**East Herts District Council**

**Assets of Community Value: Nomination form**

The Localism Act 2011 created the Community Right to Bid, which gives eligible organisations such as Town and Parish Councils and defined community groups the opportunity to nominate an asset (buildings or land) they believe to be important to their community wellbeing, to be listed by the Local Authority as an Asset of Community Value.

General information on the Localism Act 2011 and the Assets of Community Value provision can be found on the Ministry of Housing, Communities and Local Government website at:

<http://www.communities.gov.uk/communities/communityrights/righttobid/>

The legislation governing nominations for Assets of Community Value can be found at:

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

and

<https://www.legislation.gov.uk/ukdsi/2012/9780111526293/contents>

This form is designed to provide East Herts Council with the information required to consider the nomination of an asset as an Asset of Community Value. The form seeks information on the following:

* your organisation
* the asset being nominated
* evidence as to why the asset furthers the social wellbeing of your community.

**THERE IS NO GUARANTEE THAT REGISTRATION AS AN ASSET OF COMMUNITY VALUE WILL KEEP THE ASSET FOR COMMUNITY USE. IF THE NOMINATED ASSET IS REGISTERED AS AN ASSET OF THE COMMUNITY VALUE, AND IF THE OWNER WISHES TO DISPOSE OF THE ASSET, THERE IS NO OBLIGATION ON THEM TO SELL TO THE NOMINATING GROUP OR ANY OTHER COMMUNITY GROUP.**

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| **Please read the Assets of Community Value – Further Information document on the East Herts District Council website before completing this nomination form.** |

Please complete the form and return it with supporting evidence to: customer.services@eastherts.gov.uk **(please ensure that ‘Assets of Community Value’ is in the subject line’)**

Alternatively, please print the form and send with supporting evidence to:

Assets of Community Value

Communications, Strategy and Policy

East Herts Council

Wallfields

Pegs Lane

Hertford

SG13 8EQ

**Local Authority:**

Please enter the local authority in which the asset is located:

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**Part 1 - About the group making the nomination**

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| **Name of the group making the nomination:** |  |
| **Contact name for correspondence:** |  |
| **Contact address for correspondence:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

**Which of the following describes the group? Please tick.**

Please see the [Assets of Community Value Regulations 2012](http://www.legislation.gov.uk/ukdsi/2012/9780111526293/contents) for details of who is eligible to nominate an asset as an Asset of Community Value.

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| **Town or Parish Council** |  |
| **Body designated as a neighbourhood forum under the Town and Country Planning Act**  |  |
| **Charity** |  |
| **Community Interest Company**  |  |
| **Unincorporated body with at least 21 individual members and 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** |  |
| **Industrial and provident society which does not distribute any surplus it makes to its members**  |  |
| **Other – please detail** |  |

For groups other than town and parish councils, please confirm and provide evidence (such as Register of Electors details) that the group is wholly or partly concerned with the area covered by East Herts District Council or a neighbouring local authority area. Please see Guidance Notes for details.

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For groups other than town and parish councils, please confirm and provide evidence (such as recent projects) that any surplus made by the group is wholly or partly applied for the benefit of the area covered by East Herts District Council or a neighbouring local authority area.

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For unincorporated bodies please confirm that at least 21 members are included on the East Herts District Council register of electors and provide their names and addresses below (or on a separate document):

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| **Name**  | **Address** |
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**Part 2: About the asset being nominated for inclusion in the register of Assets of Community Value**

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| **Name of asset being nominated:** |  |
| **Address of asset being nominated:** |  |
| **Details of the boundaries and any other information which helps to clarify the exact location of the asset:** |  |

* A plan must be submitted along with a written description detailing boundaries and any other information which helps to clarify the exact location and extent of the asset being nominated. Land Registry title documents and supporting maps/plans should not be less than one month old.

Has the plan been attached to this application? **Yes / No**

* For Town and Parish Councils – please provide evidence that a formal decision has been taken by the Town or Parish Council to nominate the asset – e.g. minutes of the meeting where this decision was taken.

Have the minutes been attached to this application? **Yes / No**

**Part 3: Supporting evidence for nomination**

The Localism Act 2011 defines an asset/land of community value if:

An actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.

3.1 What is the current main use of the asset? Please provide detail below.

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3.2 Is the asset used wholly or partly as a residence? **Yes / No**

If yes please provide details.

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3.3 Do you consider that the **current main** use of the asset furthers the social wellbeing or cultural, recreational or sporting interests of the local community? **Yes / No**

If yes, please provide details.

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3.4 Which parts of the community currently have access to the asset?

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3.5 Over what period is the main use of the asset anticipated to continue?

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3.6 If the main use of the asset does not currently further the social wellbeing or cultural, recreational or sporting interests of the local community, did it do so at some stage in the recent past? **Yes / No**

3.7 If yes, please provide details of how the asset’s main use furthered the social wellbeing, or cultural, recreational or sporting interests of the local community in the past:

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 3.8 How and when do you consider that the asset could realistically return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?

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Please provide any further information to support why you think that East Herts District Council should register the asset as an Asset of Community Value:

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**Part 4 – About the owner and occupier**

Please note that East Herts District Council has a legal obligation to inform the owners and occupiers of the asset of the nomination.

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| **Owner and occupiers of the asset:** |
| Name of owner |  |
| Address of owner |  |
| Other contact details for owner – e.g. phone number, email address:  |  |
| Is the above the:  |
| Current owner OR |  |
| Last known owner |  |
| Name of occupier (s) |  |

Where the owner is not the freeholder, please provide the names and addresses of any holders of the freehold estate:

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| **Holders of the freehold of the asset:** |
| Name |  |
| Address |  |
| Name |  |
| Address |  |
| Name |  |
| Address |  |

Please continue on a separate sheet if necessary.

Please provide the names and addresses of any holders of the leasehold estate other than the owner:

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| **Holders of the leasehold of the asset:** |
| Name |  |
| Address |  |
| Name |  |
| Address |  |
| Name |  |
| Address |  |

Please continue on a separate sheet if necessary.

**Part 5: Declaration**

I certify that the information provided in this nomination form is correct to the best of my knowledge.

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| Title |  |
| Name |  |
| Signature |  |
| Date |  |

**Data Protection and Freedom of Information:**

**We will process the information provided in accordance with the Data Protection Act for the purposes of administering the Community Right to Bid procedure established under the Localism Act 2011. Names 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 provided in response to Freedom of Information requests.**