

APPENDIX 1 – stages in neighbourhood plan/neighbourhood development order/community right to build order process

Stage	Reg-ulation	Lead Body	MBC Actions	Lead MBC Team
NPB ¹ applies to MBC for them to designate the neighbourhood area.	5	NPB	<ol style="list-style-type: none"> 1. Check application includes required information 2. Acknowledge receipt 	<ol style="list-style-type: none"> 1. Business Support Unit 2. Business Support Unit
MBC publicises the area application and invites representations for at least 6 weeks.	6	MBC	<ol style="list-style-type: none"> 3. Place notification on website 4. Publicise application in a way which will bring it to the attention of those living, working or running a business in the area and invite representations 5. Consult ward members 	<ol style="list-style-type: none"> 3. Customer Services 4. Communications 5. Business Support Unit
MBC approves/refuses the designation of a neighbourhood area	7	MBC	<ol style="list-style-type: none"> 6. Officer assessment of application using specified criteria, including representations received, and conclude. 7. Cabinet Member consideration (if required) 8. Publish decision, including reasons for refusal, on website and in a way to bring it to the attention of those living, working etc 	<ol style="list-style-type: none"> 6. Planning 7. Planning 8. Communications/Customer Services

¹ Neighbourhood Planning Body (e.g. Parish Council, Neighbourhood Forum)

Stage	Reg-ulation	Lead Body	MBC Actions	Lead MBC Team
[except for parish councils] NPB applies to be designated a neighbourhood forum	8	NPB	9. Check application includes required information 10. Acknowledge receipt	9. Democratic Services ² 10. Democratic Services
MBC publicises the forum application and invites representations for at least 6 weeks.	9	MBC	11. Place notification on the website 12. Publicise application in a way which will bring it to the attention of those living, working or running a business in the area and invite representations 13. Consult ward members	11. Customer Services 12. Communications 13. Democratic Services
MBC approves/refuses the designation of the neighbourhood forum	10	MBC	14. Officer assessment of application against agreed criteria for forums, and representations received and conclude 15. Cabinet Member consideration (if required) 16. Publish decision, including reasons for refusal, on website and in a way to bring it to the attention of those living, working etc	14. Democratic Services 15. Democratic Services 16. Democratic Services
NPB prepares the neighbourhood plan	-	NPB	17. MBC in 'duty to support' role	17. Planning

² Community planning team may also want to take a role in neighbourhood forum designation

Stage	Reg-ulation	Lead Body	MBC Actions	Lead MBC Team
NPB undertakes consultation and publicity on the neighbourhood plan/neighbourhood development order/community right to build order	14/21	NPB	18. MBC receives a copy of the draft plan. 19. Consult ward members/adjoining ward members/Cabinet Member 20. Officer review of draft plan 21. Cabinet Member consideration	18. Planning 19. Business Support Unit 20. Planning 21. Planning
NPB submits final plan/order to MBC	15/22	NPB	22. Check submission includes required information 23. Acknowledge receipt	22. Business Support Unit 23. Business Support Unit
MBC publicises the plan/order and invites representations for at least 6 weeks.	16/23	MBC	24. Place notification on the website 25. Publicise plan in a way which will bring it to the attention of those living, working or running a business in the area and invite representations 26. Notify consultation bodies [for an order, Environmental Impact Assessment notification requirements must be met]	24. Customer Services 25. Communications 26. Business Support Unit
MBC organises Examination, including appointment of Examiner	17/24	MBC	27. Appointment of independent Examiner 28. Send documentation to Examiner 29. Arrange hearings (if required) including venue	27. Planning. 28. Business Support Unit 29. Business Support Unit

Stage	Reg-ulation	Lead Body	MBC Actions	Lead MBC Team
Informed by the recommendations in the Examiners Report, MBC determines whether to approve or reject the plan/order, with or without modifications.	18/25	MBC	30. Prepare Cabinet Report 31. Member consideration 32. Publicise decision	30. Planning 31. Planning 32. Communications/Customer Services
MBC organises Referendum	-	MBC	33. [arrangements will be set out in future Regulations to be published later in 2012]	33. Democratic Services
If referendum result is 'yes', MBC adopts NP	19/20/2 6/27	MBC	34. Prepare Cabinet Report 35. Publicise decision	34. Democratic Services 35. Democratic Services