

Neighbourhood Planning Guidance Note 3

Introduction to Neighbourhood Planning

How to designate a Neighbourhood Area and Neighbourhood Forum

➡ **How to consult on your Neighbourhood Plan**

How to write a consultation statement

Submitting your plan to the Council

Neighbourhood Plan Local Consultation and Publicity

How to conduct local consultation on your Neighbourhood Plan or Development Order

Before submitting a neighbourhood plan proposal to the Council, you must publicise your proposal. It must be available to anyone who lives or works in the area for a minimum period of six weeks and give people the opportunity to comment.

1. Publicise your proposal

You could do this by putting your plan on your neighbourhood forum website, in local libraries or hosting a consultation event. Even better you could leaflet every home and business in your area

Information you must make available:

- Details of the neighbourhood plan proposals
- Details of where and when the neighbourhood plan proposals can be seen
- Details of how to comment on the plan
- The date by which comments must be received

2. Tell the right people

This plan will affect all living and working in the area, so it is important that they are all consulted. Consider how you will ensure different groups will be able to have their say.

Different groups you may need to make a special effort to contact might include:

- Community groups and societies
- Faith groups
- Disabled groups
- Local businesses
- Young people
- Older people
- Voluntary bodies acting in the area

You should consider consulting other bodies whose interests may be affected by your neighbourhood plan.

These might be:

- Mayor of London
- The Homes and Communities Agency
- Natural England
- The Environment Agency
- English Heritage
- Network Rail Infrastructure Limited
- The Highways Agency

A comprehensive list can be found [here](#).

In addition to consulting the community, you must send a copy of the neighbourhood plan proposal to Jonathan Bore, Executive Director of Planning and Borough Development email: jonathan.bore@rbkc.gov.uk.

3. Summarise your findings

Writing a Consultation Statement

After you have consulted your local community about your plan proposals you must report on what you have done. In regulation-speak, this is your 'consultation statement'.

Your consultation statement should include:

- details of the people and bodies you consulted
 - No. of people consulted
 - No. of attendees to consultation events
- a description of how you consulted them
- a summary of the main issues raised
- information about how these issues have been considered and addressed, where relevant, in the neighbourhood plan

4. Send us your plan

Once you have completed your consultation and written up your results, you will then send this along with your plan to us.

Email your neighbourhood plan to:
neighbourhood.planning@rbkc.gov.uk

Send paper copies to:
The Executive Director,
Planning and Borough Development
fao Neighbourhood Planning
The Royal Borough of Kensington and Chelsea
The Town Hall, Hornton Street,
London W8 7NX

You must include:

- A map of the neighbourhood area
- Your consultation statement
- Your proposed neighbourhood plan
- A statement explaining how you plan meets the requirements (See Link no. 3 below).

Further information/useful links

1. Full details of the regulations relating to local consultation:

Paragraph 14, Part 5, Neighbourhood Planning (General) Regulations 2012

2. List of consultees:

Paragraph 1, Schedule 1, Town and Country Planning Act 1990 Act

3. Link to the requirements a neighbourhood plan must meet:

Paragraph 8, Schedule 4B, Town and Country Planning Act 1990 Act

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/10/enacted>