Please use this form to nominate an asset of community value.

The form is split into three sections to enable you to give details about: (1) who you are; (2) the asset you wish to nominate and (3) what community value you believe the asset has. We ask for this specific information to help assess whether your nomination meets the requirements of the legislation relating to this community right.

**Guidance notes are provided at the end of the form to explain in more detail what is required, and we encourage you to read these either before or as you work through this submission**

**We reserve the right to review applications as they are received and any which in our view do not contain sufficient or appropriate information will be returned to the applicant.**

**Your nomination will be considered, and a decision made within 8 weeks from the date that it is validated[[1]](#footnote-1).**

**NOTE: Following receipt of a valid nomination, the Council will pass a copy of the completed form and any supporting documents to the owner of the nominated property to enable them to comment on the application.**

Please submit your completed nomination form by email to [AoCV@north-herts.gov.uk](mailto:AoCV@north-herts.gov.uk)

Please use your tab button if you are completing this form electronically or click each section with the mouse

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**Section 1 About your community organisation**

**Q1 Details of your organisation and who to contact:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of organisation  : |  |  | | | | |
| Your Title : |  |  |  | |  | |
| Your full name : |  |  | | | | |
| Position in organisation  : |  |  | | | | |
| Email address  : |  |  | | | | |
| Address  : |  |  | | | | |
|  |  |  | | | | |
|  |  |  | | | | |
| Postcode  : |  |  | | Tel: | | Mobile: |
| Registration Number (if you are a charity, Company, or Community Interest Company): |  |  | | | | |

**Q2 Please provide information about your organisation: (please see guidance notes for further details):**

2.1 Organisation type

Parish/Town/Community Council  Unincorporated Community Body

Neighbourhood Forum  Community Interest Company

Industrial & Provident Society  Company Limited by Guarantee

Charity

2.2 If you are an unincorporated community body, please provide details of:

* How many members you have who are registered to vote in North Hertfordshire or a neighbouring authority
* How the body was formed, and if available please provide a copy of its rules/constitution.

2.3 If you are an unincorporated community body, company limited by guarantee or industrial provident society, please confirm how the organisation uses any surplus that it makes and whether it distributes any to its members. (Continue on a separate sheet if necessary)

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**Section 2 About the property to be nominated**

**Q3 – Which asset do you wish to nominate?**

|  |  |  |
| --- | --- | --- |
| Name of property : |  |  |
| Address of property : |  |  |
|  |  |  |
|  |  |  |
| Postcode : |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Property owner’s name : |  |  | |
| Address : |  |  | |
|  |  |  | |
|  |  |  | |
| Postcode : |  |  | Tel: |

|  |  |  |
| --- | --- | --- |
| Current occupiers name : |  |  |
| Details of occupiers interest in property : |  |  |
| Please confirm what the building/land comprises (e.g. function room/garden/car park). Also provide details of whether there is residential accommodation at the property and whether it is integral or self contained |  |  |

**Q4 What do you consider to be the boundary of property?**

Please provide a copy of the Land Registry Title Register including Title Plan ([www.gov.uk/search-property-information-land-registry](http://www.gov.uk/search-property-information-land-registry)) showing the ownership and boundary. If the area you are nominating differs from the property ownership or you intend to list only part of an asset, then please illustrate this on a separate plan (an aerial photo is not acceptable). **Please note that this must be a recent copy within the last 3 weeks.**

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**Section 3 Demonstrating the community value of the asset**

**Q5 Why do you believe the property is an asset of community value?**

Please give as much information as possible about the current use of the asset or, if the property is no longer in current use, use in the recent past e.g., what activities take place, what groups use the facility which further social wellbeing or interests of the local community. And why do you feel that there will be a time in the future that it could be brought back into community use e.g. plans, dialogue with owners.

Continue on a separate sheet if necessary. Definition of an asset of community value can be found in the guidance notes at the back of the form.

**Attachment checklist**

Copy of the parish/town council resolution/minute which proposes the nomination (if applicable)

Copy of organisation’s constitution and copy of minute which proposes the nomination (if applicable)

Name & home addresses of 21 members registered to vote in nomination area (if body is an unconstituted/unincorporated community body)

Copy of the Land Registry Register View/Official Copy register entries including title plan.

Any additional plans (if applicable)

Evidence of current community use e.g. activity programmes, website links etc..

**Declaration**

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

|  |  |  |
| --- | --- | --- |
| Signed: |  | Dated: |

**GUIDANCE NOTES**

These guidance notes are provided to help you complete your Community Right to Bid nomination form.

The guidance is set out question-by-question for ease of use.

**Section 1 ABOUT YOUR COMMUNITY ORGANISATION**

| **Q1 Your organisation and who to contact about the nomination** |
| --- |
| Enter the name and address of your organisation in this section.  **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).  If you are a charitable organisation or company, you must provide your registration number. |

| **Q2 Type of organisation** |
| --- |
| It is important you state which organisation type you are as only those shown here are eligible to nominate and all but unconstituted community bodies are able to bid. Unfortunately, any nomination received from any other body will not be accepted.   * Parish/Town Council * Neighbourhood Forum – designated as pursuant to section 61F of the Town & Country Planning Act 1990 * Industrial & Provident Society which does not distribute any surplus it makes to its members * Company Limited by Guarantee which does not distribute any surplus it makes to its members * Unconstituted/unincorporated Community Body whose members include at least 21 local people who appear on the electoral roll within the local authority, or a neighbouring authority. * Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 * Charity   All bodies must have a local connection as defined by the Localism Act 2011. If it is not apparent that the organisation’s activities take place in North Hertfordshire, or a neighbouring authority then further information may be requested.  **What is a constitution?**  A constitution sets out what the main aims of the organisation are and how the group will be governed. It details the structure of the group and how members will work together to achieve its aims (including how the management team are elected and how new members can join the group). It should detail the frequency and level of meetings i.e., every quarter and a yearly AGM and how finances will be dealt with. Examples of a constitution can be found on the internet. |

**Section 2 ABOUT THE PROPERTY TO BE NOMINATED**

| **Q3 Which asset do you wish to nominate?** |
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| Enter the full name and postal address of the property you wish to nominate, including postcode.  **Owner** It is very important that you include the details of the owner of the freehold interest in the property as the Council will need to contact the owner to inform them of the nomination and allow them to comment. Details of land ownership can be found on the official register of entries from the Land Registry. **A copy of the official Register Entries, including Land Registry title plan needs to be supplied with this nomination form**. ([www.gov.uk/search-property-information-land-registry](http://www.gov.uk/search-property-information-land-registry)). There may be a small charge for the supply of any Title/Map. Please make sure that this is as up to date as possible.  **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 registered. You should therefore provide details of all tenants/occupants at the property.  It is particularly important that this question is completed as accurately as possible, as this could delay or invalidate the nomination. |
| **Q4** **What do you consider to be the boundary of the property?** |
| We need to know the extent of the property you are nominating; this may include, for example, the car park area.  As per Q3, a Land Registry title plan showing the ownership boundary is required. If the area you are nominating differs from the property ownership, then please clearly illustrate this on a separate official Register of Entries plan. A nomination does not have to precisely align to a single property ownership. |

**Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET**

| **Q5** **Why do you believe the property is an asset of community value?** |
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| In here you need to put why you believe that the property is currently used or has recently been used in a way that enhances the social interest and social wellbeing of the local community, and if it had in the past why it is realistic to think that it could in the future.  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:   * its actual current use furthers the social wellbeing and/or interests of the local community, or a use in the recent past has done so; and * that use is not an ancillary one; and * for land in current community use it is realistic to think that such use can continue, or for land in community use in the recent past it is realistic to think that there will be community use within the next 5 years (in either case, whether that use is exactly the same as the present or past); and * it does not fall within one of the exemptions e.g., residential premises, holiday dwelling, hotel, operational land of statutory undertakers such as land for transport infrastructure and some caravan sites. This is not an exhaustive list.   Social interests include (a) cultural interests; (b) recreational interests; (c) sporting interests.  Social well-being relates to social interaction and engagement. It is a sense of involvement with other people and their communities |

1. Unless an extension of time is required and the owner of the proposed asset agrees to this. [↑](#footnote-ref-1)