

# Neighbourhood Planning Advice Notes

## *Neighbourhood Area Designation*

### 1. Introduction

- 1.1 This advice note explains how to apply to be designated as a neighbourhood area for the purposes of neighbourhood planning.

### 2. The application process

- 2.1 The first formal step in the neighbourhood planning process is to apply to Northumberland County Council to designate your neighbourhood area. In Northumberland, an application can only be made by parish councils.
- 2.2 There is an online application form that can be downloaded from the County Council's website (see links below). The form is simple to complete:
- state why you believe the proposed neighbourhood area is an appropriate area;
  - include a map of the proposed neighbourhood area;
  - get the form signed by the Chair of the Parish / Town Council.

### 3. Deciding on the extent of your neighbourhood area

#### Single Parish Neighbourhood Areas

- 3.1 In Northumberland the extent of the neighbourhood area would usually be the same as the civil parish. You can apply to designate a smaller area if you wish or work with neighbouring parishes to prepare a plan that would cover multiple civil parishes.

## Multi-Parished Neighbourhood Areas

- 3.2 You can join with neighbouring parishes to prepare a neighbourhood plan. You must agree which parish council will act as the 'qualifying body' and take responsibility for the neighbourhood plan.
- 3.3 The qualifying body would submit the application form to the County Council accompanied by written statements from each of the other parish councils saying they have each agreed formally to the process. (This agreement could be in the form of minutes from a parish council meeting).

## 4. Next steps

- 4.1 Once you have submitted your area designation application, the County Council will assess it and, if your application is considered appropriate, your neighbourhood area will be formally designated.
- 4.2 For multi-parished areas, the process is slightly different: we must publicise the application for 6 weeks before making our decision.
- 4.3 Once designated, you will be able to apply for grant funding and technical support from central government.

## 5. Links

- 5.1 For more information about neighbourhood planning, please visit the County Council's web page: [Northumberland County Council - Neighbourhood Planning](#)
- 5.2 The application form is available here: [Neighbourhood-Area-Designation-Application-form.docx \(live.com\)](#)
- 5.3 For further information about grant or technical support, please visit the Locality website: <https://neighbourhoodplanning.org/>

Neighbourhood Planning, Planning Services, Northumberland County Council  
T: 0345 600 6400 E: [neighbourhoodplanning@northumberland.gov.uk](mailto:neighbourhoodplanning@northumberland.gov.uk)  
<https://www.northumberland.gov.uk/Planning/Neighbourhood.aspx>