

Overview of the key stages in the Neighbourhood Development Plan Process

	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6	STAGE 7	STAGE 8	STAGE 9	STAGE 10	STAGE 11	STAGE 12
	Designating a neighbourhood area	Designating a neighbourhood forum	Evidence gathering and early public consultation	Pre-submission consultation on detailed proposals for a neighbourhood development plan	Submission and publicising proposed neighbourhood development plan	Check submitted neighbourhood development plan is legally compliant	Appointment of independent examiner	Submission of neighbourhood development plan to examination	Consideration of examiner's views (if changes are recommended)	Referendum	Adoption	Publicise the neighbourhood development plan
Neighbourhood Planning Group	Submits background information required by the regulations to the City Council and requests designation.	Submits background information required by the regulations to the City Council and requests designation.	Gathers evidence. Decides on the best way to consult local residents and businesses. Considers the need for SEA/HRA.	Detailed proposals (usually a draft plan) must be publicised for six weeks. A copy should also be sent to the City Council.	Submits to City Council: Map or statement identifying the plan area. Consultation statement. Proposed plan. Statement explaining compliance with statutory requirements.	No action required.	No action required.	No action required.	No action required.	No action required.	No action required.	No action required.
City Council	Checks application. Publicises application for 6 weeks and invites comments. May formally designate a neighbourhood area.	Checks application. Publicises application for 6 weeks and invites comments. May formally designate a neighbourhood forum.	No statutory function. Can respond to requests for advice on consultation methods, evidence, and policy. Carries out SEA / HRA screening.	No statutory function.	Publicises any plan that includes all the required documents as soon as possible for at least six weeks and invites comments. Notifies statutory consultees.	Checks that the draft plan meets the requirements set out in legislation and the regulations.	Responsible for appointing an independent examiner.	Sends plan documents, HRA (if required) and copies of all the comments received at Stage 5 to the independent examiner.	Checks plan meets basic conditions. Considers the examiner's views and decides whether to make any changes. Publishes decision statement.	Organises a referendum (covering the relevant geographical area) for any plan that is still proceeding.	The City Council is required to adopt any plan where the majority of people who voted were in support of it. The plan will be taken to Full Council for adoption.	Publicises the adopted neighbourhood development plan and makes it available for viewing.

Please note: This help sheet provides an overview only. Please see the [Neighbourhood Planning \(General\) Regulations 2012](#) for the detailed requirements at each stage.