

Request for a health check review of a neighbourhood plan

Please refer to the explanatory notes included with this form when completing.

1. Contact details for the Local Authority

Name: _____

Address: _____ Town/City: _____
_____ Postcode: _____

Email: _____ Telephone: _____

2. Contact details for the Qualifying Body

Name: _____

Address: _____ Town/City: _____
_____ Postcode: _____

Email: _____ Telephone: _____

Description: _____

3. Information about the Neighbourhood Plan

A description or statement identifying the area to which the plan relates is attached: Yes No

Comment: _____

A copy of the Draft Plan is attached: Yes No

Comment: _____

Select the description that best describes the Draft Plan:

Large complex plans with site allocations and expectation of public hearing

Less complex plans with little expectation of a public hearing

Non-contentious plans which will be dealt with by written representations

Additional information: _____

How many days will the Reviewer be needed? _____

When will the Reviewer be needed? _____

DRS will aim to make a referral within two weeks unless otherwise notified: _____

5. Information about the reviewer

Professional qualifications (desired): _____

Professional experience (desired): _____

Specialist skills (desired):

Policy making and development

Master planner

Community engagement / Communication skills

Design

Affordable housing and economy

Environment and energy

Viability / Deliverability

Other:

6. Information about conflicts of interest

Please identify any potential reviewers you are aware of that should not be considered for referral because they may have a personal or other interest in the outcome: _____

Other information that you believe would be helpful in making this referral: _____

NPIERS will refer a reviewer based on the information provided on the application. The applicant is responsible for ensuring the information provided is accurate and complete.

7. Application submitted by

Name: _____

Contact details: _____

Signature: _____

Dated: _____

How did you find out about NPIERS: _____

8. How to submit

Please return the completed form, along with the description or statement identifying the area to which the plan relates, by post or email using the details below.



RICS Dispute Resolution Service
55 Colmore Row
Birmingham
B3 2AA



020 7334 3806



npiers@rics.org



rics.org/npiers

YOUR PRIVACY

RICS takes the privacy and security of the personal information you provide very seriously. Your details are held in a secure database with authorised access only. We apply data processing policies in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (EC Directive 2003).

Unless you have given consent elsewhere, RICS will not use the information you provide in this application to contact you with offers of products and services. Nor will RICS share your information with third parties for the purpose of sending you details of offers of products and services.

These notes form part of, and must be read in conjunction with the application form for the referral of a reviewer to undertake a pre-submission review of a neighbourhood plan

1. General

- a. The function of NPIERS when referring a neighbourhood plan reviewer is to act independently and transparently. After checking to ensure the selected reviewer is suitably qualified and free from conflicts of interest, we will refer their name, CV and contact details.
- b. We rely on information given in your application to help us select a suitable reviewer for your neighbourhood plan. An incomplete, or incorrect, application can result in a referral that may not be the most suitable for your requirements.
- c. DRS will forward the information contained in your application form, and any supplementary documentation, to the other party. The application details will also be sent to prospective reviewers to help them decide whether or not they are able to take on the referral.
- d. If you are aware of any persons who have conflict of interests, you may provide details separately. Please provide reasons for each person objected to.
- e. The information you provide about the plan, and the Qualifying Bodies, will be forwarded to prospective reviewers. They will be required to disclose any involvements they may have had with the Local Authority, other Local Authorities' and parties connected with the plan within the last 5 years.

2. Information about the Qualifying Body

We need to know about the Qualifying Body to aid the referral of an appropriately qualified and experienced reviewer. Please provide full postal address, including the postcode (even if it is only the first half of the code) of people we should communicate with on behalf of the Local Authority or Qualifying Body.

3. Information about the Neighbourhood Plan

- a. Please provide an accurate description of the plan area.
- b. Please provide an estimate of the number of days the reviewer will be needed. If unsure, please state so.
- c. The information provided about the review will help DRS to make a quick and appropriate referral. Please ensure only clear and relevant information is provided. If necessary, please provide additional information on the following:
 - Level of complexity of the plan
 - Level of expectation of a public hearing or written only representations
 - Whether there are contentious and/or non-contentious issues

4. Information about the Reviewer

Please provide information about any professional qualifications, experience and skills desired of the reviewer. If there are no specific qualification/s or experience desired, please state so.

6. Information about conflicts of interest

RICS will take reasonable steps to establish that the referred reviewer is free from conflicts of interest. To assist us, please provide details of any known relationships between relevant parties and professionals in the planning sector that could be giving rise to a personal or other interest.

7. Fee scales for Reviewer

The charge for the review will be £375 plus VAT per day (plus reasonable expenses) for each actual work day carried out, which includes the NPIERS admin fee.

8. Supplemental

You will note from the application form that it is assumed you have read and understand these explanatory notes and that this is the basis on which your application is accepted.