

Factsheet 1:

Application checklist for neighbourhood areas and forums

If your community group has decided to prepare a neighbourhood plan for the first time, you need to apply to designate your neighbourhood area and become a neighbourhood forum. The criteria listed below should help you to start thinking about what is needed as part of your application.

The Council will be happy to check through your draft applications to ensure that they meet the criteria in the neighbourhood planning regulations. This will mean that when the applications are consulted upon you can be confident that all requirements have been met.

Neighbourhood Areas

You will need to submit:

- A map which identifies the proposed neighbourhood area
- A statement explaining why the area is considered appropriate
- A statement that states that the organisation applying is a relevant body capable of being designated as a neighbourhood forum.

When assessing new area applications, the Council must have regard to the desirability of maintaining the existing boundaries of any areas already designated as neighbourhood areas.

Neighbourhood areas do not expire after a five year period (unlike neighbourhood forums, see below). If you are seeking the renewal of a forum after the five year period of designation has elapsed, your application should consider whether it is appropriate to continue to use the existing neighbourhood area as the basis for future forum activities.

Given the familiarity of existing boundaries and possible impacts on already designated areas, in most cases, the Council strongly advises maintaining the established area used for neighbourhood planning.

Neighbourhood Forums

You will need to submit:

- The name of the proposed neighbourhood forum
- A copy of the written constitution of the proposed neighbourhood forum
- A name of the associated neighbourhood area and a map which identifies the area
- The contact details of at least one member
- A statement to show the proposed forum is established for the express purpose of promoting or improving the social, economic and environmental well being of an area that consists of or includes the neighbourhood area concerned

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- Information to show that the membership of the Forum includes a minimum of 21 individuals and includes at least one individual in each of the following categories:
 - lives in the area
 - works in the area
 - is an elected member.
- Information to confirm that forum membership is open to individuals who live, work and individuals who are elected members.

The Council must have regard to the desirability of designating a body:

- who ensures that the membership includes at least one individual who lives, who works and is an elected member;
- whose membership is drawn from different places within the area;
- whose membership is drawn from different sections of the community in that area; and
- whose purpose reflects the character of that area.

This factsheet should be read in conjunction with “A Guide to Preparing Neighbourhood Plans in Camden” April 2026. Please see in particular pages 8 to 12.

