

## Independent Examination

- Following the 6 week consultation, and any amendments as a result, submit the Plan and associated information to the Local Planning Authority for examination.
- Liaise with the Local Planning Authority to agree a suitable qualified person to carry out the examination.

## Community Referendum

- Receive the Examiner's Report and liaise with Local Planning Authority on next steps.
- Promote the Neighbourhood Plan referendum, within reasonable expenses limits.

## Applying the Plan

- Work with the Local Authorities to deliver the Neighbourhood Plan.

## The District / Borough / City Council will:

### Deciding to make a Neighbourhood Plan

- Offer advice on suggested boundary for Neighbourhood Plan and proposed project plan, highlighting any potential issues.
- Provide the Neighbourhood Plan group with progress update on the Local Development Framework / Local Plan.
- Signpost the Neighbourhood Plan group to relevant sources of evidence / policy.
- Provide details of the officer(s) to contact for Neighbourhood Plan issues.
- Advise on the likely level of direct support that can be offered indicating minimum officer hours to be available each month.

### Making it Official - Applying to prepare a Neighbourhood Plan

- Check submission of the application to ensure the necessary requirements are met; advise Neighbourhood Plan Group if they are not.



- Acknowledge receipt of the relevant information and publicise for a 6 week consultation on the Local Planning Authority website and inform the Neighbourhood Plan group of the date a decision will be made on the proposed Neighbourhood Plan.
- Issue the Neighbourhood Plan Group with a decision to designate the area or not, as soon as possible after the consultation
- Publicise a map of the designated Neighbourhood Plan area on the Local Planning Authority website.



### Before you Begin Plan Making

- Provide advice on the legal requirements for Neighbourhood Plan under the Localism Act.
- Provide advice / recommendations on meeting and EU and human rights obligations.

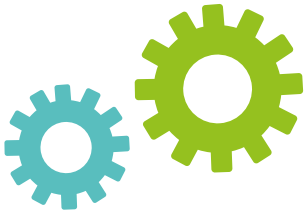
### Making the Plan

- Coordinate input into the Neighbourhood Plan on Local Planning Authority services, functions, plans and policies, including local planning, housing and leisure and amenities.
- Respond to the pre-submission consultation on the Neighbourhood Plan.

### Independent Examination

- Receive the submitted Plan and check that the necessary information has been submitted and the required process has been followed.
- Publicise the proposed Neighbourhood Plan for at least 6 weeks, inviting written representations to be made.
- Respond with written representations to the Neighbourhood Plan.
- Appoint a suitably qualified examiner (to be agreed by the Neighbourhood Plan Group).
- Provide the Examiner the necessary documentation and all written representation received on the Plan.





- Receive the Examiner's Report and advise Neighbourhood Plan Group on next steps.
- If the Examiner's Report requires modifications, make these modifications in line with Inspectors report.

### Community Referendum

- If referred for referendum, receive advice from the Examiner on proposed referendum area.
- Arrange and cover costs of the Neighbourhood Plan referendum.
- Publish the Neighbourhood Plan information at least 28 working days before and the date of the referendum at least 25 working days before the poll.

### Applying the Plan

- If successful at referendum, adopt the Plan as soon as possible to form part of the Local Planning Authority's Development Plan.
- Where appropriate, work with the Neighbourhood Plan Group to deliver the Neighbourhood Plan.



## The County / City Council will:

### Deciding to Make a Neighbourhood Plan

- Offer advice on suggested boundary for Neighbourhood Plan and proposed project plan, highlighting any potential issues.
- Signpost the Neighbourhood Plan Group to relevant sources of evidence / policy.
- Provide details of the officer(s) to contact on Neighbourhood Plan issues.
- Advise on the likely level of direct support that can be offered indicating minimum officer hours to be available each month.

### Making it Official - Applying to Prepare a Neighbourhood Plan

- Offer the Neighbourhood Plan Group the opportunity to publicise the area designation consultation through Community Forum and County Council webpages.