



## **Woking Borough Council**

### **Byfleet Neighbourhood Plan Referendum Information Statement**

#### **About this statement**

On Thursday, 7 May 2026 there will be a referendum on a neighbourhood plan for the Byfleet polling district area. This statement explains the referendum that is going to take place and how you can take part in it.

#### **What are Neighbourhood Plans?**

Neighbourhood planning was introduced under the Localism Act 2011. It aims to help local communities play a direct role in planning the areas in which they live and work by showing how the community wants land to be used and developed in its area.

Neighbourhood plans must meet certain “Basic Conditions” by having regard to national planning policy, contributing to the achievement of sustainable development, being in general conformity with the strategic policies in the development plan for the area and being compatible with EU obligations and human rights requirements. Plans should not promote less development than set out in the Local Plan or undermine its strategic policies.

#### **Who makes them?**

Neighbourhood Plans are prepared by town or parish councils or neighbourhood forums and there is a statutory process that must be followed to make a plan.

#### **How are they made?**

The plan must be prepared through a process of consultation before an independent examiner reviews the plan and checks whether it meets the basic conditions and other legal requirements. The examiner then reports whether any modifications should be made to the plan and whether it should proceed to the next stage in the process which is the referendum stage.

#### **What status does the referendum have?**

If more than half of those voting have voted in favour of the neighbourhood plan, the local planning authority must make it part of the statutory development plan for the area to be used in determining decisions on planning applications.

## **The Byfleet Neighbourhood Plan**

The Byfleet Neighbourhood Plan has been produced by the Byfleet Neighbourhood Forum. It has been produced in accordance with the statutory requirements and following a recent independent examination, it has been recommended to proceed to referendum.

### **Key Reference Documents**

The following documents (known as the 'specified documents') are available for inspection:

- **The Final Byfleet Neighbourhood Plan**
- **The Independent Examiner's report**
- **A summary of the representations submitted to the Independent Examiner**
- **Woking Borough Council's Basic Conditions Statement**
- **A Statement setting out general information as to town and country planning including neighbourhood planning and the referendum**

These documents can be viewed on our website at [www.woking2027.info/neighbourhoodplanning/byfleetneighbourhoodplan/referendum](http://www.woking2027.info/neighbourhoodplanning/byfleetneighbourhoodplan/referendum)

They can also be inspected at the following locations:

- Byfleet Community Library, High Road, Woking, KT14 7QN  
  
(between 10am and 4pm Tuesday, Friday and Saturday; 4pm and 6pm on Wednesdays, 3pm and 5pm on Thursdays and 2pm and 4pm on Sundays)
- Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL

(between 9am and 4:45pm Monday to Friday)

### **Who is responsible for organising the referendum?**

The Counting Officer at Woking Borough Council is responsible for conduct of the referendum. The Counting Officer has the same role as the Returning Officer, who is responsible for the conduct of elections in the Borough.

The referendum will be conducted in accordance with the procedures which are similar to those used at local government elections.

### **Referendum on the Neighbourhood Plan**

A referendum asks you to vote yes or no to a question. In this referendum you will receive a ballot paper with the follow question:

**“Do you want Woking Borough Council to use the Neighbourhood Plan for the Byfleet Neighbourhood Area to help it decide planning applications in the neighbourhood area?”**

## **How do I vote in the referendum?**

You show your choice by putting a cross (X) in the 'Yes' or 'No' box on your ballot paper.  
Put a cross in only **one** box or your vote will not be counted.

## **Who can vote in the referendum?**

You can vote in the referendum if you live in the Byfleet Neighbourhood Area and:

- You are registered to vote in local council elections and
- You are 18 years of age or over on the 7 May 2026.

**In order to vote in the referendum you must be registered to vote by Monday, 20 April 2026.**

## **Byfleet Neighbourhood Area**

The referendum area is identified on the map set out at Appendix 1 and is identical to the area which has been designated as the Byfleet Neighbourhood Area.

## **Referendum Expenses**

The referendum expenses limit that will apply in relation to the referendum is **£2,705.26**. The number of persons entitled to vote in the referendum by reference to which the limit has been calculated is 5,818.

## **Am I registered to vote?**

**You can check if you are registered to vote by calling 01483 743860.**

If you are not on the electoral register, you will need to go online to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) and complete an online application.

## **Ways of voting:**

There are three ways of voting, you may vote in person, by post or by proxy.

### **In person on Thursday 7 May 2026:**

- Most people vote in person at their local polling station. It is easy and a member of staff will always help if you are not sure what to do. Your polling station will be:

**Byfleet Village Hall, 54 High Road, Byfleet, KT14 7QL**

- Polling stations will be open from 7am to 10pm

Please note that you will need an accepted form of voter ID to be able to vote in this referendum. More information will be contained on your poll card, or visit our website at [Voter photo ID | Woking Borough Council](#)

### **By post:**

- To vote by post, apply online at [Apply for a postal vote - GOV.UK](#) or fill in an application form and send it to: The Electoral Registration Officer, Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6FY to arrive by **5pm on Tuesday 21 April 2026**.
- Ballot papers can be sent overseas, but you need to think about whether you will have time to receive and return your postal vote by 7 May 2026, **in these cases a proxy is recommended**.
- You should receive your postal vote about a week before polling day. If it doesn't arrive in time, you can get a replacement up to 5pm on Thursday 7 May 2026.

### **By Proxy:**

If you can't go to the polling station and do not wish to vote by post, you may be able to vote by proxy. This means allowing somebody you can trust to vote on your behalf. Proxy vote application forms are available on the Woking Borough Council website or you can apply online at [Apply for a proxy vote - GOV.UK](#). The deadline to submit your proxy vote application is **5pm on Tuesday 28 April 2026**.

Postal and Proxy vote application forms are available from the Elections team on 01483 743860 or can be downloaded from the Council's website at [Vote by post or by proxy | Woking Borough Council](#)

### **How to find out more**

- Further general information on neighbourhood planning is available on the following websites <https://www.gov.uk/neighbourhood-planning> and [Byfleet Neighbourhood Plan Progress - Woking 2027](#)
- For enquires relating to the neighbourhood plan please contact [planningpolicy@woking.gov.uk](mailto:planningpolicy@woking.gov.uk) or ring 01483 743871

# Appendix 1 – Byfleet Neighbourhood Area

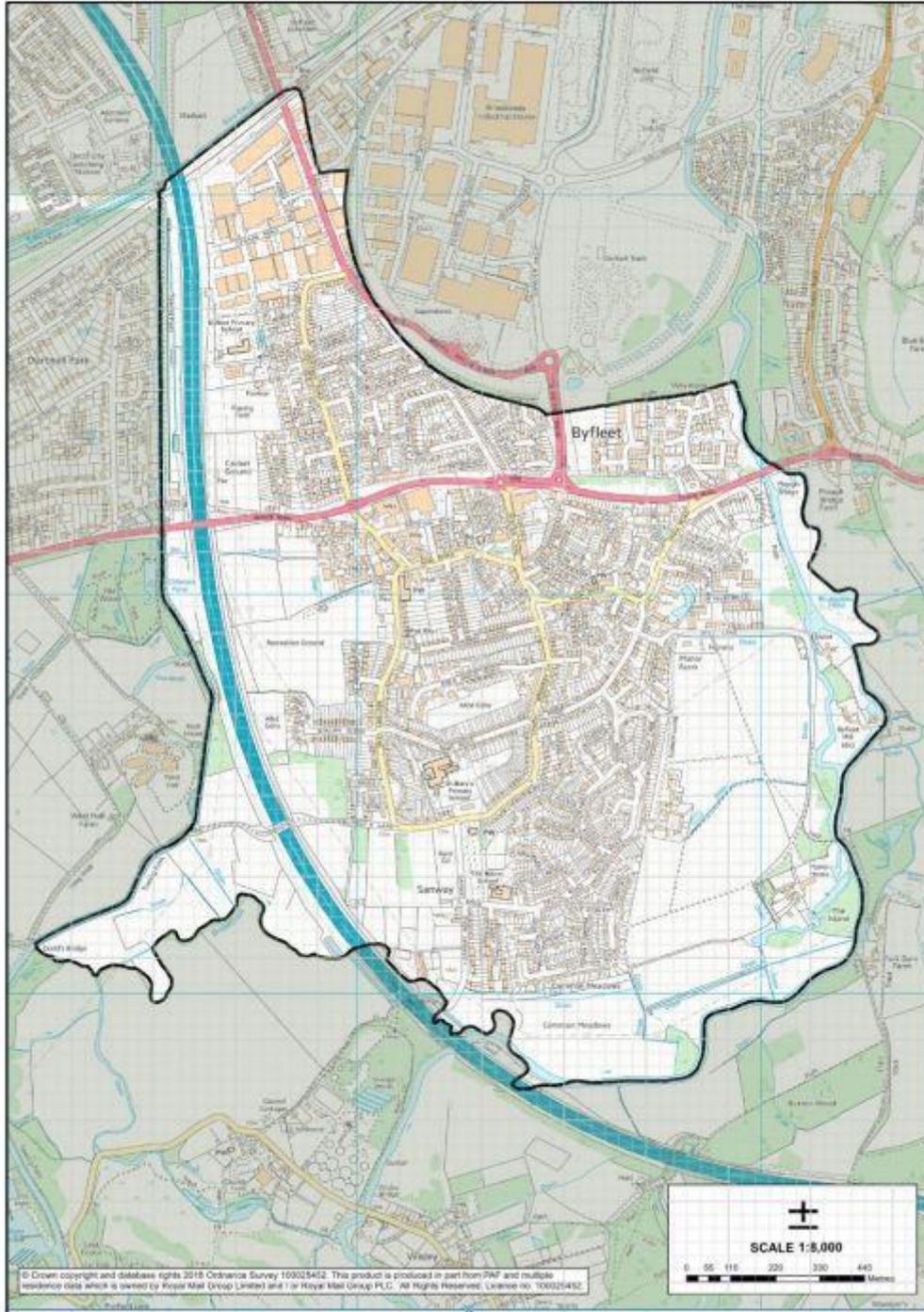


Figure 1 - Designated Byfleet Neighbourhood Area