

# Application for the Designation of a Neighbourhood Forum (Regulation 8)

Neighbourhood Forum applications should be made by organisations who are intending to produce neighbourhood plans.

Please note that this application form is intended to help you with your application, to ensure that you provide all necessary information. You do not have to use the form. **If you require any further clarification, or would like to discuss your proposed Neighbourhood Forum application with the Council before you submit it, please contact the Planning Policy Team via email at [planpolicy@tameside.gov.uk](mailto:planpolicy@tameside.gov.uk)**

## 1. Applicant Details

Contact details for at least one member of the Forum is a requirement. Please note that these will be made publicly available.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## 2. Name of Proposed Neighbourhood Forum

\_\_\_\_\_

## 3. Neighbourhood Forum Members

A minimum of 21 members is required, and the Council is required to consider the extent to which the membership is drawn from different places within the area and whether it includes different sections of the community in that area (Town and Country Planning Act, section 61F(7)). Membership can be a mix of residents, people working in the area and/or Elected Members who represent the area concerned. The Forum must also be open to new members.

Name and address	Must be local to the area concerned (please tick)			Age (please state age or indicate an age bracket e.g. "30-39")	Ethnicity (please state)	Occupation (please state your occupational background)	Are you happy with this information about you being made public?*(please state "Yes" or "No")
	Resident	Business Owner or Worker	Elected Member				
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Name and address	Must be local to the area concerned (please tick)			Age (please state age or indicate an age bracket e.g. "30-39")	Ethnicity (please state)	Occupation (please state your occupational background)	Are you happy with this information about you being made public?*(please state "Yes" or "No")
	Resident	Business Owner or Worker	Elected Member				
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							

Name and address	Must be local to the area concerned (please tick)			Age (please state age or indicate an age bracket e.g. "30-39")	Ethnicity (please state)	Occupation (please state your occupational background)	Are you happy with this information about you being made public?*(please state "Yes" or "No")
	Resident	Business Owner or Worker	Elected Member				
18.							
19.							
20.							
21.							

(please use a separate sheet if you need to)

\* Please note that the person who is the proposed contact for the Forum, (in Q1), does not have the option of withholding their contact details from publication by the Council.

**If you state that you do not wish for the information about you to be made public the Council will withhold this information from the published version of this application form. However it will use the information to make a decision on designation of the forum, and may refer to data without attaching it to names, for example to state the proportion of a specific age group represented within the membership, in reports relating to the application and designation.**

#### 4. Neighbourhood Forum Area

What is the name of the Neighbourhood Area to which this application relates? \_\_\_\_\_

Please provide a map (OS based at an appropriate scale) which clearly identifies (in red) the boundary of the Neighbourhood Area.

## 5. Neighbourhood Forum Constitution

Please attach a copy of the written constitution of the proposed Neighbourhood Forum .

## 6. More About the Forum

Please attach a statement setting out how the organisation wishing to be designated as a Neighbourhood Forum meets the following conditions, which are taken from section 61F(5) of the Town & Country Planning Act 1990, as amended:

- (a) The organisation is established for the purpose of promoting or improving the social, economic and environmental wellbeing of the area;
- (b) The organisation's membership is open to individuals who live or work in the neighbourhood area concerned, or who are ward councillors whose ward (or part of their ward) falls within the neighbourhood area concerned;
- (c) The organisation's membership includes a minimum of 21 individuals; and
- (d) The organisation has a written constitution.

(NB to address points (c) and (d) the statement can just refer to questions 3 and 6 of this application form).

The Council will check that the application meets the requirements above. In making a decision about whether to designate the neighbourhood forum, the Council must also consider the extent to which the body applying to be a neighbourhood forum has:-

- Secured, or taken reasonable steps to secure, membership from at least one individual falling within the categories in (b) above.
- Drawn its membership from different places within the neighbourhood area concerned, and from different sections of the community in the area.
- A purpose which reflects the character of the neighbourhood area (in general terms).

The Council will use the address, age, ethnicity and occupation information provided under Question 3 to assess the extent to which membership is drawn from different places and different sections of the community. However community groups may wish to set out in their statement how they have addressed the first and third bullet points above.

## 7. Declaration:

I hereby apply for designation of a neighbourhood forum as described in this form and in the supporting documents.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Please submit this form, and attached documentation, by email to the Planning Policy Team at [planpolicy@tameside.gov.uk](mailto:planpolicy@tameside.gov.uk). Alternatively, please post the form and supporting documents to:

Planning Policy Team  
Tameside Metropolitan Borough Council  
Clarence Arcade,  
Stamford Street,  
Ashton-under-lyne  
OL6 7PT

