

## **Appendix A**

### **Approach for designating a Neighbourhood Area**

The approach agreed by Cabinet on 8 May 2014 is as follows:

- (a) Parishes are asked to complete the 'application for area designation' form, which can be found at [www.scambsgov.uk/neighbourhood-planning](http://www.scambsgov.uk/neighbourhood-planning). The form asks questions about the proposed area and the early consultation that the parish has undertaken.
- (b) The Council, as the Local Planning Authority (LPA), must publicise and consult on the application for not less than six-weeks. The form of consultation to be guided by its normal practice for development plan documents and supplementary planning documents as set out in its adopted statement of community involvement (SCI).
- (c) The Council takes representations into consideration and decides whether to designate the area. This decision has been delegated to the Planning Portfolio Holder.
- (d) Following designation, the Council publicises its decision on its website, including the name of the parish council(s) nominating it, and a map showing the area.

### **Revised approach for consideration**

- (a) Parish Councils (PC) are asked to complete the 'application for area designation' form, which can be found at [www.scambsgov.uk/neighbourhood-planning](http://www.scambsgov.uk/neighbourhood-planning). The form asks questions about the proposed area and the early consultation that the PC has undertaken.
- (b) If the application from a PC is for the whole of its parish and is valid the Council must designate the whole area. For all other applications the Council, as the Local Planning Authority (LPA), must publicise and consult on the application for appropriate timescales to meet the neighbourhood planning regulations.. The form of consultation to be guided by its normal practice for development plan documents and supplementary planning documents as set out in its adopted statement of community involvement (SCI).
- (c) Where a consultation has taken place the Council takes representations into consideration and decides whether to designate the area. This decision has been delegated to the Planning Portfolio Holder.
- (d) Following designation, the Council publicises its decision on its website, including the name of the parish council(s) nominating it, and a map showing the area.