

Local Place Plan Preparer Checklist

Introduction

Local Place Plans enable communities to set out their vision and aims for the future of their place. As set out by Scottish Government, Local Place Plans can be prepared and submitted by any Community Council or qualifying Community Controlled Body.

Community Councils are automatically enabled by Scottish Government to prepare Local Place Plans and therefore do not need to complete this Preparer Checklist.

Qualifying criteria

This Preparer Checklist sets out the criteria that a Community Controlled Body must fulfil in order to meet the Scottish Government's requirements for preparing and submitting a Local Place Plan.

If an organisation wishing to prepare and submit a Local Place Plan cannot answer 'Yes' to either Question 1 or 2 below, they may wish to consider becoming a community-controlled body* or working with an existing Community Body, e.g. their local Community Council.

Details of the organisation who intends to prepare and submit a Local Place Plan		
Organisation name		
Checklist completed by		
Date checklist completed		
Qualifying questions		Yes/No
1. Is the organisation that intends to prepare and submit a Local Place Plan a community-controlled body within the definition given in Section 19 of the Community Empowerment (Scotland) Act 2015	<p>You have a written constitution that includes:</p> <ul style="list-style-type: none"> a) a definition of the community to which the body relates b) provision that the majority of the members of the body is to consist of members of that community c) provision that the members of the body who consist of members of that community have control of the body d) provision that membership of the body is open to any member of that community e) a statement of the body's aims and purposes, including the promotion of a benefit for that community f) provision that any surplus funds or assets of the body are to be applied for the benefit of that community. 	
2. Is the organisation collaborating (working together) with an existing Community Body that itself meets the requirement of Question 1 above to prepare and submit a Local Place Plan?		

* You may find it helpful to refer to the Scottish Government's recommended [governing documents and guidance](#) for a Scottish Charitable Incorporated Organisation (SCIO) or Company limited by guarantee to meet the requirements of a community controlled body in terms of the Community Empowerment (Scotland) Act 2015.

Submitting the checklist – Please send your completed Preparer Checklist to lpp@aberdeencity.gov.uk