



Community Right to Bid – Nomination Form

Please use this form to nominate an asset of community value

The form is split into three sections:

- Section 1 – Details about who you are
- Section 2 – Details about the asset you wish to nominate
- Section 3 – What community value you believe the asset has

We ask for this information to help assess whether your nomination meets the requirements of the legislation relating to the community right to bid.

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.

Your nomination will be considered and responded to within 8 weeks from the date that it is received and acknowledged.

Please submit your completed nomination 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 Your Community Organisation

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

Q2 Please specify what type of organisation you are	
Category	Please tick
Parish/Town Council	
Unconstituted / Unincorporated Community Group – must have at least 21 individual members who appear on the electoral register for Cannock Chase	
Neighbourhood Forum – designated as such pursuant to section 61F of the Town and Country Planning Act 1990	
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	
Community Interest Company (CIC) – which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity – charity number must be provided in Q1	

Q3 Who should we contact to discuss this nomination?	
Name	
Address and postcode	
Telephone number	
Email address	

Section 2 – About The Property To Be Nominated

Q4 Which asset do you wish to nominate?	
Name of property	
Address and postcode	
Name of property owner	
Address and postcode	
Telephone number	
Email address (if known)	
Current occupiers name – (If different from property owner)	
Details of occupier's interest in property	

Section 3 – Demonstrating The Community Value Of The Asset

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

Please give as much information as possible about the current use of the asset, i.e. what activities take place, what groups use the facility currently or in the recent past etc.

The definition of an asset of community value can be found in the guidance document

Note: any information entered into this section only may be copied and passed onto the owner of the property you are nominating

(continue on a separate sheet if necessary)

Q6 What do you consider to be the boundary of the property?

Please give as much detail as you can and include a plan if possible

(continue on a separate sheet if necessary)

Attachment Checklist

- Copy of group constitution (if applicable)
- Names and home addresses of at least 21 members registered to vote in the nomination area (if group is not constituted)
- Site boundary plan (if available)
- 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 _____

Print Name _____

Position in Organisation _____

Date _____

FOR OFFICE USE ONLY

Date received

Decision deadline

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

Enter the name and address of your organisation in this section.

Q2 Type of organisation

It is important that you state which organisation type you are as only those shown under this question are currently eligible to nominate, and all but unconstituted community groups are able to bid. Unfortunately, any nomination received from any other body **will not be accepted**.

Q3 Who to contact about the nomination

The contact name **must** be the same as the person signing the declaration at the end of the form. Ideally, this will be a member of the management team (chairperson, secretary or treasurer).

Section 2 – About The Property To Be Nominated

Q4 Which asset do you wish to nominate?

Enter the full name and postal address of the property you wish to nominate.

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.

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 correctly and accurately as possible, as incomplete or inaccurate information could delay the assessment of your nomination.

Section 3 – Demonstrating The Community Value Of The Asset

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

In here you need to write why you feel the property currently boosts the social interest and social wellbeing* of the local community or, 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 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 there will continue to be a use which furthers social wellbeing and interests, 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 or not 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 and land held with them.

*Social interests include – (a) cultural interests; (b) recreational interests;
(c) sporting interests

Social wellbeing relates to social interaction and engagement. It is a sense of involvement with other people and their communities.

Q6 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 the car park area for example. However, it should be noted that any area which is in the ownership of a statutory undertaker (e.g. electricity substation) cannot be registered.

If possible, please include a plan with the boundary marked on it.

Checklist

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 (e.g. every quarter and a yearly AGM) and how finances will be dealt with. Examples of constitutions can be searched for on the internet.