 

# **The Community Right to Bid**

# **Assets of Community Value**

# Nomination Form

Please refer to the Guidance Notes before completing this form. It should then be completed, as fully as possible, in order to nominate a local asset to be listed as an Asset of Community Value under the Localism Act 2011. The detail you place on this form will enable the Council to come to an informed decision on whether the asset should/can be placed on the List of Assets of Community Value.

If you require any assistance in filling out this form, please contact the Community Team at [community@swdevon.gov.uk](mailto:community@swdevon.gov.uk).

# **Section 1. About your Organisation**

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| 1a. Nominating Organisation’s Name and Address: |
| Organisation Name\*: |
| Address: |
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| \**full name as written in your constitution or rules (if appropriate)* |

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| 1b. Please provide a named contact for us to get in touch with, should we need to discuss your nomination: |
| Name: |
| Address: |
|  |
| Tel Number: |
| Mobile Number: |
| Email Address: |

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| **1c. Please specify which of the following categories your organisation relates to** | |
| **Category of Organisation** | **√** |
| Parish or Town Council |  |
| Unincorporated Group  *(at least 21 individual members must be registered to vote locally)* |  |
| Neighbourhood Forum |  |
| Community Interest Group with a local connection either:   1. A Charity 2. A Community Interest Company 3. A Company Limited by Guarantee that is non profit distributing 4. An Industrial and Provident Society that is non profit distributing |  |

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| **1d. Evidence of a local connection**  All nominating organisations must have a local connection, *if your local connection is not obvious*, please describe how your organisation is connected to the South Hams/West Devon, or a neighbouring authority’s area: | |
| . | |
| If a charity, please provide registration number |  |

### Section 2. About the Asset you are nominating:

Please note that you are required to provide correct boundary and ownership information for the asset you wish to nominate. Incorrect information may result in South Hams District Council’s/West Devon Borough Council’s inability to register the asset if this nomination is successful. The Council reserves the right to recharge any costs (including Land Registry fees) incurred as a result of incorrect information being submitted.

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| **2a. What is the asset?** *e.g. shop, pub, community facility, playing field* |
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| 2b. Please provide the name of the asset (if relevant), and the location/address of the asset: |
| Name: |
| Address: |
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|  |
| Postcode: |

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| **2c. Please provide details of the boundary of the asset. Please submit a boundary map/plan at the end of this application. Where possible this should be a Land Registry Title Plan for the asset.** You can contact the Land Registry at <http://www.landregistry.gov.uk/public/property-ownership> or 0844 8921111.  If you unable to provide a Land Registry Title Plan please contact us to discuss. |
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| **2d. If relevant, please provide the name, address and email address of the current occupants of the asset being nominated:** |
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| **2e. If different to above, please provide the names, addresses and email addresses of all those holding a freehold or leasehold interest in the asset. If possible please include/attach the Land Registry Title Register for the asset.** |
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## Section 3. Supporting Information for your Nomination

In order to be listed on the List of Assets of Community Value, assets have to meet the definition in the Localism Act 2011:

*‘a building or other land in a local authority’s area is land of community value if in the opinion of the authority –*

* *an actual current use of the building or other land that is not an ancillary use, furthers the social wellbeing or social interests of the local community*

*and*

* *it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.*

or

* *there is a time in the recent past when an actual use of the building or other land that was not an ancillary use, furthered the social wellbeing or interests of the local community*

*and*

* *it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community.*

Please complete either **Box 3a** for assets you believe have a current ‘community value’ use, or **Box 3b** for assets you believe have had a recent ‘community value’ use (within the last two years), to explain how you believe the asset you are nominating meets this definition.

**Please note that it is your responsibility to provide sufficient evidence to support your case.**

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| **3a - Assets that have a current community use**  **Please ensure you answer all of the following:**   1. **What is the current use of the asset?**  |  | | --- | |  |  1. **Please describe how you believe this use furthers the social wellbeing or social interests (including cultural, sporting and recreational interests) of the local community.**  |  | | --- | |  |  1. **Do you consider the ‘community use’ you have described above to be the main use of the asset?** i.e. the social value function is the primary use of the asset, not a secondary use, for example social clubs of businesses, or a private club room occasionally hired out for functions.  |  | | --- | |  |  1. **Please list any other facilities in the local area with a similar use.**  |  | | --- | |  |  1. **Please demonstrate how you believe it is realistic to think that there can continue to be use of the asset which will further (whether or not in the same way) the social wellbeing or social interests of the local community.**     Please include:   1. evidence of community support for this nomination / your proposal for the asset (minutes, letters of support, petition, survey etc); - *Documents should be submitted at the end of the form, however you may wish to summarise*  |  | | --- | |  |  1. an outline of how you would raise funds to purchase the asset (loans, grants, fundraising etc)  |  | | --- | |  |  1. an outline of how you would run and maintain the asset  |  | | --- | |  |  1. evidence of your ability to fill volunteer positions if the asset is to be volunteer led  |  | | --- | |  |  1. details of any planning applications/proposals that you are aware of  |  | | --- | |  | |
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| **3b. Assets that have had a recent community use (within the last two years) but are not currently in community use**  **Please ensure you answer all of the following:**   1. **What was the former use of the asset?**  |  | | --- | |  |  1. **Please describe how you believe this former use furthered the social wellbeing or social interests (including cultural, sporting and recreational interests) of the local community.**  |  | | --- | |  |  1. **Please state when the asset was last in this use.**  |  | | --- | |  |  1. **Do you consider the ‘community use’ you have described above to be the main former use of the asset?** i.e. the social value function was the primary use of the asset, not a secondary use, for example social clubs of businesses, or a private club room occasionally hired out for functions.  |  | | --- | |  |  1. **Please list any other facilities in the local area with a similar use**  |  | | --- | |  |  1. **Please demonstrate how you believe it is realistic to think that there can continue to be use of the asset which will further (whether or not in the same way) the social wellbeing or social interests of the local community.**   Please include:   1. evidence of community support for this nomination and your proposal for the asset (minutes, letters of support, petition, survey etc); - *Documents should be submitted at the end of the form, however you may wish to summarise*  |  | | --- | |  |  1. an outline of how you would raise funds to purchase the asset (loans, grants, fundraising etc)  |  | | --- | |  |   c) an outline of how you would run and maintain the asset   |  | | --- | |  |   d) evidence of your ability to fill volunteer positions if the asset is to be volunteer led   |  | | --- | |  |   e) details of any planning applications/proposals that you are aware of   |  | | --- | |  | |

**Validation Checklist**

Please ensure that you have answered all the questions in full that apply to your application and that you have included the following:

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Land Registry Title Plan clearly marked with the asset you are nominating, or other plan as agreed with us;

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Land Registry Title Register confirming ownership of the asset;

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Supporting documentation as required in sections 3a or 3b to evidence community support and your proposals for future community use of the asset.

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A copy of your organisational constitution if you have one

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Details of at least 21 local electors who are members of your organisation if you are an unincorporated group

IMPORTANT NOTE: The assessment period will commence once the Council is in receipt of a fully valid application. Incomplete application forms and forms missing required documentation will not be accepted as valid and will be returned to the applicant to provide the missing information.

**Declaration** I confirm that I am authorised to submit this nomination form on behalf of the applicant organisation and that all of the information given or referred to in this form is true and accurate and that all relevant information has been submitted.

We will acknowledge receipt of your nomination and will check through your form and let you know if any information is missing or if any further information is required.

If all the requested information is provided, we will accept the form. We have 8 weeks from formally validating the form to determine whether the asset you have nominated should be placed on the List of Assets of Community Value.

**Important Information- A landowner is entitled to request to see this form during the 8 week consultation period (once the nomination is validated) or following any decision to list the asset concerned as an Asset of Community Value.  If you feel that the information contained within this form is of a confidential, commercial and /or personal nature, please contact the Community Team for further guidance.**