



Neighbourhood Planning Referendums

Aim

For delegates to come away with a better understanding of the key aspects of Neighbourhood Planning Referendums and be more confident in their role in conducting a Referendum.

Objectives

1. To present the key stages of Neighbourhood Planning Referendums and the duties of the Counting Officer
2. To establish the differences between elections and Neighbourhood Planning referendums
3. To provide an overview of Business Referendums
3. To consider the role of campaigners
4. To facilitate an exchange of knowledge, experience and ideas through group work and discussion

Who is this course for?

Electoral Administrators and other local authority staff who may have the task of organising and seeing through a Neighbourhood Planning or Business Referendum.

Course overview

This one-day course aims to cover the processes of Neighbourhood Planning Referendums to make sure that attendees are aware of the legislative requirements and practical challenges.

Please note: this course does not cover Business Improvements Districts (BIDs)

The Course will be delivered using a mixture of presentational material, practical exercises and reference to example documentation.

Group discussion will also take place to enable the exchange of knowledge, experience and ideas.

Attendees will be provided with a pack before the course, containing course notes, guidance documents and example materials.

Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.

Dates and venues

15 July 2022

Online via Microsoft Teams

Cost

First delegate	AEA member – £296 (plus vat) With Member support fund discount £200 (plus vat)
Second delegate from the same authority	AEA member – £149 (plus vat) With member support fund discount £100 (plus vat)
Subsequent delegates from the same authority*	AEA member – £149 (plus vat) With member support fund discount £50 (plus vat)
Non-member	Non-member – £386 (plus vat)

Non-members who would like to join the Association can apply for membership online at www.aea-elections.co.uk/join

*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

Terms and conditions

Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email training@aea-elections.co.uk to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)