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Department for  
Communities and  
Local Government

## New Burdens Community Governance Review Fund 2015-16

Local authorities undertaking community governance reviews to consider proposals to set up new town and parish councils

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# Guidance note

## What is the New Burdens Community Governance Review Fund?

In March, new measures were introduced following changes to the Local Government and Public Involvement in Health Act 2007, the legislation which regulates Community Governance Reviews (CGR). The review process allows for the creation of new town and parish councils and the three new measures make it easier for local communities to set up a new town or parish council, these are outlined below:

- 1. Lowering the threshold of signatures required to make a valid petition from 10 per cent to 7.5 per cent**
- 2. Shortening the amount of time the Local Authority can take to complete a Community Governance Review**
- 3. Allowing Neighbourhood Forums to trigger a Community Governance Review**

The new measures will improve the process for triggering a review and encourage more local campaigners to petition their local authority in support of the creation of a new town or parish. A **Community Governance Review New Burdens Fund** is available to support those local authorities that will be required to undertake a review as a direct result of the new measures.

## How can local authorities submit an application?

**All local authorities that meet the eligibility criteria are able to apply.** Local authorities are not subject to any restrictions in terms of the delivery model adopted to conduct the review. Costs will vary depending upon a number of factors - including the scope of the review, the demography of the local area, the model adopted for allocating duties to conduct the review and the type of consultation method applied.

There are no restrictions on the number of bids submitted for each area within an authority's geographical control. However, if a local authority does submit more than one application it would need to demonstrate that the each review could not be undertaken as part of a wider review.

## What are the eligibility criteria for successful applications?

The Department for Communities and Local Government (DCLG), Big Society and Community Rights Division, Parishes team will administer the New Burdens Community Governance Review Fund from November until March 2016.

DCLG will assess each bid against the eligibility criterion. All payments will be issued directly to local authorities that can demonstrate they meet the eligibility criteria below:

- The local authority must have received the submitted petition for a community governance review **after** the date the new legislative changes come into force (27 March 2015).
- The local authority must be able to demonstrate that the number of signatories in the petition submitted to the local authority **after the date the new measures came into force** is at least 7.5 % of the local electorate but less than the current threshold for triggering a review of 10 %; or have received a valid application from a neighbourhood forum after the date the new measures came into force.

### **A local authority will not be eligible for new burdens funding where the:**

- Local authority has received the petition for a community governance review **before** the date the new legislative changes has come into force – even in those circumstances where elements of the process are undertaken after date the legislation comes into force.
- Local authority already intended to conduct a review.
- Local authority has not provided sufficient information within the bid to evidence the breakdown of costs associated with undertaking the review.

## What must a local authority do to submit a bid for New Burdens Fund?

Bids should be submitted to the Big Society and Community Rights Division, Parishes team using the following address:

Paulette Romain  
Integration and Community Rights Directorate  
Community Rights Division  
Fry Building  
South West Quadrant  
2<sup>nd</sup> Floor,  
2 Marsham Street  
London  
SW1E 4DF  
[paulette.romain@communities.gsi.gov.uk](mailto:paulette.romain@communities.gsi.gov.uk)

**Any activities not costed or that fall outside the scope of a normal review will not be funded.**

If you require more information about the Community Governance Review New Burdens Fund you can contact the Big Society and Community Rights Division, Parishes Team on the contact details provided above.

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