



COMMUNITY RIGHT TO BID – NOMINATION FORM

This nomination form is for groups interested in nominating an asset for inclusion on the list of assets of community value.

Under the terms of the Localism Act, 2011 all nominations under the Community Right to Bid must be provided in writing. The Regulations accompanying the Act specify the information required in a nomination, so it is important that you answer all the questions in this form as fully as possible and provide additional information where appropriate.

We advise you read North Devon Councils' Community Right to Bid Policy and the attached guidance notes before completing this form.

Please note that following the submission of a nomination form, the Council will have 8 weeks to reach a decision on whether to accept or decline the nomination. The Council will undertake an initial assessment of the nomination to verify that it is valid and has all the necessary information in order to be considered. They will also contact the owners, lawful occupiers, and any leaseholders of the nominated asset for comment on the nomination.

SECTION 1 - ABOUT YOU

Your title:	Forename:	Surname:
Address:		
Postcode:	Tel:	
Email address:		

SECTION 2 - ABOUT YOUR VOLUNTARY OR COMMUNITY GROUP

Name of organisation:	
Address:	
Postcode:	Tel:
Email address:	
Your position in the organisation:	

What type of voluntary or community organisation do you belong to?	
Neighbourhood Forum <input type="checkbox"/>	Company Limited by Guarantee <input type="checkbox"/>
An unincorporated body with at least 21 members <input type="checkbox"/>	Industrial and Provident Society <input type="checkbox"/>
A Charity <input type="checkbox"/>	Community Interest Company <input type="checkbox"/>
Town / Parish Council <input type="checkbox"/>	Other (please specify)

What does your organisation do, and what are its main activities a) within North Devon and b) outside North Devon (if applicable)

How many members does your organisation have?	
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If your organisation has a Constitution or Articles of Association please attach a copy with this nomination form.

If your organisation is an unincorporated body please attach the names and addresses of at least 21 members who appear on North Devon Council's electoral roll.

You must also provide a copy of the minutes or notes that evidence the group's agreement to submit the nomination

If your organisation is a registered charity, please provide your Charity Registration number here	
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SECTION 3: ABOUT THE NOMINATED PROPERTY AND ITS USE

Name of property:
Address of property:
Postcode:

Please provide the following:

a) Description of the property, its proposed boundaries and its use. Please attach a site plan
b) The name (s) of the current occupants / users of the property (if known)
c) The name(s) and current or last known address of all owners i.e. those holding a freehold or leasehold interest in the property (if known)

Are there similar alternative facilities available in the area and do you know of any proposal to move the existing facilities to alternative premises?

Yes **No**

If yes, please provide details:

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SECTION 4: INFORMATION TO SUPPORT THE NOMINATION

4.1 Please set out your reasons for nominating the asset.

4.2 Please set out any evidence of past or existing community use / importance

4.3 Please set out the extent to which the asset is or was used (in the recent past) by the community

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4.4 Please describe how the asset could be used to further the social wellbeing or social interests of the community (this could be different from its current or past use).

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4.5 Please describe how the asset could be acquired and run for the benefit of the community.

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Checklist of attachments

- Copy of your organisations constitution (if it has one) or Articles of Association
- Copy of minutes / notes that evidence the group's agreement to submit the nomination

- The names and addresses of 21 members who are registered to vote in North Devon if the organisation is an unincorporated body
- A site plan showing the property and its boundaries

Declaration

I confirm that this nomination has been fully completed and that the information is, to the best of my knowledge, accurate to enable North Devon to consider the nomination in accordance with the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

Signed (by the person named in section 1):	
Print name:	
Date:	

When complete please submit this form to:

- **Email:** communityengagement@northdevon.gov.uk
- **Post:** Corporate and Community Services, North Devon Council, PO Box 379, Barnstaple, Devon, EX32 2GR

If you have any further questions please contact 01271 388254.

Privacy and Data Protection

Please note that any information provided as part of this nomination may be copied and/or passed to the owner(s) of the property concerned. Where the applicant is an unincorporated body with at least 21 members, this may include sharing the names and addresses of those members. If you consider that your application or supporting documents contain confidential or sensitive information please highlight and list what information is considered to be sensitive/confidential and the reasons why on the “Community Right to Bid – Sensitive/Confidential Information” form to be submitted with the nomination.

The nominator’s contact details as provided on the nomination form will be used for future correspondence, including, in the event that the asset is listed, notice that the owner has advised of an intention to dispose of the asset. It is therefore essential that the nominator ensures that any changes in contact details during the period of the listing are notified to the Council.

The Council has published a comprehensive privacy notice on its website to allow you to see how it collects, uses and how long it retains the personal data it collects, this includes a description of your rights in relation to your personal data and how to take up these rights, please see www.northdevon.gov.uk/privacy.



Community Right to Bid for Assets of Community Value

Notes on completing the Nomination Form

All community nominations for properties to be included on the Register List of Assets of Community Value must be made using this form and must satisfy the requirements of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012. For these purposes the term property means any qualifying land and / or buildings that are covered by the Regulations. The nomination form may be submitted electronically or by post.

SECTION 1 – ABOUT YOU

Please note that the nominator's contact details as provided on the nomination form will be used for future correspondence, including, in the event that the asset is listed, notice that the owner has advised of an intention to dispose of the asset. It is therefore essential that the nominator ensures that any changes in contact details during the period of the listing are notified to the Council.

SECTION 2 – ABOUT YOUR VOLUNTARY OR COMMUNITY GROUP

We are asking for the information in this section because we need evidence that you are eligible to make a nomination. We have to do this in order to satisfy the Regulations.

It is essential for you to show a local connection to North Devon. This means that your organisation's activities must be wholly or partly concerned with the council's area, or with a neighbouring council's area.

It is also essential for you to state the type of organisation you belong to, as only those voluntary and community bodies shown are eligible to make a nomination. Nominations cannot be accepted from anyone else, whether a person or a body. The definitions are as follows:

A Neighbourhood Forum	This is a body designated as such pursuant to section 61F of the Town and Country Planning Act 1990 (as established by the Localism Act 2011)
An unincorporated body	This must have at least 21 members and does not distribute any surplus it makes to its members. <i>Please note that although an unincorporated group can nominate an asset they are not eligible to submit an intention to bid should the asset come on the market.</i>

A company limited by guarantee	This must be one that does not distribute any surplus it makes to its members
An industrial and provident society	This means a body registered or deemed to be registered under the Industrial and Provident Societies Act 1965 which meets one of the conditions in section 1 of that Act. It must be one that does not distribute any surplus it makes to its members.
A community interest company group	This is a company which satisfies the requirements of Part 2 of the Companies (Audit Investigations and Community Enterprise) Act 2004
A Town or Parish Council	The local governing authority for your community
A registered charity	A not-for-profit organisation usually registered with the Charities commission

SECTION 3: ABOUT THE NOMINATED PROPERTY AND ITS USE

We need to know the exact location and extent of the land and /or building that you are nominating please provide as much detail as possible to avoid delays in assessing your nomination.

Please ensure that the nominated asset is not in one of the categories of land and/or building which cannot be listed as a community asset, these are broadly defined as residential property, land licensed for use as a residential caravan site and operational land of statutory undertakers. You can find a full list of exemptions in Schedule 1 of the Assets of Community Value Regulations 2012.

SECTION 4: INFORMATION TO SUPPORT THE NOMINATION

A building or land is of community value if, in the Council's opinion:

- The actual current main use of the building or land furthers the social interests or social wellbeing of the local community and it is realistic to think that there can continue to be a main use which will further the social interests or social wellbeing of the local community (although not necessarily in the same way).

OR

- In the recent past, the main use of the building or land furthers the social interests or social wellbeing of the local community and it is realistic to think that there can continue to be a main use which will further the social interests or social wellbeing of the local community (although not necessarily in the same way as before).

In this context, social interests include cultural, recreational and sporting interests.

4.1 Reasons for Nominating the Asset

Please set out the reasons for nominating the asset. Why is your group making the nomination? What sections of the community use or have used the asset and

in what way and how will they lose out if it were to be sold – e.g. disadvantaged groups, local customers.

4.2 Evidence of past or Existing Community Use/Importance

Please provide information proving the existing or past use of the asset for community purposes and the importance of these uses to the community. Please provide any letters of support from groups or persons that previously used the asset for community.

4.3 Extent of Use by the Community

What was the extent of the use? Was only part of the building used? Was it used all of the time or just on a part time temporary basis? How many local people and groups used the building?

4.4 Proposed Use of the Asset and Relevance to the Local Community

If your group was able to purchase the asset what would be its importance to the community, how would it be used, what groups (e.g. young people, unemployed people, people with disabilities etc) within the community would benefit, who would own the title, how would any profit from the asset be used, how would it be run and maintained.

4.5 Sustainability of Community Use

Is the building capable of accommodating the proposed community use? i.e. in terms of size, layout, accessibility etc? Are there other local buildings or assets that already provide or have the capability to provide the proposed community use? Is there available evidence of local groups who want to and are capable of purchasing and maintaining a community use of the building? How would your group raise the necessary funds?

Declaration

The form must be signed by the person named in section 1.

Please note that any information provided as part of this nomination may be copied and/or passed to the owner(s) of the property concerned.

Information provided in the nomination form will be processed in accordance with the General Data Protection Regulation for the purposes of administering the Community Right to Bid procedure. The information will be stored securely by North Devon Council and will be destroyed after 6 years.

Where can I get further information?

Further information can be found in North Devon Councils Community Right to Bid Policy available at: www.northdevon.gov.uk

Further details of the Community Right to Bid are available on the government's Community Rights website: <https://mycommunity.org.uk/understanding-community-right-to-build-orders>