

Community Right to Bid

Asset Nomination Form

Submission Information

Submission Contact: communityrights@lbbd.gov.uk

Reference (for internal use only)



Community Right to Bid

Under the Localism Act 2011, The Community Right to Bid gives community groups a fairer chance to prepare and bid to buy community buildings and facilities that are important to them. This could include their local pub, community centre, children’s centre or library. The right covers private as well as public assets.

Local authorities are required to keep a list of all of these ‘assets of community value’. If an owner of a listed asset wants to sell it they have to notify the local authority. The local authority then, in turn, has to notify any interested parties.

To help you with your asset nomination we have collated a summary of the relevant information for you on the Council website. However, if you would like to find out more regarding the definitions used or the national process in place, please read the guidance at:

<http://mycommunityrights.org.uk/community-right-to-bid/>

<http://mycommunityrights.org.uk/wp-content/uploads/2012/04/Understanding-the-Community-Right-to-Bid.pdf>

In line with the guidance for the Community Right to Bid all submissions of an “asset nomination” will be responded to within 8 weeks of receipt. The response will clearly outline the reasons for a successful or unsuccessful nomination and the next steps that should be taken. The assessor will follow an evaluation procedure created in line with the statutory guidance to ensure that this is a fair and transparent process.

To ensure that your nomination can be considered effectively, please fill out the following form in as much detail as possible, using additional pages if required.

Part A: About Your Organisation

This section provides us with an understanding about how your organisation is set-up to determine whether you are eligible to nominate an asset.

Organisation Details

| | |
|--|--|
| <p>Full name of organisation or group submitting the nomination*</p> <p>*If your organisation has not as yet selected a name or chosen to formally constitute, please complete this section with details of the individuals who are submitting this expression of interest and organisation type you will use</p> | |
| <p>Company or charity registration number (if applicable)</p> | |
| <p>VAT registration number (if applicable)</p> | |
| <p>Name of lead person</p> | |
| <p>Registered address (if applicable)</p> | |
| <p>Contact address</p> | |
| <p>Telephone number</p> | |
| <p>Mobile number</p> | |
| <p>Email address</p> | |
| <p>Website</p> | |

Type of Organisation

Please confirm which one of the below options best fits your organisation and why you see your organisation as being a Relevant Body.

Please tick the appropriate option:

| | |
|--|--|
| Unincorporated group (with membership of at least 21 local people that appear on the electoral roll within the local authority or a neighbouring local authority) | |
| Neighbourhood forum* | |
| A charity | |
| A community interest company | |
| A company limited by guarantee that is non-profit distributing | |
| An industrial and provident society that is non-profit distributing | |

* A body designated as a neighbourhood forum under the Town and Country Planning Act

Please expand on the type of organisation here.

Note:

Please explain, how the activities of your local group are wholly or partly concerned with the local authority area where the asset sits, or with a neighbouring authority.

You must also be able to demonstrate that your activities are not carried out for profit. Where surplus is generated please show how this is used for activities or investment in the community.

Part B: Nomination of relevant asset

This section is for you to provide all the information you have on the ‘Asset of Community Value’ you are nominating:

| | |
|--|--|
| Name of asset (building or land) | |
| Address of asset | |
| Current owner’s/ freeholder’s name and contact address (if known) | |
| Current occupier’s/ leaseholder’s name and contact address | |

Please provide a description of the nominated land including its boundaries (include ordnance survey map reference if known).

Please provide your reason for nominating the asset, explaining why you believe the asset meets the definition of ‘community value’ as set out in Section 88 of the Localism Act.

You may wish to attach photos, maps, plans and other documents to help identify the asset and to support your nomination

Part C: Boundary of Property

Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information whilst not essential may help us to reach a decision on the nomination more quickly;
- a written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any buildings on the land and details of any roads bordering the site;
- a drawing or sketch map with boundaries clearly marked in red

Part D: Attachment Checklist

- Copy of group constitution (or Registration Form and Interest Statement for Community Interest Company)
- Name and home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- Site boundary plan (if possible)

Part E: Declaration

I declare that to the best of my knowledge the answers submitted in this form and the associated documents are correct. I understand that the information will be used in the process to assess my organisation's nomination of an asset of community value as described in s89 of the Localism Act 2011.

I am signing on behalf of my organisation. I understand that Barking and Dagenham Council as Relevant Body may reject this nomination if there is a failure to satisfactorily respond to information requests qualified as required for compliance, or if I provide false/misleading information.

Name:

Date:

Signature:

Data Protection Statement

We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to bid procedure. The information provided will be stored securely by the London Borough of Barking and Dagenham and will be destroyed after 6 years. Name and contact details provided will be shared with the owner of the asset in the event that the nominating organisation subsequently submits an intention to bid.

The information provided will be subject to the Freedom of Information Act, but personal information (names and contact details) will not be released in responses to Freedom of Information requests.