

APPENDIX 1
Indicative costs to prepare a Neighbourhood Plan

Duty/Stage PC (Parish Council); TC (Town Council); NF (Neighbourhood Forum); LCC (Leeds City Council)		Likely Costs / time
PC/TC or NF	Publicity/consultation	£1,500 -£10,000* (Will depend on methods of consultation used and size of neighbourhood plan area)
LCC	Advertisement of applications for neighbourhood area/forums & Designation of Neighbourhood Forums	£1,000-£2,000** 5days staff time***
PC/TC or NF	Preparation & production of draft plan	£1,000 to £40,000* (Will depend on issues to be covered by the neighbourhood plan and any associated evidence costs/consultant fees)
LCC	Support for preparation of Plan	15-20 days staff time*** (More time may be needed to assist with establishment of neighbourhood forum in Holbeck as well as more bespoke assistance to all the pilot areas to assist in progressing the preparation of plans)
LCC	Validation of Neighbourhood Plans	5-10 days staff time***
LCC	Examination by an Independent Inspector	£5,000 - £8,000**** 5 - 8 days Inspector time and potentially staff time***
LCC	Referenda	£1.80/head***** £5000-£20,000 (Will depend on electoral role and size of the neighbourhood plan area)
LCC	Adoption of Neighbourhood Plans	5 days Staff time***
LCC	Final publication of document and any necessary amendments to Proposals Map	Printing Costs 5-15 days staff time*** (including GIS staff time)

**Based on core costs set out in the DCLG's Impact Assessment – Neighbourhood Plans and community Right to Build. DCLG estimates that the average total cost of preparing a neighbourhood plan is £20-86k per plan. The cost to community groups in bringing forward a community right to build scheme is estimated at approximately £40k.*

***Advertisement costs based on costs paid for formal adverts for LDF documents in the Yorkshire Evening Post. Variable due to length of text.*

****Staff time primarily based in Planning & Sustainable Development but also other service areas as relevant to the issues in the Neighbourhood Plan. Indication of days based on current best practice for staff involvement on VDS/NDS's.*

*****Examinations costs based on current charges for daily rate for Planning Inspectorate Inspector.*

****** Source: fees and charges for counting officers in regional and local referendums. ODPM 2004 £1.80/head)*

Indicative figures calculated on LCC Electoral services estimate based on local elections electoral role and postal vote information