

# NEIGHBOURHOOD PLAN PROCESS

## 1. GETTING STARTED

Clarify why a plan is needed  
Publicise the intention to produce a plan  
Identify and contact key local partners  
Dialogue with the local planning authority  
Produce a project plan with costings

## 2. NEIGHBOURHOOD AREA

Determine the neighbourhood area  
Submit area proposal  
Local Planning Authority consults\*  
Local Planning Authority approve the proposal

## 3. NEIGHBOURHOOD FORUM

Put together a prospective neighbourhood forum  
Submit a forum proposal  
Local Planning Authority consults\*  
Local Planning Authority determine the area.

## 4. COMMUNITY ENGAGEMENT & INVOLVEMENT

Publicity  
Engage local partners  
Initial community engagement (broad issues)  
Provide feedback  
Ongoing community engagement (aims, content, detail.)

## 5. BUILDING THE EVIDENCE BASE

Renew existing evidence  
Identify gaps in evidence  
Complete new evidence  
Analysis of evidence

## 6. THEMES, AIMS VISION, OPTIONS

Identify key issues and themes  
Prioritise key issues and themes  
Develop key aims  
Look at options

## 7. WRITING THE PLAN

Policies, proposals, site allocation  
Consider sustainability, diversity, equality & delivery

## 8. CONSULTATION

Consultation on plan\*  
Amend the plan

## 9. SUBMISSION

Submit to Local Planning Authority  
Local Planning Authority publicises

## 10. INDEPENDENT EXAMINATION

Local Planning Authority appoints examiner  
Examination takes place  
Examiner's report

THE  
PLAN IS  
MADE

\* Minimum time: six weeks