood Plan be refused. • Neighbourhood Plan be adopted. • Neighbourhood Plan to be modified. <p>Publicise the decision, including:</p> <ul style="list-style-type: none"> • decision and reasons for it (decision statement); • details of where and when the decision statement can be inspected; and • the Examiner's Report. 	
Stage 4: Referendum	CBC	Co-ordinate and facilitate Referendum.	
Stage 5: Adoption	CBC	If referendum indicates a majority community support, the Neighbourhood Plan can be adopted by CBC.	
		Prepare Overview and Scrutiny, Executive and Full Council Report for Adoption – same as for Development Plan Document.	
		Neighbourhood Plan adopted by Executive and Full Council.	
		<p>Publicise adoption or non-adoption, including:</p> <ul style="list-style-type: none"> • a statement setting out the decision and their reasons for making that decision; • details of where and when the decision statement may be inspected; and • send a copy of the decision statement to Parish Council and representatives. 	Part 5, Reg 19
		<p>Once adopted publicise:</p> <ul style="list-style-type: none"> • Neighbourhood Plan; • Details of where and when the Neighbourhood Plan may be inspected; and • Notify any person who asked to be notified of the Neighbourhood Plan. 	Part 5, Reg 20