



**Application to designate a Neighbourhood Area  
Town and Country Planning Act 1990  
Neighbourhood Planning (General) Regulations 2012**

This form has been prepared by Middlesbrough Council to help simplify the application process for designation of a Neighbourhood Area. In order to process a Neighbourhood Area application in a timely manner interested groups are advised to speak with the Council before submitting this application form. Contact details and guidance notes can be found at the rear of this application form.

Please note that the information provided on this application form may be published on the Council's website. Following recent changes to the General Data Protection Regulations (GDPR), Planning Policy's Privacy Notice has been updated. Should you wish to read this it can be downloaded via the Council's website: [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

**Please complete using block capitals and black ink**

1.	Principal contact details	2.	Additional contact details
	Title <input type="text"/>		Title <input type="text"/>
	First Name <input type="text"/>		First Name <input type="text"/>
	Surname <input type="text"/>		Surname <input type="text"/>
	Organisation (if applicable) <input type="text"/>		Organisation <input type="text"/>
	Address <input type="text"/>		Address <input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
	Tel. No. <input type="text"/>		Tel. No. <input type="text"/>
	E-mail <input type="text"/>		E-mail <input type="text"/>

**3. Relevant body:**

Please confirm that you are or are capable of being the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and Section 5C of the 2012 Regulations

Yes

No

**Name of relevant body:**

**4. Name of Neighbourhood Area:**

Please give a name, by which your neighbourhood area will be formally known.

**5. Extent of the area:**

Please indicate below and attach an OS plan showing the intended extent of the area.

Whole of a recognised boundary area

Part of a recognised boundary area

Joint recognised boundary area

Please describe below why you consider the extent of the neighbourhood area is appropriate.

**6 Intention of neighbourhood area:**

Please indicate which of the following you intend to undertake within your neighbourhood area.

Neighbourhood Plan:

Neighbourhood Development Order:

Community Right to Build Order:

**7. Additional joint area details:**

If you are applying with an adjoining area please give the principal contact details and relevant body details.

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**8. Declaration:**

I/we hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

In the case of joint area applications, principal contact names from each area will be required.

<b>Name:</b>	<b>Date:</b>
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<b>Name:</b>	<b>Date:</b>
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**Please send your application to:**

Planning Policy,  
Planning Services,  
Civic Centre,  
Middlesbrough Council,  
P.O. Box 504,  
Middlesbrough,  
TS1 9FY.

Telephone: 01642 729065

Email: [planningpolicy@middlesbrough.gov.uk](mailto:planningpolicy@middlesbrough.gov.uk)

Website: [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

## Neighbourhood Area – Application Form Guidance Note

The 'neighbourhood area' is the area to which a proposed Neighbourhood Development Plan or Neighbourhood Development Order will relate.

The expectation is that, in most cases, those neighbourhood areas will follow defined boundaries. A neighbourhood area however, can cover only part of a defined area or joint neighbouring areas if necessary.

If the proposed neighbourhood area covers more than one area, then agreement must be sought from each of the affected areas. This will also have implications for the representation on the steering group (as each area should be represented), it will also have significance on the scale of community involvement and size of the referendum.

The following provides guidance on how to complete the application form.

1. **Principal contact details** – Please give details of the main person of the relevant body to undertake neighbourhood planning.
2. **Additional contact details** – Please give details of a second person of the relevant body. This will allow a second point of contact if the principal contact is unavailable.
3. **Relevant body** – Section 5 of the Regulations and Section 611G of the 1990 Act states that only the relevant body can undertake neighbourhood planning within an area. The relevant body means a parish council, or an organisation, or body which is capable of being, designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a neighbourhood area). Please can you confirm that you are the relevant body for the area you are applying for. If it is a joint application please ensure you add the details of all the relevant bodies.
4. **Name of Neighbourhood Area** – Please enter the name by which the Neighbourhood Area is to be known.
5. **Extent of the area** – The expectation is that, in most cases, neighbourhood areas will follow recognised local boundaries. For example, it could contain a village, town centre, local shops, housing estate, employment area, park or a combination of these things. A useful technique can be to identify a 'definite' core area and then to identify possible additional areas. The area covered by one or more residents' associations or business organisation could also be used.  
  
The extent of the area should be shown on an OS plan with the area outlined in red. A statement should also be made to explain why this area is considered appropriate to be designated a neighbourhood area.
6. **Intention of neighbourhood area** – Please could you indicate which of the measures you wish to prepare. Only one Neighbourhood Development Plan can be produced per neighbourhood area.
7. **Additional joint area details** – If the proposed neighbourhood area covers more than one area, then this must be a joint application with agreement from each of the affected areas. Please give the principal contact and relevant body details for each area.

8. **Declaration** – A signature of the principal contact names from each area will be required, and dated.

## **Determination of applications and timescales**

In determining applications, Middlesbrough Council will have regard to:

- the application being valid and made by a relevant body;
- ensuring the application would not result in any overlapping neighbourhood area; and,
- representations made during the six weeks (or four weeks for parishes) consultation period.

Middlesbrough Council may modify the application with the relevant body's consent, if it is considered the neighbourhood area is not appropriate.

Middlesbrough Council will notify the relevant body and publish decisions on the website and within the proposed neighbourhood area.

Reasons will be given if the application is not successful within the decision document.

The day after the Neighbourhood Area application has been publicised on the Council's website, the following decision making timescales will apply:

- 20 weeks for those proposed Neighbourhood Areas that partly fall within any of our neighbouring local authority boundaries; and,
- 13 weeks for all other Neighbourhood Area applications.

In respect of Neighbourhood Area applications from Parish Councils, the above 13 weeks' timescale does not apply, if the application is for the whole of the parish to be designated a Neighbourhood Area. In these instances, the local planning authority has to designate the proposed Neighbourhood Area as soon as possible, once it is satisfied that the application is valid and complete.

For further information about Neighbourhood Planning in Middlesbrough, or how to complete this Neighbourhood Area application form, please email your enquiries to: [planningpolicy@middlesbrough.gov.uk](mailto:planningpolicy@middlesbrough.gov.uk), or telephone 01642 729065.