



**DEVELOPMENT CONTROL**

**Brighton & Hove City Council  
Town Hall  
Norton Road  
Hove BN3 3BQ**

**Application for the Designation of a Neighbourhood Area**

**Town and Country Planning Act 1990 [section 61G]  
The Neighbourhood Planning (General) Regulations 2012 [Regulation 5]**

You can complete and submit this form electronically to [neighbourhoodplanning@brighton-hove.gov.uk](mailto:neighbourhoodplanning@brighton-hove.gov.uk)

**Publication of applications on the Brighton & Hove City Council website**

Please note that the information provided on this application form and relevant supporting documents will be published on the Brighton & Hove City Council website. If you require any further clarification, please contact the planning department using the email address provided above.

Please complete using block capitals and black ink.

Please also refer to the Notes below and the guidance notes provided on the council's website as incorrect submissions will delay the processing of your application

<b>1. Name of Submitting Body</b> (eg Parish Council/Neighbourhood Forum/Body capable of being a Neighbourhood Forum)
<b>2. Contact details</b>
Name :  Address :  Email :  Telephone :
<b>3. Proposed name of neighbourhood area</b> Please give the name by which your neighbourhood area will be formally known
Name of neighbourhood area:  Does the submitting body consider it should also be designated a business area : <b>Yes / No</b> (If yes please submit reasons on a separate sheet)
<b>4. Extent of the area</b> (see Notes 1- 4)
Please attach a map which identifies the area to which the application relates.     Does the proposed neighbourhood area lie partly within the South Downs National Park and/or other Local

Authority Boundary?

**Yes / No**

If yes please state which authority/authorities (please note an application should be sent to all respective planning authorities) :

**5. Please give a statement confirming that the applicant is a relevant body for the purposes of section 61G of the Town and Country Planning Act (see Note 5)**

Please continue on a separate sheet if necessary

**6. Please give a statement explaining why it is considered appropriate to designate the area as a neighbourhood area**

Please continue on separate sheet if necessary

**7. Has this area been designated a neighbourhood area in the past?**

**Yes / No**

If yes, please state the date of designation, the applying body and name given to the area:

**8. Has the applicant previously applied to designate the area as a neighbourhood area?**

**Yes / No**

If yes, please state the date of the application:

## 9. Declaration

I hereby apply for the area described in this form and on the accompanying map to be designated as a neighbourhood area

**Name :**

**Signature :**

**Position in relevant body :**

**Date :**

**Please ensure the following is also submitted with this form:**

- **A map which clearly identifies the area**

**Please submit the completed form to:**

DEVELOPMENT CONTROL, Brighton & Hove City Council, Town Hall, Norton Road, Hove, BN3 3BQ

**Or by email to:** [neighbourhoodplanning@brighton-hove.gov.uk](mailto:neighbourhoodplanning@brighton-hove.gov.uk)

**Please read the following notes before completing this form.**

### Notes

**Note 1.** Where the parish council is the applicant the proposed neighbourhood area must be one that consists of or includes the whole or any part of the parish council area. Where a parish council is not the applicant the proposed neighbourhood area cannot consist of or include the whole or any part of a parish council area.

**Note 2.** The proposed neighbourhood area cannot overlap with an already designated neighbourhood area.

**Note 3.** The map must clearly identify the area to be covered by the proposed neighbourhood area and should be of an appropriate standard scale so that boundaries can be clearly seen (eg 1:2500; 1:1250 or 1:500). Where possible the boundary of the area should follow physical features and should not cut through properties. Where appropriate it should be clear which parts fall within Brighton & Hove and which parts falls within the South Downs National Park and/or neighbouring local authority.

**Note 4.** In determining the application the Council must have regard to the desirability of designating the whole of the area of a parish council as a neighbourhood area and the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.

**Note 5.** In order to make an application for a neighbourhood area the applicant must be a “relevant body” as defined in section 61G(2) of the Town and Country Planning Act 1990, namely, “a parish council or an organisation or body which is, or is capable of being, designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a neighbourhood area)”. Please note that parish councils are the relevant body within a parish in respect of neighbourhood planning.