

**Community Right to Bid – Expression of Interest Form**

Please use this form to set out your Expression of Interest (EoI) to bid for a property on the Register of Assets of Community Value.

The form is split into two sections:

* Section 1 – Details about who you are
* Section 2 – Details about the asset you are interested in bidding for

This information will then be passed onto the asset owner providing it meets the necessary criteria.

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

Please submit your completed Expression of Interest form:

via email to:

[membersservices@cannockchasedc.gov.uk](mailto:membersservices@cannockchasedc.gov.uk)

or via post to:

**Democratic Services**

**Cannock Chase District Council**

**Civic Centre**

**PO Box 28**

**Beecroft Road**

**Cannock**

**WS11 1BG**

**Section 1 – About You**

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| **Q1 Name and address of your organisation** |

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| **Organisation name:** |  |
| **Address and postcode:** |  |
| **Registration number:**  (if you are a charity, CIC or social enterprise) |  |

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| **Q2 Please specify which of the following categories your organisation relates to**  **(tick all that apply)** |

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| **Category** | **Please tick** |
| **Parish / Town Council –**  If the land falls within the council’s area |  |
| **Industrial and 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, and has a local connection with the area |  |
| **Community Interest Company (CIC) –**  which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004, and has a local connection with the area |  |
| **Charity –**  which has a local connection to the area (charity number **must** be provided in Q1) |  |

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| **Q3 Who should we contact to discuss this EoI?** |

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| **Name** |  |
| **Address and postcode**  (if different from Q1) |  |
| **Telephone number** |  |
| **Email address** |  |

**Section 2 – About The Asset To Be Bid For**

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| **Q4 Which asset do you wish to bid for?** |

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| **Name of property:** |  |
| **Address and postcode:** |  |

**Declaration**

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| In signing this expression of interest my organisation is aware that the owner of the asset is not obliged to accept any bid that we may submit.  Any contact details provided on this form may be passed to the owner in order that they may contact you directly to discuss your expression of interest.  **Signed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Print Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position in Organisation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **FOR OFFICE USE ONLY** |

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| **Date received** |  |
| **Processed by** |  |

**Guidance Notes**

These guidance notes are provided to help you complete your Community Right to Bid Expression of Interest (EoI) form.

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

**Section 1 – About You**

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| **Q1 Your organisation** |

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| Enter the name and address of your organisation in this section.  If your organisation has a regional or national address, please provide details of the address where the challenge will be dealt with. |

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| **Q2 Type of organisation** |

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| In order to be able to submit an expression of interest we must be sure that you or your organisation meets the requirements of the Community Right to Bid.  We therefore need you to let us know which of the accepted categories your organisation fits into – please tick all boxes that apply. |

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| **Q3 Who to contact about the EoI** |

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| Please provide the name and contact details for the person who is authorised to submit and discuss the EoI form, and if successful, is able to discuss the expression itself. |

**Section 2 – About The Asset To Be Bid For**

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| **Q4 Which asset do you wish to bid for?** |

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| Please provide us with details of the asset which you would like to bid for. It is important that you are as clear as possible as to which asset you are expressing an interest in.  It is particularly important that this question is completed as correctly and accurately as possible, as incomplete or inaccurate information could delay or invalidate your expression. |