

Community Right to Bid Nomination Guidance

This guidance has been put together to assist you with completing the nomination form for registering an asset of community value.
If you require further information/guidance please do not hesitate to contact carol.fishwick@scarborough.gov.uk



Asset of Community Value Nomination Form

If you need assistance completing this form please refer to the guidance notes.
Or telephone 01723 383681

Section 1 About the property to be nominated

Name of Property _____

Address of Property _____

Postcode _____

Property owner's name _____

Land Registry Title number (if applicable) _____

Address _____

Postcode _____

Tel: _____

Current occupiers name _____

Section 2 About your Community Organisation

Name of Organisation _____

Contact name _____

Position in Organisation _____

Email address/contact number _____

Address _____

Postcode _____

Organisation type Parish Council Unincorporated Community Group
 Neighbourhood Forum Community Interest Company
 Industrial & Provident Society Company Limited by Guarantee Charity

PLEASE NOTE

We prefer to correspond via email to quickly and effectively deal with nominations and queries, however postal nominations will be accepted. If you cannot provide an email address we must have at least one contact telephone number

Land Registry Title

In order to provide us with information as to ownership, a copy of the Land Registry register of title and title plan need to be included if the property is registered. Details on how to obtain these can be found through the Land Registry web-site. There will be a charge for this service

<http://www.landregistry.gov.uk/home>

If the property is not registered at the Land Registry you will need to make further enquiries in the locality to ascertain full details of the ownership of the property.

Current Occupier

The current occupier may not be the same as the property owner. It is important we advise all affected parties should the property be listed

Contact Details

The contact name must be the same as the person signing the declaration overleaf. Ideally this will be a member of the organisation (chairperson, secretary or treasurer)

Organisation Type

It is important that you state what type of organisation you are. Only those organisations listed are currently eligible to nominate. Unincorporated community groups are able to nominate but cannot bid. Nominations received from bodies other than those stated here will not be accepted

What is the 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:

The current main use of the building or land furthers the social interests or social well being of the local community, **and** it is realistic to think that there can continue to be a main use of the building or land which will further the social interests or social wellbeing of the local community, although not necessarily in the same way, or:

The main use of the building or land in the recent past furthered the social interests of social wellbeing of the local community and it is realistic to think that within five years the building or land can be brought back into use that furthers the social interest or wellbeing of the local community, whether or not in the same way as before.

But what does social interest and social wellbeing mean?

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

Wellbeing is the things that people value in their life that contributes to them reaching their potential (economic, social or environmental)

How many members do you have (this is particularly important for unincorporated community groups)

Section 3 Supporting information for nomination

Any information entered in this section only may be copied and passed onto the owner of the property you are nominating. Definition of an asset of community value can be found in the guidance document

Why do you feel the property is an asset of community value? Please give as much information as possible

Section 4 Boundary of the Property

What do you consider to be the boundary of the property? Please give as much detail/be descriptive as possible (Please include Land Registry Plan where the property is registered).

Section 5 Attachment checklist

- Copy of group constitution (if you are a constituted group)
- Name and home addresses of 21 members registered to vote in nomination area (if group is not incorporated)
- Land Registry Register of title and plan (where property is Registered)

Section 6 Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

Signed _____ Dated _____

Data protection statement

We will process the information provided in accordance with the data protection Act 1998 and in line with the council's data protection policy. Information is stored securely for six years after which time it will be destroyed.

The information supplied will be subject to the freedom of information act, but personal information (names and contact details) will not be released in response to these requests

Number of members (for unincorporated groups)

Only groups of 21 or more members who are registered to vote in the Scarborough Borough area are able to nominate. You will need to provide evidence of this by sending a list of the names and addresses of 21 members which we will check against our electoral roll

Supporting information for nomination

In here you need to put why you feel the property currently furthers the social interests and social wellbeing of the local community, or if it did this in the past why it is realistic to think that it could in the future

Boundary of the property

We need to know the extent of the property you are nominating: this may include the car park area as an example. However, it should be noted that any area which is in the ownership of a statutory undertaker (i.e. electricity substation) cannot be listed