

## Neighbourhood Planning at a Glance

Overview	Steps	Responsibility	Time constraints
<b>Step 1 – Area designation</b>	<i>Submit neighbourhood area designation application</i>	Parish Council	
	<i>Determine neighbourhood area designation application</i>	Planning Authority	6 weeks <sup>1</sup>
<b>Step 2 – Prepare the Plan</b>	<i>Prepare the NDP (collate evidence, draft policies)</i>	Parish Council	
	<i>Comply with environmental protection legislation: Habitats Regulations Assessment (HRA) Screening; and Strategic Environmental Assessment (SEA) Screening<sup>2</sup></i>	Parish Council	
	<i>Carry out Regulation 14 Pre-submission consultation on the draft NDP</i>	Parish Council	6 weeks
	<i>Make revisions to draft NDP</i>	Parish Council	
<b>Step 3 – Submit the Plan</b>	<i>Submit draft NDP to the Planning Authority<sup>3</sup></i>	Parish Council	
	<i>Check submitted plan for completeness.</i>	Planning Authority	
	<i>Publicise the Submission Draft NDP</i>	Planning Authority	6 weeks
<b>Step 4 – Independent examination</b>	<i>Appoint an Independent Examiner</i>	Planning Authority	
	<i>Forward representations received about Submission Draft Plan to Independent Examiner</i>	Planning Authority	
	<i>Publish Examiner's Report</i>	Planning Authority	
	<i>Decide whether to accept examiner's recommendations</i>	Planning Authority	
	<i>Publish Decision Statement to confirm NDP may progress to referendum</i>	Planning Authority	
<b>Step 5 – Referendum and making the Plan</b>	<i>Organise referendum</i>	Planning Authority	56 days <sup>4</sup>
	<i>Hold referendum</i>	Planning Authority	
	<i>If successful at referendum, make ('adopt') the NDP</i>	Planning Authority	

<sup>1</sup> There is no time constraint where an application seeks to designate a single parish as a neighbourhood area.

<sup>2</sup> There may be a requirement for further assessment of your Plan arising from these screening processes.

<sup>3</sup> The draft NDP must be submitted with: a neighbourhood area map; a consultation statement; a basic conditions statement; and screening opinions for HRA and SEA (or Appropriate Assessment and an Environmental Report, if required).

<sup>4</sup> From the date of publication of Decision Statement.