



**DEVELOPMENT CONTROL**

**Brighton & Hove City Council  
Town Hall  
Norton Road  
Hove BN3 3BQ**

**Application for the Designation of a Neighbourhood Forum**

**Town and Country Planning Act 1990 [section 61F]  
The Neighbourhood Planning (General) Regulations 2012 [Regulation 8]**

You can complete and submit this form electronically to [neighbourhoodplanning@brighton-hove.gov.uk](mailto:neighbourhoodplanning@brighton-hove.gov.uk)

**Publication of applications on the Brighton & Hove City Council website**

Please note that the information provided on this application form and relevant supporting documents will be published on the Brighton & Hove City Council website. If you require any further clarification, please contact the planning department using the email address provided above.

Please complete using block capitals and black ink.

Please also refer to the Notes below and the guidance notes provided on the council's website as incorrect submissions will delay the processing of your application

<b>1. Name of proposed Neighbourhood Forum</b>
<b>2. Contact details</b>
Name :  Address:    Email :  Telephone:
<b>3. The name of the neighbourhood area to which the application relates and as identified on the map submitted with this application (see Notes 1 and 2)</b>
Name of neighbourhood area :

Is the neighbourhood area proposed or designated (if the latter please provide the designation date) :

If it is designated is it also a designated business area? **Yes / No**

**4. Does the proposed neighbourhood area lie partly within the South Downs National Park and/or other Local Authority Boundary?**

**Yes / No**

If yes please state which authorities:

**5. Members of Neighbourhood Forum** (see Notes 3 and 4):

Please fill in Appendix I (see below) listing the details of the members of the proposed neighbourhood forum.

**6. Statement**

Please explain how the proposed neighbourhood forum meets the conditions contained in section 61F(5), Schedule 9 of the Town and Country Planning Act 1990 (nb these conditions are set out in Note 3 below)  
(Please continue on a separate sheet if necessary)

**7. Has a neighbourhood forum been designated in the past for this area (whole or part)?**

**Yes / No**

If yes, please state the date of designation and name of forum:

**8. Declaration**

I hereby apply for the organisation/body referred to in this form to be designated as a neighbourhood forum

**Name of authorised person :**

**Signature of authorised person :**

**Position within the Forum :**

**Date :**

**Please ensure Appendix I is completed and attached to this form and the following are also submitted with this form:**

- A copy of the **written constitution** of the neighbourhood forum
- A **map which clearly identifies the neighbourhood area** to which the forum relates. The map should be of an appropriate standard scale so that boundaries can be clearly seen (eg 1:2500; 1:1250 or 1:500). Where possible the boundary of the area should follow physical features and should not cut through properties. Where appropriate it should be clear which parts fall within Brighton & Hove and which parts fall within the South Downs National Park and/or neighbouring local authority.
- Appendix I – completed in a way that helps to address the required and desirable factors detailed in Notes 3 and 4.

**Please submit the completed form to:**

DEVELOPMENT CONTROL, Brighton & Hove City Council, Town Hall, Norton Road, Hove, BN3 3BQ

**Or by email to :** [neighbourhoodplanning@brighton-hove.gov.uk](mailto:neighbourhoodplanning@brighton-hove.gov.uk)

**PLEASE SEE THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM.**

## NOTES :

**Note 1.** An organisation cannot be designated as a neighbourhood forum if any part of the neighbourhood area concerned falls within a parish council area.

**Note 2.** Only one organisation or body can be designated as a neighbourhood forum for each neighbourhood area.

**Note 3.** Section 61F(5) of the Town and Country Planning Act 1990 requires that an organisation or body seeking neighbourhood forum designation must meet the following conditions :

- Forum is established for the express purpose of promoting or improving the social, economic and environmental wellbeing 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 the carrying on of trades, professions or other businesses in such an area);
- The Forum's membership is open to –
  1. individuals who live in the neighbourhood area concerned,
  2. individuals who work there (whether for businesses carried on there or otherwise), and
  3. individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned
- The Forum's membership includes a minimum of 21 individuals each of whom –
  1. lives in the neighbourhood area concerned,
  2. works there (whether for a business carried on there or otherwise), or
  3. is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned
- The Forum has a written constitution, and
- Such other conditions as may be prescribed (please note that no further conditions have been prescribed to date)

**Note 4.** In determining the application the Council must have regard to the desirability of designating an organisation or body:

- i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of the paragraphs numbered 1 to 3 in Note 3 above;
- ii) whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area; and
- iii) whose purpose reflects (in general terms) the character of that area.

It is therefore in the forums best interest to help ensure sufficient information is submitted with its application to ensure the Council can determine whether these desirable factors have been met.

**Appendix I**

**Members of Neighbourhood Forum** (see Notes 3 and 4):  
 Please list the details of the members of the proposed neighbourhood forum. To help demonstrate membership comes from the whole area it is recommended a list of the roads and/or a plan of the area marking the roads from which all members are from is submitted.  
 A minimum of 21 members is required, each of whom must live or work in the neighbourhood area or be an elected member of the city council (whose area falls within the neighbourhood area).  
 Please note that this list will not be published on the website, will remain confidential and will be securely held by Brighton & Hove City Council.

Name	Connection with Neighbourhood Area (tick as appropriate)		
	Resident	Worker	Councillor
1.			
2.			
3.			
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28.			

**In order to address the desirable factors detailed in Note 4 it may assist your application if the following information in respect of all Forum members is provided as percentages : Age [eg 30% are aged 18-34; 40% are aged 35-50; 30% are over 50], Gender, Ethnic Origin, Religion, Health Impairments**