The relevant Parish Council (PC) or Neighbourhood Forum (NF) should submit a Neighbourhood Area Application for determination by Maidstone Borough Council (MBC)

The PC or NF will be responsible for preparing the neighbourhood plan, with the support of MBC.

The PC or NF is required to carry out a 6 week pre-submission consultation on the draft plan. This consultation must bring the plan to the attention of the people who live, work or carry out business in the Neighbourhood Area. Maidstone Borough Council must also be consulted at this stage.

MBC has a duty to formally check the need for a Strategic Environmental Assessment. Where a neighbourhood plan requires an SEA, work on this should start well before the draft neighbourhood plan is formally submitted to the local planning authority.

The PC or NF is then required to formally submit the draft plan to Maidstone Borough Council together with a Consultation Statement and a Basic Conditions Statement. MBC will then carry out a 6 week consultation.

MBC will submit the plan to the independent examiner for examination as soon as possible after receipt with any representations and any other documents submitted with the plan including the SEA (if required).

Following the recommendations of the Inspector, MBC will hold a referendum on whether the neighbourhood plan should come into force. MBC will then produce and publish a formal decision.