**ASSETS OF COMMUNITY VALUE (COMMUNITY RIGHT TO BID) NOMINATION FORM**

**Before completing this form please refer to the” Guidance for Completing the Nomination Form”.**

The Assets of Community Value provisions of the Localism Act 2011 enable local groups to nominate local buildings or land as an Asset of Community Value. The council is required to consider nominations and where accepted add the nominated asset to a local list of Assets of Community Value.

To nominate an asset for inclusion on the local list, please complete this form and return it to Sefton Council to ensure that your nomination is processed and decided in an efficient manner in line with the provisions of the Localism Act.

You should complete the form as fully as possible. You may attach photos, maps, plans and other documents to help us correctly identify the asset and to support your nomination. To this end, we would strongly recommend that you provide title documents sourced from the Land Registry as these will provide proof of ownership and a plan that will assist in the identification of the boundaries.

Completed forms should be returned to Sefton Council by e mail to;

[**dominic.ellis@sefton.gov.uk**](mailto:dominic.ellis@sefton.gov.uk) **or post to;**

**Property & Building Services**

**Sefton Council**

**2nd Floor, Magdalen House**

**30 Trinity Road,**

**Bootle**

**L20 3NJ**

If you have any queries about the form please e mail as above.

The Freedom of Information Act 2000 (FOIA) applies to Sefton MBC and therefore information provided by you may have to be disclosed by us in response to a request unless we decide that one of the statutory exemptions applies.

Any information you provide will remain confidential and will not be disclosed to any other party except where required either for official audit purposes or it is deemed subject to the Freedom of Information Act as explained above.

**SECTION 1 – YOUR ELIGIBILITY TO NOMINATE**

**1A – COMMUNITY ORGANISATION**

|  |  |
| --- | --- |
| Name of Community Group/Organisation \* |  |
| Address (Including Postcode) |  |
| Charity/Company Registration Number (if applicable) |  |
| Organisation/Group website address |  |

\* Full name as written in your constitution or rules if appropriate

Only certain types of groups/organisations are eligible to nominate assets. Please indicate the nature of your organisation by using the boxes below;

**Please refer to the “Guidance for Completing the Nomination Form” :- 1A Community Organisations**

|  |  |
| --- | --- |
| Neighbourhood Forum or Parish Council |  |
| An Unincorporated Group |  |
| A Charity |  |
| A Company Limited by Guarantee |  |
| An Industrial and Provident Society |  |
| A Community Interest Company |  |

**Please tick the appropriate box**For an organisation to nominate an asset it must be able to demonstrate that its activities are wholly or partly concerned with the Local Authority Area where the asset is located, or with a neighbouring authority.If your organisation is an unincorporated group please also attach;

* The names and addresses of the 21 members who appear on the electoral role within Sefton, or a neighbouring Local Authority

You may also wish to provide;

* A copy of your organisation’s constitution
* Articles of Association
* Terms of Reference
* Governance documents.

These are all acceptable forms of evidence.

**1B – LOCAL CONNECTION**

**Please refer to the “Guidance for Completing the Nomination Form” – 1B Local Connection**

Please outline below how your organisation is constituted to meet the requirements of one of the above groups. This should include information to demonstrate your local connection. Please provide examples of this such as;

* Evidence of events that have taken place in the local area
* Photographic evidence of the asset in use for the group’s purposes.

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**1C – PERSONAL DETAILS**

These are the details of the primary point of contact for the nomination

|  |  |
| --- | --- |
| Title and Name |  |
| Address (Including Postcode) |  |
| Position in Organisation |  |
| Contact Telephone Number |  |
| Email Address |  |

**SECTION 2: The Proposal, Name of the Asset and the Owner of the Asset**

|  |  |
| --- | --- |
| **Name of Building/Land Being Nominated** |  |
| **Address of Building/Land Being Nominated** |  |
| **Name and Address of Current owner** |  |
| **Name and Address of Current Occupier(s)** |  |

**2A – Description of the Asset**

Please provide below a brief description of the land or property being nominated, including what areas or parts that constitute its total area, i.e. buildings, any surrounding grounds including the proposed boundaries. **Please attach a map or more detailed diagram if necessary of the asset showing the proposed boundaries. Please note that a Title Plan or Plans sourced from the Land Registry will be the optimum provision to meet this requirement.**

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**SECTION 3 – OUTCOMES AS AN ASSET OF COMMUNITY VALUE**

**Please refer to the “Guidance for Completing the Nomination Form” before you complete this section.**

Does the current principal use of the asset further the social well-being or social interests of the community? *(Social interests include cultural, recreational or sporting interests. See the guidance form for more information about how this is defined).*

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**YES/NO/ NOT APPLICABLE**

If you answered No to the above: If the asset is not currently in use, was there a time in the recent past where the principal use of the asset was to further the social well-being or social interests of the community?

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**YES/NO/NOT APPLICABLE**

If you answered yes to the above: please give an example of how the principal use of the asset might further the social well-being or social interest of the community and if the asset is not currently being used to this purpose please indicate during what period it did contribute?

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If the current principal use furthers the social well-being or interests of the community, is it realistic to think that this will continue? And;

If there was a time in the recent past when the principal use of the asset furthered the social well-being or interests of the community, is it realistic to think that in the next 5 years there could be a principal use that would further social well-being or interests whether in the same way as before or differently?

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**YES/NO** If yes, please explain why you believe this is realistic.

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Please describe any risks that should be taken into account when considering whether this asset can continue to further the social well-being and interests of the community.

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Please add any other relevant information that you would like us to consider.

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**Checklist of Attachments**

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| --- | --- |
| A copy of your organisation’s constitution if it has one |  |
| If your organisation is an unincorporated group, the names and addresses of at least 21 members who appear on the electoral role within the borough of Sefton, or a neighbouring authority. |  |
| Evidence of events, documents and/or photographs of the asset in relevant use |  |
| A map, site plan or diagram of the building or land |  |
| Proof of the freehold owners and any occupiers of the buildings and land |  |

**Declaration**

I declare that to the best of my knowledge the answers and information in this form and the associated documents are correct. I understand that the information used in this process is to assess this nomination in accordance with Part 5, Chapter 3 of the Localism Act 2011.

I am signing on behalf of my organisation. I understand that Sefton MBC may reject this nomination if there is a failure to satisfactorily respond to information requests required to ensure compliance with the process, or if I provide false and/or misleading information.

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Signature** |  |