



**Service
Delivery -
Planning**

Swindon Borough Council
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www.swindon.gov.uk/neighbourhoodplanning

**Application to Designate a Neighbourhood Area for Parish and Town Councils
Town and Country Planning Act 1990, Localism Act 2011 and Neighbourhood Planning
(General) Regulations 2012**

Please note, before completing this form, it is important to refer to Swindon Borough Council's Neighbourhood Planning Protocol. The Protocol is, available online at www.swindon.gov.uk/neighbourhoodplanning and is also available to view at the Swindon Borough Council One-Stop Shop Reception Desk at Wat Tyler House during normal office hours.

Please note that the information provided on this application form may be published on the Authority's website. If you require any further clarification, please contact the planning department.

Where do I send the completed forms?

Please return all completed forms to: forwardplanning@swindon.gov.uk or Planning Service, Swindon Borough Council, 5th Floor, Wat Tyler House West, Beckhampton Street, Swindon, SN1 2JH.

For further Information

For Additional Information and assistance please refer to www.swindon.gov.uk/neighbourhoodplanning or contact the Planning Policy Team on (01793) 466513 or email forwardplanning@swindon.gov.uk

What happens next?

As soon as reasonably practical after receiving an application the Borough Council will publicise the application and the relevant information on the Swindon Borough Council website and in any other way that is appropriate for public comment for 6 weeks. You will then be contacted on the above details on the response.

Please fill in the form in Black Ink and Block Capitals

1. Details

Name of Proposed Neighbourhood Area: _____

Lead Contact Details

(Please Note as advised above; the Lead Contact Details i.e. names and address will be made public)

Name: _____

Address: _____

Postcode: _____

Email: _____ Tel No: _____/_____

2. Relevant Body: Please confirm that you are the relevant body to undertake neighbourhood planning in your area in accordance with section 61G of the 1990 Act and section 5C of the 2012 Regulations.

Yes

No

Name of Parish/Town Council: _____

3. Extent of the area:

Please indicate below and attach an OS plan showing the intended extent of the area.

Whole parish/town boundary area:

Part of the parish:

Please provide a map to show the boundary of the application – this should be on an Ordnance Survey base at a suitable scale with the boundary drawn in a single red line, with appropriate OS Copyright and a North Arrow. *(If necessary the Borough Council can supply a blank map)*

4. Additional Joint Parishes – is the Neighbourhood area going to cover more than one Parish or Forum

a) Yes

b) No

If the response to Question 4 was 'Yes', please list and provide additional contact details

Name of Parish	Contact Name	Contact Address	Contact Email and / or Telephone number

5. Please attach a statement explaining why this area is considered appropriate to be designated as a neighbourhood area

Please provide information on the desired outcomes from the Neighbourhood Area. For example,

- *What are the key issues in your area?*
- *What are the aims and purpose of the Area?*
- *If preparing a Neighbourhood Plan, please set out reasons why it is more appropriate than a Parish / Community Plan*
- *If it is a joint plan working with another Parish, Please set out your reasons why this is appropriate.*

6. Intention of the Neighbourhood Area – Please indicate the following you intend to undertake within your Neighbourhood area.

a) Neighbourhood Development Plan

b) Neighbourhood Development Order

c) Community Right to Build

7. Declaration:

I hereby apply to designate a neighbourhood area as described on this form and the accompanying plan.

Signed: _____

Dated: _____

Print Name: _____

 **Using your Personal information:**

Unless indicated, personal information given on this form will be used for the purpose of correspondence only, and will not be used for any other purpose. Under the Data Protection Act you can see your own personal information. If you would like to know more about this, please ask for our leaflet 'Access to your personal information'. Or contact the Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2JH

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