



ASSETS OF COMMUNITY VALUE – NOMINATION FORM AND GUIDANCE NOTES

INTRODUCTION

These Guidance Notes should be read before completing the attached Nomination Form.

SECTION 1 – NOMINATING ORGANISATION DETAILS

Q1.1 Title of Nominating Organisation

Please provide the formal name of the nominating organisation.

Q1.2 Contact Name

Please provide the name of the person who is responsible for managing the nomination. All Council correspondence will be addressed to this contact.

Q1.3 Contact Information

This include will be the name, address, telephone number(s) and email address(es) of the contact person to which formal notifications under the legislation will be sent. It is the responsibility of the nominating organisation to immediately inform the Council in writing of any changes in the name of the representative or contact details. The Council will not be responsible for the consequences of any changes in the representative or correspondence address that it is not told about.

Q1.4 Purpose of Nominating Organisation

Please provide a short written summary of the role and function of your organisation and attach any Memorandum and Articles of Association, Rules, or agreed terms of reference. The purpose of this section is to set out your organisation's local community connection and to enable the Council to determine whether the nominating organisation satisfies the criteria set out in the Assets of Community Value (England) Regulations 2012.

Q1.5 Type of Nominating Organisation

Please provide a short description of the type/legal entity (if applicable) of the nominating organisation e.g. registered charity or registered company (including its registered number), parish council, neighbourhood forum, community interest organisation or other unincorporated association. This is to enable the Council to determine whether the nominating organisation satisfies the criteria set out in the Assets of Community Value (England) Regulations 2012.

Q1.6 Description of Management and/or Membership of Nominating Organisation

Please provide details of the management and/or membership of the nominating organisation including names and addresses of the directors and members of any unincorporated association (which should have minimum of 21 local individuals).

Q1.7 Name, Title and Signature

Please set out the name of representative, with title (e.g. chair, director, member etc.) and normal signature.

Q1.8 Date of Submission

SECTION 2 – NOMINATED ASSET DETAILS

Q2.1 Address of Nominated Asset

This needs to be accurate and cover the full land title address of the entire asset to be considered since, if the nomination is successful, the Council will be placing a Local Land Charge on that address and that address alone. You should be aware that some assets will cover several addresses, sometimes across different road frontages. The Council will not be responsible for the consequences of any error or ambiguity in the submitted address of the asset.

Q2.2 Extent of the Nominated Asset

The provision of a site map will help the Council to assess the response to Q2.1. However, you will need to be clear about assets that form just part of an address. For example, you might be interested in one floor of a large building which might be leased on a term of 25 years or more. In such cases it will be important to describe exactly the part of the address that your organisation is interested in.

Q2.3 Current Use of the Nominated Asset

This question will help the Council in determining the importance of the asset to the local community.

SECTION 3 – OWNERSHIP AND OCCUPIERS OF THE NOMINATED ASSET

Q3.1 Name and Address of the Freeholder(s)

Please provide the name and address of the freeholder(s). The Council will need this to undertake formal consultation. These can be found by undertaking a Land Registry search.

Q3.2 Name and Address of the Leaseholder(s)

Please provide the name and address of the leaseholder(s). The Council will need this to undertake formal consultation. These can be found by undertaking a Land Registry search.

Q3.3 Name of Occupier(s)

Please provide the name and address of the occupier(s). The Council will need this to undertake formal consultation.

SECTION 4 – EVIDENCE OF COMMUNITY VALUE

Q4.1 Reasons for Nominating the Asset

Please set out the reasons for nominating the asset. Why is your organisation making the nomination? What sections of the community use or have used the asset and in what way and how will they lose out if it were to be sold.

Q4.2 Evidence of past or Existing Community Use/Importance

Please provide information proving the existing or past use of the asset for community purposes and the importance of these uses to the community. Please provide any letters of support from groups or persons that previously used the asset.

Q4.3 Extent of Use by the Community

What was the extent of the use? Was only part of the building used? Was it used all of the time or just on a part time temporary basis? How many local people and groups used the building?

Q4.4 Proposed Use of the Asset and Relevance to the Local Community

If your organisation was able to purchase the asset what would be its importance to the community, how would it be used, what groups within the community would benefit, who would own the title, how would any profit from the asset be used, how would it be run and maintained?

Q4.5 Sustainability of Community Use

Is the asset capable of accommodating the proposed community use, given its features, location, size, layout, accessibility? Are there other local buildings, land or assets that already provide or have the capability to provide the proposed community use? Is there available evidence of local groups who want to and are capable of purchasing and maintaining a community use of the building?



ASSETS OF COMMUNITY VALUE – NOMINATION FORM
(To be completed in conjunction with the attached Guidance Notes)

1. NOMINATING ORGANISATION DETAILS

1.1 Title of Nominating Organisation:

1.2 Contact Name of Organisation Representative:

1.3 Contact Details of Nominating Organisation and Representative:

Correspondence Address:

Telephone Number:

Mobile Number:

Email Address:

1.4 Purpose of the Nominating Organisation:

1.5 Type of Nominating Organisation:

1.6 Description of Management and Membership of Nominating Organisation:

1.7 Name, Title and Signature

1.8 Date of Submission:

2. NOMINATED ASSET

2.1 Address:

2.2 Extent and Boundary of Asset:

2.3 Current/Last Known Use(s):

3. OWNERSHIP AND OCCUPIERS

3.1 Name and Address of Freeholder(s):

3.2 Name and Address of Leaseholder(s):

3.3 Name of Occupier(s)

4. EVIDENCE OF COMMUNITY VALUE

4.1 Please set out your reasons for nominating the asset

4.2 Please set out any evidence of past or existing community use/importance

4.3 Please set out the extent to which the asset was used by the local community

4.4 Please describe the use that you would propose for the asset and relevance to the community

4.5 Please show how the asset might be made to sustain a community use in terms of its suitability and potential viability

