**Westminster City Council**

Neighbourhood Forum Designation Form

This form has been produced to help community groups in applying to become a designated Neighbourhood Forum. It should also be used when applying for re-designation.

Please note this application form must be completed in all its parts to allow your application to be considered by the council.

Please send your completed form with the required additional documentation to neighbourhoodplanning@westminster.gov.uk using “Forum designation” as subject line.

Alternatively, you can post it to:

Neighbourhood Planning

Policy & Strategy Team

Corporate Services

Westminster City Hall, 17th floor

64 Victoria Street,

London SW1E 6QP

This application form has been prepared in line with regulation 8 of the Neighbourhood Planning (General) Regulations 2012 which sets out the information that must be included within a Neighbourhood Forum application. The information provided on this form will be published by the council excluding personal information on members within the proposed Forum as detailed in Section 6-8, which will not be published. Such information should be submitted to the council for verification that the criteria set out in Section 6-8 have been satisfied but will not be used for any other purposes beyond this purpose.

The council will only accept Neighbourhood Forum applications in areas where a Neighbourhood Area has been designated.

If you need further assistance, please email neighbourhoodplanning@westminster.gov.uk.

**Westminster City Council**

Neighbourhood Forum Designation Form

## **Supporting documentation**

As detailed in sections 3 and 5 of this form, you will need to provide supporting documentation.

## **Next steps**

Following the submission of the form the council will:

* Check the application is valid (e.g. an application will only be accepted where a Neighbourhood Area has been designated)
* Publish the application for a minimum six-week period to allow for representations
* Consider representations and make a decision whether to designate a Neighbourhood Forum.

Once a Neighbourhood Forum is established, the Forum can start consulting with the wider community to develop a Neighbourhood Plan for their Neighbourhood Area.

**START OF FORM**

1. **Application type**

[ ]  Designation [ ]  Re-designation of Neighbourhood Forum

1. **Name of designated Neighbourhood Area the Forum is proposing to represent**

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1. **Please attach a map of the Neighbourhood Area to your application form**

[ ]  Map attached indicating the Area with a clear boundary

1. **Name of the proposed Neighbourhood Forum**

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If applying for re-designation, has the name of the proposed Neighbourhood Forum changed?

[ ]  Yes [ ]  No

If yes, please state the name of the previous/existing Neighbourhood Forum, and reasons why you would like to change the name

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1. **Reasons for re-designation of the Neighbourhood Forum (where applicable)**

If applying for re-designation, please explain why you believe the Forum should be re-designated. This should include what work you have done so far and what work you plan to do in the future.

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1. **Authority to act on behalf of a Neighbourhood Area**

Please provide evidence that you have authority to act on behalf of a Neighbourhood Area.

This section provides the opportunity to set out the purpose, aims and ambitions of the Neighbourhood Forum.

In order for the council to designate a Neighbourhood Forum to act on behalf of a Neighbourhood Area, the council needs to be satisfied that the following conditions contained in Section 61F (5) of the Town and Country Planning Act 1990are met by an applying organisation or body:

1. Its membership is open to individuals who live in the neighbourhood area concerned, individuals who work there (whether for a business caried on there or otherwise) and individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned.
2. Its membership includes a minimum of 21 individuals each of whom lives in the neighbourhood area concerned, works there (whether for a business carried on there or otherwise), or is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,
3. It drew its membership from different places in the neighbourhood area concerned and from different sections of the community in that area, and
4. Its purpose reflects (in general terms) the character of that area,
5. It has a written constitution, and
6. It 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,
7. such other conditions as may be prescribed.

In addition to addressing the criteria in section 61F(5), this section should therefore also seek to demonstrate how the Forum membership is representative of the local community and how the purpose of the Forum reflects (in general terms) the character of the Neighbourhood Area. The statement should reflect on the area profile as evidenced in [ward profiles published on Council’s website](https://www.westminster.gov.uk/about-council/democracy/ward-profiles/2024-ward-profiles) and / or [Census information](file:///C%3A%5CUsers%5Ccgsmife%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C0L058HA9%5CCensus%20information) [https://www.ons.gov.uk/census/maps/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ons.gov.uk%2Fcensus%2Fmaps%2F&data=05%7C02%7Cazimnicka%40westminster.gov.uk%7C1b6a8361ec164b7c53ee08dcebcbe1e0%7C50d8c115b77f4395a3ba3b407caf0d88%7C0%7C0%7C638644508130115194%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4L8GnWZ89lu9AQxLqnLAKmvN10vS%2Bssv%2FlqvTr6YUT8%3D&reserved=0). Please elaborate on how the demographic structure of the Forum reflects on the following aspects of the Neighbourhood Area: age, gender, household composition, identity, tenure of household, economic activity status and level of education. To illustrate spatial diversity, please provide a map of the Neighbourhood Area with anonymised pins in locations associated with the members listed in Section 9 Membership of proposed Neighbourhood Forum **- NOT FOR PUBLISHING**.

[ ]  Report providing the evidence that you have authority to act on behalf of a Neighbourhood Area and that the group drew its membership from different places in the neighbourhood area concerned and from different sections of the community in that area.

1. **Please attach a written copy of the Forum’s constitution to your application form**

[ ]  Written constitution attached

If applying for re-designation, has the Constitution changed?

[ ]  Yes [ ]  No

If ‘Yes’, please summarise key changes:

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As a guide, a written constitution should contain:

* The name and purpose of the Neighbourhood Forum,
* Working arrangements including sub-groups and their competencies,
* Pattern of meetings and details of how decisions will be made, details of governance, including official positions
* Membership arrangements, including eligibility criteria, and rights and responsibilities of different types of Members.
* Arrangement for declaring conflicts of interest and procedures for replacement of members where necessary,
* Arrangements for financial management and procurement,
* Ways of communicating with Forum members,
* Ways of recording meeting outcomes and maintaining transparency of activities.
* The forum’s approach to community engagement.

1. **Key contact/s for proposed Neighbourhood Forum**

Regulations 8, 9 and 10 of the Neighbourhood Planning (General) Regulations 2012 require details of **at least one** member of the proposed Neighbourhood Forum to be made public. Space is provided for additional contacts. Please note that contact information provided in this section will be published on the Council’s website.

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1. **Membership of proposed Neighbourhood Forum - NOT FOR PUBLISHING**

Please list people within your proposed Neighbourhood Forum. Whilst this list is not strictly required by the Neighbourhood Planning (General) Regulations 2012, it does enable the proposed Neighbourhood Forum to demonstrate that membership is widely drawn from across the Neighbourhood Area and from a range of people in the community.

A Neighbourhood Forum is required to have a minimum of 21 individuals, however there is no maximum number. If you have additional members, please list them.

|  | **Full Name** | **Resident or Business Address**(if you work in the Neighbourhood Area please include company name) | **Interest in area**Resident / Worker / Councillor |
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**END OF FORM**