

APPENDIX 1

Application for the Designation of a Neighbourhood Area Town and Country Planning Act 1990 [section 61G] The Neighbourhood Planning (General) Regulations 2012 [Regulation 5]

Publication of application on the Uttlesford District Council website

Please note that the information provided on this application form and relevant supporting documents will be published on the Uttlesford District Council website. If you require any further clarification, please contact the planning policy department using the email address: planningpolicy@Uttlesford.gov.uk

Please complete using block capitals and black ink.

Please also refer to the Notes below as incorrect submissions will delay the processing of your application.

1. Name of Submitting Body Littlebury Parish Council	
2. Contact details	
Name:	Tracy Coston
Address:	REDACTED
Email:	Clerk@littlebury.org.uk
Telephone:	REDACTED
3. Proposed name of neighbourhood area Please give the name by which your neighbourhood area will be formally known	
Name of neighbourhood area: Littlebury Parish	
4. Extent of the area (see Notes 1- 4) Please attach a map which identifies the area to which the application relates. Map attached	
5. Does the proposed neighbourhood area lie partly within other Local Authority Boundary?	

No.

6. 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

Littlebury Parish Council is a relevant body for the purposes of section 61G of the Town and Country Planning Act.

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

The attached map sets out the area to be designated, being the whole of Littlebury Parish. Determination of the Neighbourhood Plan area has had regard to:

- village or settlement boundaries;
- the areas where formal and/or in formal networks of community-based groups operate;
- physical appearance of the neighbourhood area;
- the natural setting of features in the area and
- the population (living and working in the area).

The proposed area is considered appropriate to be designated as the Neighbourhood Plan area because it encompasses the whole Parish area.

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

NO

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

NO

10. Declaration

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

Name:

Tracy Coston

Signature:	REDACTED
Position in relevant body:	Clerk
Date:	13/05/2025

Please ensure the following is also submitted with this form:
A map which clearly identifies the area

Please submit the completed form to:
Planning Policy, Council Offices, London Road, Saffron Walden, CB11 4ER

Or by email to: planningpolicy@uttlesford.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 (e.g. 1:2500; 1:1250 or 1:500). Where possible the boundary of the area should follow the parish boundaries and should not cut through properties.

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/s 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.