



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 Eoi form:

via email to:

membersservices@cannockchasedc.gov.uk

or via post to:

**Democratic Services
Cannock Chase District Council
Civic Centre
PO Box 28
Beecroft Road
Cannock
WS11 1BG**

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Section 1 – About You

Q1 Name and address of your organisation	
Organisation name	
Address and postcode	
Registration number (if you are a charity, CIC or social enterprise)	

Q2 Please specify which of the following categories your organisation relates to (tick <u>all</u> that apply)	
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)	

Q3 Who should we contact to discuss this EoI?	
Name	
Address and postcode (if different from Q1)	
Telephone number	
Email address	

Section 2 – About The Asset To Be Bid For

Q4 Which asset do you wish to bid for?	
Name of property	
Address and postcode	

Declaration

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 _____

FOR OFFICE USE ONLY	
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

Q1 Your organisation

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.

Q2 Type of organisation

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.

Q3 Who to contact about the Eoi

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

Q4 Which asset do you wish to bid for?

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.