

Surrey Heath Borough Council

Summary of Neighbourhood Plan Process

Stage	Task	Who
Step 1 Neighbourhood Area	<ul style="list-style-type: none"> Make application to Surrey Heath Borough Council (SHBC) for designation as a Neighbourhood Area 	Qualifying body ¹ submits application SHBC determines
Step 2 Preparing a Draft Plan	<ul style="list-style-type: none"> Gather baseline information and evidence Engage and consult those living and working in the neighbourhood area and other stakeholders Identify a vision and objectives Identify and assess options Determine whether the Plan is likely to have significant environmental effect (and therefore whether a Strategic Environmental Assessment(SEA) and/or Habitat Regulation Assessment (HRA)is required) Start to prepare proposals documents/draft Plan 	Qualifying body (SHBC can provide a screening opinion in relation to SEA and HRA)
Step 3 Pre-submission publicity and consultation	<ul style="list-style-type: none"> Prepare and Publicise the draft Plan and invite representations (statutory 6 weeks) Ensure compliance with any Environmental obligations (as Step 2) Consider consultation responses and amend plan if appropriate Prepare Consultation Statement and other submission documents 	Qualifying body
Step 4 Submission of the Plan to Surrey Heath Borough Council	<ul style="list-style-type: none"> Submit the Plan (and supporting documents) to SHBC Check the submitted Plan and documents comply with relevant legislation Publicise the Plan for 6 weeks Appoint an independent examiner 	Qualifying body SHBC SHBC (with Qualifying body)
Step 5 Independent Examination	<ul style="list-style-type: none"> Send Plan, representations and supporting documents to Examiner Examination takes place (usually by written representation) Examiner issues a report to SHBC and Qualifying body Publish Examiners report 	SHBC Examiner Examiner SHBC SHBC (with QB)

¹ Town or Parish Council or designated Neighbourhood Forum

	<ul style="list-style-type: none"> • Considers report recommendations and makes changes to the Plan • Decide whether to send the plan to referendum (Executive) 	SHBC
Step 6 Referendum	<ul style="list-style-type: none"> • Publicise forthcoming referendum (28 working days notice) • Undertake referendum 	SHBC
Step 7 Make the Plan	<ul style="list-style-type: none"> • Providing the Plan is compatible with EU obligations make the Plan part of the Surrey Heath Development Plan (Executive and Council) 	SHBC