

## Assets of Community Value - Nomination Form

|                               |  |  |  |
|-------------------------------|--|--|--|
| For office use only           |  |  |  |
| Application reference number  |  | Received date                          |  |
| Assigned to                   |  |  |  |
| Confirmed application receipt |  | Applicant advised of assignee referral |  |

**Please complete the form legibly and return to:**  
**Environmental services**  
**Charnwood Borough Council**  
**Southfield Road**  
**Loughborough**  
**LE11 2TU**

**Please mark as 'Community Asset Right to Bid Nomination Form, Confidential'**

|              |  |
|--------------|--|
| Contact name |  |
| Address      |  |
| Telephone    |  |
| Email        |  |

### 1. Who you are

**a) Applicant details** – please provide the following details about your organisation

Full name of applicant organisation: .....

Address:

.....

.....

Postcode.....

Website.....

Email.....

Position in Organisation.....

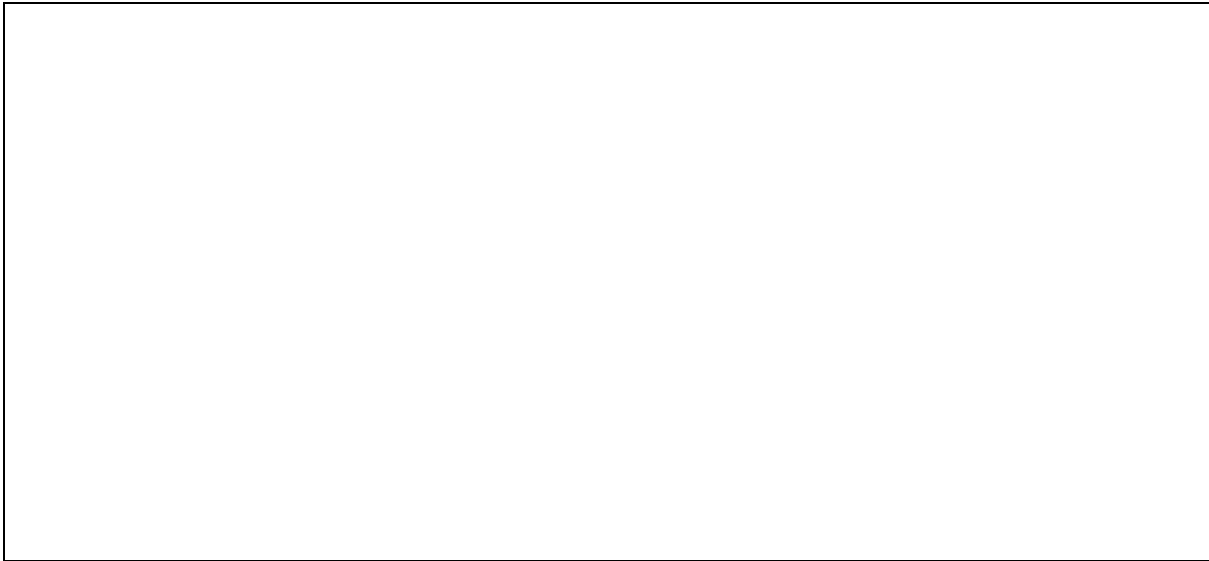
Telephone No: .....

**To assist with the initial processing of this application within Charnwood Borough Council please attach proof to this application of the legal status of your organisation and that there has been formal agreement to make this application. Formal proof may be copies of minutes of meetings where the matter was discussed.**

**b) What kind of organisation are you?** Please tick the appropriate box to indicate the kind of organisation you are to confirm your eligibility to make the nomination.

|  |  |
|--|--|
| <p><b>i) Parish Councils.</b> This may be for an asset in its own area, or in the neighbouring parish council.</p>   |  |
| <p><b>ii) Neighbouring Parish Councils.</b> If the parish council borders a un-parished area, then they may nominate an asset within the neighbouring district council or unitary council.</p>   |  |
| <p><b>iii) Unincorporated Groups.</b> Nominations can be accepted from any unincorporated group with membership of at least 21 local people who appear on the electoral role within the local authority, or a neighbouring local authority. This will for instance enable nomination by a local group formed to try and save an asset, but which has not yet reached the stage of acquiring a formal charitable or corporate structure.</p>  |  |
| <p><b>iv) Neighbourhood Forums.</b> There can only be one neighbourhood forum for an area and the way they are set up is clearly defined by the Council as a planning authority. The procedure for forming a neighbourhood forum is set out in Section 61F of the Town and Country Planning Act 1990</p>   |  |
| <p><b>v) Community interest groups with a local connection.</b> These must have one or more of the following structures:</p> <ul style="list-style-type: none"> <li>a) A charity</li> <li>b) A community interest company</li> <li>c) A company limited by guarantee that it is non-profit distributing</li> <li>d) An industrial and provident society that is non-profit distributing (these groups will be renamed as community benefit societies by the Co-operative and Community Benefit Societies and Credit Unions Act 2010) e.g. co-operative societies.</li> </ul> |  |

**c) Local Connection** - please describe how your organisation has a local connection to the site in question, for example, do you live in the area or are you a user of the property already. The Council may seek evidence to support your statement.



## 2. Details of your organisations governance structure

### Neighbourhood Forum Registration

Company registration number: .....

CIC registration number.....

Charity registration number.....

Friendly Society registration number.....

Other.....

Please note these details above may be shared with other parts of the Council, third sector organisations and other community partners for the purposes of the processing your application.

### **3. Where is the land or building that you wish to see listed as an asset of community benefit?**

This is to assist in the initial processing of your enquiry. Please attach a plan or map to this application (Google maps are useful for this purpose) showing the boundary of the asset to be listed indicating where possible if it has more than one owner. This is to assist with identifying the asset to be considered for listing and the freehold or leasehold ownership(s) for each part of it.

Address.....

.....

.....Postcode.....

#### 4. Who owns the asset in question?

a) Is the Council the owner of the asset? If yes, please proceed to Q6

Yes/No – please delete as appropriate

This may be confirmed by contacting Charnwood Borough Council's Property Records

b) Is the asset privately owned? If yes, please supply proof in form of Copy of Title documents and plan. This information is required if the asset is listed. It would be helpful if these details could be supplied to assist the Council in contacting the owners in respect to the nomination for listing. Information may be obtained online at [www.landregistry.gov.uk](http://www.landregistry.gov.uk) or:

**HM Land Registry  
Leigh Court  
Torrington Avenue  
Coventry  
CV4 9XZ  
Tel: 0844 892 1111**

Owner 1  
Name.....

Address.....

Leaseholder Yes/No  
Freeholder Yes/No

Owner 2  
Name.....

Address.....

Leaseholder Yes/No  
Freeholder Yes/No

If there are more than two leasehold or freehold owners please give their details on a separate sheet to accompany this application.

## 5. Who are the current occupiers of the asset?

Please supply proof: this information is required if the asset is listed. It would be helpful to assist the Council in contacting the occupiers in respect to the application for listing. Information may be available from HM Land Registry at the address previously listed.

Occupier 1

Name.....

Address.....

Occupier 2

Name.....

Address.....

Occupier 3

Name.....

Address.....

Please add the details of any other occupiers of the asset on a separate sheet to accompany this application

**6. What reason do you have for nominating this asset, why do you think it is of community benefit?**

This is to assist the Council in deciding whether or not the asset meets the criteria for listing.



## 7. Declaration

This must be signed by the appropriate authorised officer in your organisation.

The Council would like to receive as much information as possible. Please confirm that:

- The information contained within this application is correct and complete
- The required supporting documents referred to in this application:
  - Site plan
  - Proofs of ownership and occupation
  - Proof as to the legal status of your organisation
  - Proof that it has been formally agreed to make the application

Full Name.....

Signature.....Date.....

Position within Organisation.....

Email.....

Tel:.....

Nomination by post: Applications and supporting documents must be clearly marked 'Community Asset Right to Bid Expression of Interest Confidential'  
Applications by electronic mail will be accepted. All supporting documents must be included as attachments.

**NB: Please retain a copy of this form for your records. Should your circumstances or contact details change please inform the appropriate officer.**

**This information will be held in accordance with the Data Protection Act 1998. Information contained herein may be shared with officers and elected members from Charnwood Borough Council and retained for 5 years.**