

Neighbourhood Forum Application Form

The City Council has produced this form to assist community groups in applying to become a neighbourhood forum. This form is optional. Applicants do not have to use this form, although a separate neighbourhood forum application should contain similar information.

This form can be printed and returned by post or saved as a pdf and emailed to the City Council

The Neighbourhood Planning (General) Regulations (8) 2012 sets out the information that must be included within a neighbourhood forum application. The information provided on this form will be published by the City Council. However, personal information on members within the proposed forum as detailed in Section 6 will not be published.

The City Council will only accept neighbourhood forum applications in areas where a neighbourhood area has been designated.

1. Name of the proposed Neighbourhood Forum

2. Written Constitution, please attach a copy to your application form.

written constitution attached

As a guide, a written constitution could contain:

- the name and purpose of the neighbourhood forum,*
- working arrangements including sub-groups, partners and their roles,*
- pattern of meetings and details of how decisions will be made, details of governance, including official positions*
- arrangements for management and financial management, membership and procedures for replacement of members where necessary.*

The written constitution is also an opportunity for the proposed neighbourhood forum to set out how the forum meets the required conditions contained in Section 61F(5) of the Town and Country Planning Act (1990) see Section 5 of this form.

3. Name of designated Neighbourhood Area and attach a map which identifies this area

Identify the area you are proposing to represent.

map attached

4. Contact/s for proposed Neighbourhood Forum.

The Neighbourhood Planning (General) Regulations 2012 Regulations 8, 9 and 10 requires details of at least one member of the proposed neighbourhood forum to be made public. Space is provided for additional contacts.

Contact information provided in this section will be published.

Title: First Name:

Surname:

Address:

Postcode:

Phone:

Email:

Title: First Name:

Surname:

Address:

Postcode:

Phone:

Email:

Title: First Name:

Surname:

Address:

Postcode:

Phone:

Email:

Title: First Name:

Surname:

Address:

Postcode:

Phone:

Email:

5. Authority to act on behalf of a neighbourhood area.

This section provides the opportunity to set out the purpose, aims and ambitions of the neighbourhood forum and to demonstrate how its membership is representative of the local community.

In order for the City Council to designate a neighbourhood forum to act on behalf of a neighbourhood area, the City Council needs to be satisfied that the following conditions contained in Section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act) are met:

- a) the proposed forum is established for the express purpose of promoting or improving the social, economic and environmental well being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting and carrying on of trades, professions or other business in such an area).*
- b & c) Membership is open to and includes a minimum of 21 individuals each of whom –
live in the neighbourhood area concerned, work there (whether for business carried on there or otherwise)
and are elected members within the neighbourhood area.*
- d) it has a written constitution (as detailed in Section 2) , and*
- e) such other conditions as may be prescribed. (Nothing additional is required by Westminster City Council).*



5. Authority to act on behalf of a neighbourhood area *(continued)*

6. Membership of proposed Neighbourhood Forum.

Please list people within your proposed neighbourhood forum. Whilst this list is not strictly required by the Neighbourhood Planning (General) Regulations 2012, it does enable the proposed neighbourhood forum to demonstrate that membership is widely drawn from across the neighbourhood from a range of people in the community.

A neighbourhood forum is required to have a minimum of 21 individuals, however there is no maximum number. If you have additional members please list and attach your application form.

	Name and Email (optional)	Resident or Business Address <i>If worker please include the name of the company</i>	Interest in Area		
			<i>Resident</i>	<i>Worker</i>	<i>Councillor</i>
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. List of Members of proposed Neighbourhood Forum (continued).

	Name and Email (optional)	Resident or Business Address <i>If worker please include the name of the company</i>	Interest in Area		
			<i>Resident</i>	<i>Worker</i>	<i>Councillor</i>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. List of Members of proposed Neighbourhood Forum (continued).

	Name and Email (optional)	Resident or Business Address <i>If worker please include the name of the company</i>	Interest in Area		
			<i>Resident</i>	<i>Worker</i>	<i>Councillor</i>
27.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Returning your application

Please return your printed application form and attachments:

Neighbourhood Planning
City Planning Delivery Unit
Built Environment, Westminster City Council
Westminster City Hall, 11th Floor East,
64 Victoria Street,
London SW1E 6QP

Or save the form as a pdf , then email the form and attachments to neighbourhoodplanning@westminster.gov.uk

If you have any queries please call 020 7641 6500 or email neighbourhoodplanning@westminster.gov.uk

8. Next Steps

Following the submission of the neighbourhood forum application form the City Council will:

- Check the application is valid,
- Publish the application for a minimum six week period to allow for representations; and
- Consider representations and make a decision whether to designate a neighbourhood forum.

Once a neighbourhood forum is established, the forum can consult with the wider community to develop a plan for their neighbourhood.