**PARTICIPATION REQUESTS – WEST LOTHIAN COUNCIL APPLICATION FORM**

It is recommended that Community Participation Bodies (CPBs) refer to the West Lothian Council Participation Requests Toolkit prior to formally submitting a participation request. Early engagement with the council’s Community Planning and Regeneration Team is strongly encouraged. Support to complete this application can also be provided. Please direct enquiries to [community.planning@westlothian.gov.uk](mailto:community.planning@westlothian.gov.uk) or call 01506 281086.

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| **REFERENCE NUMBER**  *(West Lothian Council use only)* |  |

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| **DETAILS OF COMMUNITY PARTICIPATION BODY (CPB)** | |
| Name of Community Body |  |
| Contact Name |  |
| Contact Address |  |
| Contact Telephone Number |  |
| Contact Email |  |
| Website (if available) |  |
| Type of Organisation  ***See Note 1*** | A community controlled body  A community council  A community body without a written constitution  A body designated by Scottish Ministers as a community participation body |
| Please provide an explanation of qualification as a valid community participation body and details of your community.  Please ensure that you include a copy of your written constitution or other governance documentation, if applicable.  ***See Note 1 and 2*** |  |
| Community groups are encouraged to engage in early dialogue with the council before submitting a formal request. Has your group had any prior contact with the council or any other public body in relation to this request? If so, please provide details of this. |  |

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| **PUBLIC BODY DETAILS** | |
| Name of the public service authority to which the request is being made | West Lothian Council |
| Name of any other public service authority which should participate in the outcome improvement process (if applicable)  ***See Note 3*** |  |

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| **OUTCOME IMPROVEMENT PROCESS PROPOSAL** | |
| What outcome does your community group want to improve?  *This outcome must result from the provision of a council service or a council service must contribute to it*  ***See Note 4*** |  |
| Why does your group believe it should participate in the outcome improvement process?  ***See Note 5*** |  |
| What knowledge, expertise and experience does your group have in relation to the outcome?  ***See Note 6*** |  |
| How the outcome will be improved because of the involvement of your group?  ***See Note 7*** |  |
| Has your group consulted with and have support from wider members of the community?  ***See Note 8*** |  |

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| **ANY OTHER ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION** |
| ***See Note 9*** |

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| **Declaration** | |
| *I confirm that all information given is accurate. I understand that this request will not be treated as having been made until all required information is provided.* | |
| **Applicant** | |
| Signature: |  |
| Print name: |  |
| Date: |  |
| I agree to the use of electronic communication in relation to this request. | |
| **Data Protection**  Please note that the information supplied on this form will be used for statistical and reporting purposes. Your contact details will be held on a database and will only be used for purposes in relation to this participation request. No personal information will be included in the published documentation. | |

Completed forms and any additional information should be either emailed to [community.planning@westlothian.gov.uk](mailto:community.planning@westlothian.gov.uk) or posted to:

Community Planning and Regeneration Team

1st Floor North

West Lothian Civic Centre

Howden South Road

Livingston

EH54 6FF

**Guidance Notes**

These notes provide guidance for completing this application form. The notes refer you to the relevant section of the Scottish Government guidance for more detailed information: [www.gov.scot/Topics/People/engage/ParticipationRequests/ParticipationRequestsGuidance](http://www.gov.scot/Topics/People/engage/ParticipationRequests/ParticipationRequestsGuidance)

1. The Community Empowerment (Scotland) Act 2015 identifies the types of bodies that can make a participation request – ‘community participation bodies’ (CPBs). The CPB should provide the necessary information to the public service authority to show that they are a valid body who can make a participation request:

**Community controlled body:** Does not have to be incorporated but must have a written constitution. The constitution must include a definition of the community to which the body relates, provision that membership is open to any member of that community, provision that the majority of members are from that community, a statement of the body’s aims and purposes (including the promotion of a benefit for that community) and provision that any surplus funds or assets are to be applied for the benefit of that community.

**Community council:** When making a request, it would be useful for the community council to supply an agreed Scheme of Establishment with the Local Authority and have a written constitution.

**Community body without a written constitution:** A community participation body could also be a more loosely associated group of people but must have similar features to that provided by a community controlled body, as set out above.

**A body designated by Scottish Ministers as a community participation body:** Ministers can designate a body to be a community participation body by making an order. Ministers will normally only designate a body (or a class of bodies) if it works in a way similar to a community controlled body and there is a good reason why it is not able to meet the requirements of the Act (e.g. a charitable trust which cannot change who is on its board). A representative of the body/bodies should contact the Scottish Government to discuss.

A participation request should be accompanied by a copy of the CPB’s constitution or other governing document if applicable. The council will check that this meets the requirements of the Act (see pages 17-19 of the statutory guidance for more detail).

1. Please also include details of your community (i.e. who the community is, the total number of people in the community and how many are members of your organisation), providing as much information as possible, e.g. from the Census, your own surveys, other local surveys, etc.
2. The application form has been pre-populated to show that this request is being made to West Lothian Council. Please also include any additional public service authorities the CPB believes should also participate in the outcome improvement process. The authorities to whom a request can be made are listed in Schedule 2 in the Community Empowerment (Scotland) Act 2015. These are:

* A local authority *(West Lothian Council)*
* A health Board *(NHS Lothian)*
* The Board of management of a college of further education *(West Lothian College/Scotland’s Rural College)*
* Highlands and Islands Enterprise *(N/A in West Lothian)*
* A National Park Authority *(N/A in West Lothian)*
* Police Scotland
* The Scottish Environmental Protection Agency
* Scottish Enterprise
* The Scottish Fire and Rescue Service
* Scottish Natural Heritage
* A regional Transport Partnership *(SEStran)*

1. Specify an outcome that results from, or is contributed to by virtue of, the provision of a service provided to the public by or on behalf of the council. An explanation and examples of what we mean by an outcome can be found on pages 30/31 of the statutory guidance.
2. Set out the reasons why your community body believes it should participate in the outcome improvement process. This is simply to allow you to set out the benefits that you will bring as a community led organisation.
3. Provide details of any knowledge, expertise and experience your community group has in relation to the outcome. This is a chance for you to provide any information about your understanding and direct (or lived) experience in relation to the outcome.
4. Provide an explanation of the improvement in the identified outcome which your community body anticipates may arise as a result of your participation in an outcome improvement process.
5. It would be helpful to describe the support you have for the participation request within the community you represent (i.e. the community defined in the constitution or other governing documentation). The public service authority will want to know that your group has engaged with the community as a whole and that proposals have broad support. It would be helpful to outline what engagement activity you have carried out with your community, including information on the methods and dates of this activity. Pages 33/34 of the statutory guidance sets out further detail on what is required of CPBs in terms of community support.
6. Any other information in support of the participation request can be included in this section or attached separately should the community body wish to do so. This could include any further information or evidence that your group has in relation to the proposed outcome improvement process. The Act sets out a list of matters that the public authority must consider in reaching its decision on a request, looking at whether agreeing to the request is likely to promote or improve economic development, regeneration, public health, social wellbeing, environmental wellbeing and reduce inequalities of outcome and whether the proposal is likely to increase participation of those experiencing socio-economic disadvantage. It may be helpful for the CPB to outline how the request will help to deliver on these. The CPB does not need to show that the request will help deliver benefits in *all* these areas but the request should fit into one or other of these categories. The public authority must make its decision with regard to equal opportunities and so providing information about those issues may also be helpful. Pages 32/33 of the statutory guidance outlines further detail. This section also provides an opportunity to include information on any additional support you may require to be able to participate in an outcome improvement process.