

**Assets of Community Value/Community Right to Bid**

**Nomination Form**

**Note**

Before completing this form it is recommended that you give due consideration to the requirements of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012 and take professional advice.

Please provide as much information as you can about the nomination and the nominated asset as this will assist the Council in its decision.

We will make our decision within 8 weeks of accepting a completed and valid nomination form.

**OFFICE USE ONLY**

**Application reference number:**

**Date complete & valid nomination form received:**

**Decision due:**

**1. Applicant details**

**Nominating group details**

**a) Please provide the following details about your organisation:**

|  |  |
| --- | --- |
| **Full name of applicant organisation** |  |
| **Address including postcode** |  |
| **Website** |  |

**b) Please provide details of the person to contact regarding this application:**

|  |  |
| --- | --- |
| **Contact name** |  |
| **Position in organisation** |  |
| **Telephone number** |  |
| **Mobile number** |  |
| **Email address** |  |

To assist with the initial processing of this application please attach proof to this application of the legal status of your organisation and that there has been formal agreement to make this application. For instance a copy of the minute of the meeting at which the decision to submit the nomination was made. (Formal proof may be copies of signed minutes of meetings where the matter was discussed).

**c) What type of organisation are you?**

Please tick the appropriate box to indicate the type of organisation you are to confirm your eligibility to make the nomination.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | What type of group is nominating an asset? Put a cross against all those that apply | Registration number of charity and/or company (if applicable) | If your organisation has a constitution, please put a cross in the descriptions below that apply.  Please also attach a copy of the constitution with this nomination form. If your organisation does not have a constitution, leave this column blank. | Please attach the names and addresses of at least 21 members who are registered to vote in the Epping Forest district or a neighbouring authority’s area. |
| Neighbourhood forum |  |  |  |  |
| Parish Council |  |  |  |  |
| Charity |  |  |  |  |
| Community Interest Company |  |  |  |  |
| Unincorporated body |  |  |  |  |
| Company limited by guarantee |  |  |  |  |
| Industrial and provident society |  |  |  |  |

**d) Purpose of the nominating group and what its main activities/objectives are**

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**e) Evidence of any relevant financial information supporting the status and financial arrangements of the nominating group**

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**f) Evidence of authorisation and agreement from nominating group (eg minutes, resolution, statement of intent)**

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**g) Evidence that the nominating group is eligible to make a nomination and proof of its ‘local connection’ under the Assets of Community Value (England) Regulation 2012. Please provide all relevant supporting documentation.**

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Please note that the details above may be shared with other departments within the Council, third sector organisations and other community partners for the purposes of processing your application.

**2. Nominated asset details**

**a) Where is the land or building that you wish to see listed as an asset of community benefit?**

This is to assist in the initial processing of your enquiry. Please attach a plan or map to this application, illustrating, with a red line, the extent of the land/building/asset you wish to see listed (Google maps are useful for this purpose) – indicating where possible if it has more than one owner. This is to assist with identifying the asset to be considered for listing and the freehold or leasehold ownership(s) for each part of it.

Please note: A location can only be nominated as an Asset of Community Value once, unless there is a significant change in use.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |

**b) A description of the nominated asset**

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**c) Current or last known use of the asset together with any supporting evidence.**

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**d) Who owns the asset in question?**

**Is the Council the owner of the asset? If yes, please proceed to Q6.**

**YES/NO** \*Please delete as appropriate.

This may be confirmed by contacting: **HM Land Registry, Peterborough Office, Stuart House, West Wing, City Road, Peterborough, PE1 1QF.**

**Is this asset privately owned?**

**YES/NO** \*Please delete as appropriate.

If yes, please supply proof in the form of copy Title documents and plan: this information is required if the asset is listed and it would be helpful if these details could be supplied to assist the Council in contacting the owners in respect of the nomination for listing. Information may be obtained online from: [www.landregistry.gov.uk](http://www.landregistry.gov.uk)

Or by written request to: **HM Land Registry, Peterborough Office, Stuart House, West Wing, City Road, Peterborough, PE1 1QF.**

Or by phone: **08448 921111**

**Owner 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

**Leaseholder:** YES/NO\*Please delete as appropriate

**Freeholder:** YES/NO\*Please delete as appropriate

**Owner 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

**Leaseholder:** YES/NO\*Please delete as appropriate

**Freeholder:** YES/NO\*Please delete as appropriate

f there are more than two freehold or leasehold owners please give their details on a separate sheet to accompany this application.

**e) Who are the current occupiers of the asset?**

Please supply proof: this information is required if the asset is listed and it would be helpful to assist the Council in contacting the occupiers in respect to the application for listing. Information may be available from HM Land Registry at their address on the previous page.

**Occupier 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

**Occupier 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

**Occupier 3**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

Please add the details of any other occupier of the asset on a separate sheet to accompany this application.

**3.** **What reasons do you have for nominating the asset, why do you think it is of community benefit?**

This is to assist the Council in deciding whether or not the asset meets the criteria for listing.

1. **Reasons for nominating this asset together with supporting evidence**

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1. **Please provide all evidence of existing local community use or if applicable, all evidence of recent past local community use. Please include the extent of any such local community use.**

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1. **Please provide evidence of either (a) that the use of the asset for the local community is continuing, or if the asset was used in the recent past for the local community but is not currently used then (b) it is realistic to think that there will be a use for the community in the next five years**

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1. **Please describe the use that you would propose for the asset and its relevance/importance to the local community**

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**Declaration**

This must be signed by the appropriate authorised officer in your organisation.

Declaration and signature

**I confirm that**

* I understand that it is the responsibility of the nominating body to ensure that this nomination form has been fully completed and all necessary documentation and evidence in support is attached.
* I understand that additional evidence will not be accepted by the Council after this nomination has been submitted and
* The information is accurate and should enable the Council to consider the nomination in accordance with the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

|  |  |
| --- | --- |
| **Full name** |  |
| **Signature** |  |
| **Date** |  |
| **Position in organisation** |  |
| **Email address** |  |
| **Telephone** |  |
| **Date of submission** |  |

Nomination by post: Applications and supporting documents must be clearly marked as ‘**Community Asset - Right to Bid Expression of Interest, Confidential**’ to:

Epping Forest District Council, Office of the Chief Executive, Civic Offices,

High Street, Epping, CM16 4BZ FOA G. Gold

Applications submitted via email will be accepted. All supporting documents must be included as email attachments with the nomination, otherwise it will not be considered. Nominations should be emailed to [jcarstairs@eppingforestdc.gov.uk](mailto:jcarstairs@eppingforestdc.gov.uk).

NB - Please retain a copy of this form for your records and should your circumstances or contact details change then please let the appropriate contact officer know.

This information will be held in accordance with GDPR regulations and information contained therein shared with officers and elected Members from Epping Forest District Council and retained for 5 years.

**How will we use your data?** Epping Forest District Council is a data controller pursuant to the General Data Protection Regulation (GDPR). This means that the Council decides how your personal data is processed and for what purposes. This information will be held in accordance with GDPR regulations and information contained therein shared with officers and elected Members from Epping Forest District Council and retained for 5 years.

Please visit our website [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk) to view our privacy notice for full details on the information we collect about you and how it will be used.