

## Local Place Plan Preparer Checklist

### Introduction

Local Place Plans enable communities to set out their vision and priorities for the future of their local place, and as laid down in Scottish legislation, can be prepared and submitted by any Community Council or Community Controlled Body.

### Completing the checklist

Before getting started, you should consider if your organisation qualifies to prepare and submit a Local Place Plan. Our Local Place Plan Preparer Checklist summarises the criteria required.

Details of the organisation who is intending to prepare and submit a Local Place Plan		
Organisation name		
Checklist completed by		
Date checklist completed		
Qualifying questions		Yes/No*
1. Is your organisation a <b>community council</b> established in accordance with Part 4 of the Local Government (Scotland) Act 1973.		
2. Is your organisation a <b>community-controlled body</b> within the definition given in section 19 of the Community Empowerment (Scotland) Act 2015	<p>You have a written constitution that:</p> <ol style="list-style-type: none"> <li>1. Defines a geographic community and states your organisation's aims and purposes as including the promotion of a benefit for that community;</li> <li>2. Guarantees membership of your organisation is open to any member of your community;</li> <li>3. Requires that a majority of your members come from your community; AND that these ordinary members have majority control of your organisation;</li> <li>4. States that surplus funds or assets from your organisation are applied to the benefit of your community.</li> </ol>	
3. Is your organisation <b>collaborating (working together)</b> to prepare and submit a Local Place Plan with an <b>existing Community Body</b> that itself meets the requirement of question 1 or 2 above?		

\* If your organisation cannot answer 'Yes' to at least one of the qualifying questions numbered 1-3 above, you may wish to consider becoming a community-controlled body or working with an existing Community Body – e.g. your local Community Council.

### Submitting the checklist

Please send your completed Local Place Plan Preparer Checklist to [lpp@highland.gov.uk](mailto:lpp@highland.gov.uk).

Form issued: 29/11/2023

**Commented [DC1]:** I wonder whether this is strong enough and specific enough - maybe use the words "collaborating (working together) to prepare and submit the LPP"?