

## **Appendix B**

### **The process used by South Cambridgeshire District Council(SCDC) to designate a Neighbourhood Area (NA) within this district**

1. Parish Council's (PCs) are asked to complete the 'application for area designation' form, which can be found at [www.scambs.gov.uk/neighbourhood-planning](http://www.scambs.gov.uk/neighbourhood-planning). The form asks questions about the proposed area and the early consultation that the PC has undertaken. This is accompanied by a 'Frequently Asked Questions' note to fully explain the procedure to be followed by a PC and by SCDC in designating a NA.
2. SCDC, as the LPA, must publicise and consult on the application for a time period set out in the regulations depending on the nature of the proposed NA. The form this public consultation takes is guided by that used for local plan-making as set out in SCDC's adopted Statement of Community Involvement (SCI).
3. Representations received during the consultation are taken into consideration by SCDC and a decision is made as to whether to designate the area. This decision has been delegated to the Planning Portfolio Holder.
4. Following designation, SCDC publicises its decision on its website, including the name of the PC(s) nominating it, and a map showing the area.