

Community Right to Bid Nomination Guidance

This guidance has been put together to assist you with completing the nomination form for registering an asset of community value.

If you require further information / guidance please do not hesitate to telephone 01283 508844

Current occupier

The current occupier may not be the same as the property owner so it is important we advise all affected should the property be listed.

Organisation type

It is important you state which organisation type you are as only those shown here are currently eligible to nominate. Unincorporated community groups are only able to nominate but not bid. Unfortunately any nomination received from any other body will not be accepted.



COMMUNITY RIGHT TO BID NOMINATION FORM

Section 1 About the property to be nominated

Name of property : _____
 Address of property : _____

 Postcode : _____
 Property owner's name : _____
 Address : _____

 Postcode : _____ Tel: _____
 Current occupiers name : _____

Section 2 About your community organisation

Name of organisation : _____
 Title : _____ First Name: _____
 Surname : _____
 Position in organisation : _____
 Email address : _____
 Address : _____

 Postcode : _____ Tel: _____ Mobile: _____

Organisation type Parish Council Unincorporated Community Group
 Neighbourhood Forum Community Interest Company
 Industrial & Provident Society Company Limited by Guarantee
 Charity

How many members do you have (this is particularly important for unincorporated community groups)? _____

Please send your completed form to either
chris.abberley@eaststaffsb.c.gov.uk

PLEASE NOTE

We prefer to respond via email to quickly and effectively deal with nominations and queries however, postal nominations will be accepted. If you cannot provide an email address we must have at least one contact number.

Contact details

The contact name must be the same as the person signing the declaration overleaf. Ideally, this will be a member of the management team (chairperson, secretary or treasurer).

Number of members (for unincorporated groups)

Only groups with 21 or more members who are registered to vote in the East Staffordshire and local area are able to nominate. You will need to provide evidence of this by sending a list of 21 member's names & addresses which we will check against our electoral role.

What is the definition of an asset of community value?

A building or land is deemed to be of community value if, in the opinion of the council:

The current main use of the building or land furthers the social interests or social wellbeing of the local community, and it is realistic to think that there can continue to be a main use of the building or land which will further the social interests or social wellbeing of the local community, although not necessarily in the same way, or;

The main use of the building or land in the recent past furthered the social interests or social wellbeing of the local community and it is realistic to think that within five years the building or land can be brought back into use that furthers the social interest or wellbeing of the local community, whether or not in the same way as before.

But what does social interest and social wellbeing mean?

Social interests include (a) cultural interests; (b) recreational interests; (c) sporting interests.

Wellbeing is the things that people value in their life that contributes to them reaching their potential (economic, social or environmental).

Section 3 Supporting information for nomination

Any information entered in this section only may be copied and passed on to the owner of the property you are nominating.

Why do you feel the property is an asset of community value? Please give as much information as possible?

Section 4 Boundary of property

What do you consider to be the boundary of the property? Please give as much detail/be descriptive as possible (if possible, please include a plan).

Section 5 Attachment checklist

Copy of group constitution (if you are a constituted group)

Name & home addresses of 21 members registered to vote in nomination area (if group is not incorporated)

Site boundary plan (if possible)

Section 6 Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

Signed: _____ Dated: _____

Supporting information for Nomination

In here you need to put why you feel the property currently boosts the social interest and social wellbeing of the local community or if it had in the past why it is realistic to think that it could in the future.

Boundary of the property

We need to know the extent of the property you are nominating; this may include the car park area as an example. However, it should be noted that any area which is in the ownership of a statutory undertaker

(i.e. electricity substation) cannot be listed.