1. Parish Clerk details

Please give the details of the parish clerk of the relevant body (the parish council) to undertake neighbourhood planning.

2. Additional contact details

Please give the key contact details of the steering group intending to undertake the production of the plan or order if this is not the parish clerk. The parish clerk will remain the principle contact as the representative of the relevant body in accordance with the regulations.

3. Relevant body

Section 5 of the Regulations and section 61G of the 1990 Act states that only the relevant body can undertake neighbourhood planning within the area. In the case of Herefordshire, this will be the parish council.

Please can you confirm that you are the parish council for the area you are applying for. If it is a joint parish application please ensure you add the details of all the relevant parish councils.

Neighbourhood Area

This guidance relates to the application form NP1 – Neighbourhood Area application. 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 parish boundaries. However, a neighbourhood area can cover only part of a parish or joint neighbouring parishes if necessary.

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

Please enter the name by which you wish the neighbourhood area to be known. In many cases this will reflect the name of the parish it covers.

5. Extent of the area

The expectation is that, in most cases, those neighbourhood areas will follow parish boundaries. However, a neighbourhood area can cover only part of a parish or joint neighbouring parishes if necessary. The extent of the neighbourhood area should be shown on an OS plan with the area outlined in red. A statement should be made to explain why this area is considered appropriate to be designated a neighbourhood area. This is especially important if it is not the full extent of the parish boundary.

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. Both parishes can produce a plan and/or orders.

7. Additional joint parish details

If the proposed neighborhood area covers more than one parish, then this must be a joint application with agreement from each of the affected parish councils. Please give the details of the parish clerks for each parish with the lead key contact details being contained within section 2.

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**Determination of applications**

In determining applications, Herefordshire Council will have regards to:

- the application being valid and made by a relevant body
- the desirability of designating the whole of the parish as a neighbourhood area
- ensuring the application would not result in any overlapping neighbourhood area
- representations made during the 6 week consultation period

Herefordshire Council may modify the application with the parish’s consent if it is considered the neighbourhood area is not appropriate.

Herefordshire Council will notify the parish and publish decisions on the website and within the neighbourhood area.

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