

**FERRING**

**COMMUNITY RIGHT TO BUILD ORDER no.1:**

**“Land rear of Henty Arms, Ferring Lane”**

**REFERENDUM**

**INFORMATION FOR VOTERS**



## **About this booklet**

On 10 December 2014, there will be a referendum on a community right to build order (CRTBO) in your area. This booklet explains more about the referendum that is going to take place and how you can take part in it. In this booklet you can find out about:

- The referendum and how you can take part
- The neighbourhood area
- The community right to build order
- The development plan

## **Referendum on the Order**

A referendum asks you to vote 'yes' or 'no' to a question. For this referendum you will receive a ballot paper with this question:

*“Do you want the development in the Community Right to Build Order for Ferring - Housing on Land Behind the Henty Arms – to have planning permission?”*

## **How do I vote in the referendum?**

You vote by putting a cross (X) in the 'Yes' or 'No' box on your ballot paper. Put a cross in only **one** box or your vote will not be counted.

If more people vote 'yes' than 'no' in this referendum, then Arun District Council and South Downs National Park Authority will 'make' the Order.

If more people vote 'no' than 'yes', the Order will not be made.

## **What is Neighbourhood Planning?**

Neighbourhood planning aims to help local communities play a direct role in planning the areas in which they live and work.

A community can prepare a neighbourhood plan or order. This plan can show how the community wants land to be used and developed in its area.

Neighbourhood Development Orders (NDO) can grant planning permission for specific types of development in a neighbourhood area. A CRTBO is a particular type of the NDO that can be used to grant planning permission for small scale development for community centre or new residential development without submitting a planning application and going through the usual planning application process.

Where the community organisation would like to develop the land itself the resulting assets can only be disposed of, improved or developed in a manner which that organisation considers would benefit the community.

## **What is a neighbourhood area?**

A neighbourhood area can cover single streets or large urban or rural areas. The boundaries of a neighbourhood area are put forward by:

- Town or parish councils
- A neighbourhood forum (a group of at least 21 people in areas without town or parish councils)

In Ferring the boundary of the neighbourhood area was determined by Arun District Council in conjunction with the South Downs National Park Authority and is identical to the parish area of Ferring.

## **Who can prepare an Order?**

Neighbourhood orders are prepared by town or parish councils, or neighbourhood forums. In this case, the Order was prepared by Ferring Parish Council.

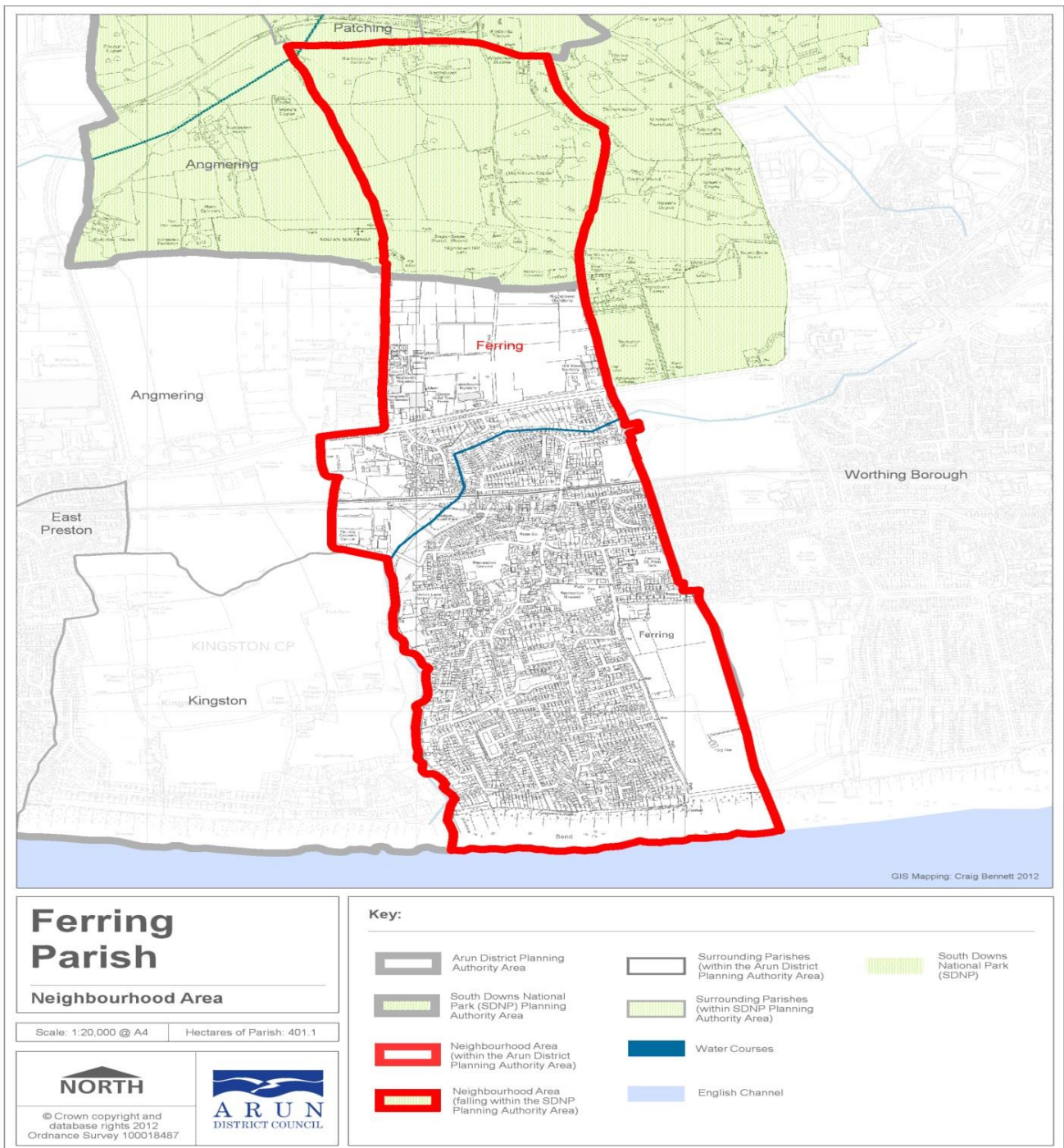
## **What is a Development Plan?**

In England, planning applications are determined by local planning authorities in accordance with the Development Plan. A Development Plan is a set of documents that set out the policies for the development and use of land across the entire local

authority area. Within the Arun District, the local planning authority is Arun District Council. The Order will form part of the Development Plan.

## Neighbourhood Planning in Ferring

The Referendum area is identified on the map below as the parish area of Ferring Parish Council and is identical to the area which has been designated as the Ferring Neighbourhood Development Plan area.



## Referendum expenses

Expenses can be incurred by an individual or body during the period of the referendum for referendum purposes.

The Referendum expenses limit that will apply in relation to the Referendum is £2590.86. The number of persons entitled to vote in the Referendum by reference to which the limit has been calculated is 3879.

## Specified documents

A copy of the specified documents, that is the documents listed below, may be inspected at:

- **Arun Civic Centre**, Maltravers Road, Littlehampton, BN17 5LF between the hours of 8.45am to 5.15pm Monday to Thursday; and 8.45am to 4.45pm on Friday
- **Bognor Regis Town Hall**, Bognor Regis, West Sussex, PO21 1LD between the hours of 8.45am to 5.15pm Monday to Thursday; and 8.45am to 4.45pm on Friday

### The specified documents are the:

- Draft Ferring Community Right to Build Order no.1: “Land rear of Henty Arms, Ferring Lane”
- Report of the independent examiner
- Summary of the representations submitted to the independent examiner
- Statement by the local planning authority that the draft order meets the basic conditions (Decision statement)
- Statement that sets out general information as to town and country planning including neighbourhood planning and the referendum (information for voters)

All the above documents can be viewed on Arun District Council’s website at <http://www.arun.gov.uk/main.cfm?type=PUBLICATIONEXAMINE>

## Can I vote?

You can vote in the referendum if you live in the Ferring Parish Council area and:

- you are registered to vote in local council elections; and
- you are 18 years of age or over on 10 December 2014

You have to be registered to vote by 24 November 2014 to vote in the referendum. You can check if you are registered to vote by calling our Helpline on 01903 737616.

The referendum will be conducted based on procedures which are similar to those used at local government elections.

## **Ways of voting?**

There are three ways of voting:

### **In person on 10 December 2014:**

- At your local polling station. It is easy and a member of staff will always help if you are not sure what to do
- In Ferring, the polling station is at:
  - Glebelands Community Centre, Greystoke Road, Ferring, BN12 5JL
- You will receive a poll card confirming your polling station for this referendum
- If you do not receive your poll card, you can contact our Helpline on 01903 737616 or email us on [elections@arun.gov.uk](mailto:elections@arun.gov.uk) to find out where your polling station is
- Polling stations are open from 7am to 10pm

### **By post:**

- If you have a postal vote already, you will receive a poll card confirming this
- To vote by post, you will need to complete an application form and send it to the Electoral Registration Officer to arrive by 5pm on 25 November 2014 at this address:

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF
- Postal votes can be sent overseas but you need to think about whether you will have time to receive and return your completed postal vote by 10 December 2014
- You should receive your postal vote about a week before polling day. If it doesn't arrive in time, you can ask for a replacement up to 5pm on 10 December 2014 by contacting our Helpline on 01903 737616

### **By proxy:**

- If you have a proxy vote already, you will receive a poll card confirming this
- If you can't get to the polling station and don't wish to vote by post, you may be able to vote by proxy. This means allowing somebody that you trust to vote on your behalf
- To vote by proxy, you will need to complete an application form and send it to the Electoral Registration Officer to arrive by 5pm on 2 December 2014 at this address:

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF

- When you apply for a proxy vote, you must say why you cannot vote in person
- Anyone can be your proxy as long as they are eligible to vote and are willing to vote on your behalf. You will have to tell them how you want to vote.

Postal and proxy vote application forms are available from our Helpline on 01903 737616 or by emailing [elections@arun.gov.uk](mailto:elections@arun.gov.uk). You can also download forms from Arun District Council's website at:

<http://www.arun.gov.uk/main.cfm?type=VOTINGEXPLAINED>

## **Am I registered to vote?**

If you're not registered, you won't be able to vote. You can check if you are registered by calling our Helpline on 01903 737616

If you are not registered to vote, you will need to complete an individual registration form and send it to the Electoral Registration Officer to arrive by 24 November 2014 at this address:

Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF

Individual registration forms are available from our Helpline on 01903 737616 or by emailing [elections@arun.gov.uk](mailto:elections@arun.gov.uk). You can also apply to register online at <https://www.gov.uk/register-to-vote>.

## **How to find out more:**

- Further general information on neighbourhood planning is available at: <http://www.arun.gov.uk/main.cfm?type=NEIGHBOURHOODPLANS>
- You can find specific documents on the Neighbourhood Development Plan at: <http://www.arun.gov.uk/main.cfm?type=PUBLICATIONEXAMINE>
- For queries about planning issues and neighbourhood planning in general, please contact the Neighbourhood Development Plan Officer on: Tel: 01903 737697
- For more information about voting and the arrangements for this referendum, please contact our Helpline on 01903 737616 or email: [elections@arun.gov.uk](mailto:elections@arun.gov.uk)