

## Request for the Referral of a Neighbourhood Plan Examiner

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: \_\_\_\_\_

Confirmation the LA is satisfied that the neighbourhood development plan meets the requirements of the 1990 Act is attached: Yes No

Comment: \_\_\_\_\_

Details of any alternative arrangements for appointing an Examiner e.g. via an open procurement exercise:

\_\_\_\_\_

## 4. Information about the examination

Select the description that best describes the examination:

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 Examiner be needed? \_\_\_\_\_

When will the Examiner be needed? \_\_\_\_\_

DRS will aim to make a referral within four weeks unless otherwise notified: \_\_\_\_\_

\_\_\_\_\_

## 5. Information about the examiner

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 persons you are aware of that should not be considered for referrals 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 examiners based on the information provided in this 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](mailto:npiers@rics.org)



[rics.org/npiers](https://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 neighbourhood plan examiner.

### 1. General

- a. The function of NPIERS when referring a neighbourhood plan examiner is to act independently and transparently. After checking to ensure selected examiners are suitably qualified and free from conflicts of interest, we will refer the names, CVs and contact details of suitable neighbourhood plan examiner(s) to the requesting party.
- b. We rely on information given in your application to help us select suitable examiners 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 examiners to help them decide whether or not they are able to take on the referral.
- d. The application form contains five sections, intended to elicit information about the neighbourhood plan, the examination, the examiner, conflicts of interest and the relevant parties. To ensure the referral is made quickly and efficiently it is important that you complete all sections of the application form.
- e. 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.
- f. The information you provide about the plan, and the Qualifying Bodies, will be forwarded to prospective examiners. 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 examiner. 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 Qualifying Body.

### 3. Information about the Neighbourhood Plan

- a. Please provide an accurate description of the plan area.
- b. Please confirm that the Local Authority is satisfied that the plan meets the requirements of the 1990 Act.
- c. Please provide an estimate of the number of days the examiner will be needed. If unsure, please state so.

### 4. Information about the examination

The information provided about the examination helps NPIERS 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 representation
- Whether there are contentious and/or non-contentious issues

## 5. Information about the Examiner

Please provide information about any professional qualifications, experience and skills desired of the examiner. If there is 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 examiners are 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 Examiner

Examiners will charge a daily rate of £750 plus VAT per day (plus reasonable expenses) for each actual work day carried out.

## 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.