

Nomination for listing as an Asset of Community Value

**Please refer to the East Suffolk Council Community Right to Bid webpage before completing your nomination. Insufficient detail provided may result in requests for further information or the application being delayed or rejected.**

**All boxes must be completed. If not applicable, please state so.**

Please state which member of the Communities Team you have discussed this nomination with.

**Part 1 – Nominated asset**

Please provide the following information:

|  |  |
| --- | --- |
| Name or description of the asset |  |
| Full address including postcode |  |

**Part 2 – Ownership**

Please provide the following information. Boundary maps and Title Registers can be downloaded for £3 from the Land Registry website [here](https://eservices.landregistry.gov.uk/eservices/FindAProperty/view/QuickEnquiryInit.do?_ga=2.90910108.706327899.1643884952-914307276.1612877682).

|  |  |
| --- | --- |
| Names and current/last known addresses of all those holding a freehold or leasehold estate in the nominated asset. |  |
| Names of current occupants of the asset (if applicable) |  |
| Attach Land Registry documents in the adjacent box. |  |

**Part 3 – Community Value**

In this section you should include your reasons for thinking that East Suffolk Council should list the nominated land/property as an Asset of Community Value. It is recommended that you base your response on the criteria used to list as asset in the Localism Act 2012, Section 88.

Remember to include as much detail as possible about **how the community have benefitted from the asset in the past and will continue to do so in the future**. If the asset is currently available for community use, your reasons should focus on current activity as well as the past.

You may wish to submit additional documents to support your case. These can be attached here – Word documents are preferred.

|  |  |  |
| --- | --- | --- |
|  | | |
| Is the asset currently available for community use i.e. do the community have full access to it? (Delete as appropriate) | Yes | No |
| If the asset is currently available for community use, please list all of its currents uses that improve the social wellbeing and interests of the community. If not, provide details of use prior to its closure.  *For example, regular events, groups and clubs, etc.* |  | |
| Please tell us why you believe it is realistic to think that if the asset was in community ownership, it would be able to operate as an Asset of Community Value in the future? |  | |

**Part 4 – Commercial properties**

If the nomination relates to a commercial property, for example a public house, shop or post office, please answer the following questions regardless of its current operational status.

|  |  |
| --- | --- |
| Please demonstrate that there is still a need for the community asset.  *Thorough public consultation reports and results should be included here.* |  |
| Is there similar provision nearby that is similarly accessible? Please provide details. |  |

**Part 5 – Relisting of current or lapsed Assets of Community Value**

If the asset you are nominating meets one of the following criteria, you must complete all the fields in this section. If not, please write ‘Not applicable’ in each box.

* A currently listed asset reaching the end of its five-year listing
* A previously listed asset which has since lapsed and is not currently recognised as an Asset of Community Value

Information provided to East Suffolk Council relating to previous listings will not be considered during the consultation period, only what is provided on this form. Please provide as much detail as possible.

|  |  |
| --- | --- |
| Since the previous listing, what has changed in relation to the asset?  *For example, has access been maintained? How have levels/type of community use changed? Are new groups or activities underway?* |  |
| During the assets previous listing period, was it ever marketed for sale? If so, what was the outcome? |  |

**Part 6 – Eligibility to nominate**

If you represent a Parish Council, please state so in the following box. Details of the Parish Clerk should be added to Part 6 to confirm the nominating group is eligible.

If you represent an unincorporated nominating group, East Suffolk Council require evidence of an organised effort to ultimately take the asset in to community ownership if possible. Please provide copies of a constitution, your aims and objectives and evidence of regular meetings over a reasonable timescale. Social media groups/pages, petitions or similar provision will not be considered suitable evidence.

|  |  |
| --- | --- |
| Please provide evidence that you meet the definition of a community nominator as set out in the Regulations. |  |

**Part 7 – Nominators Details**

We require the contact details of a single point of contact so we can clearly communicate throughout the consultation and seek clarification where necessary.

|  |  |
| --- | --- |
| Parish |  |
| Community Area |  |
| Your organisation |  |
| Contact name |  |
| Position held |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email address |  |

The information you have supplied is being collected for the consultation process relating to a Community Right to Bid nomination and to facilitate owners of the asset to express their views on the application.  By completing this form, you consent to ESC using your information in this way.

Your information (Parts 1-6 of this form) will be shared with the current owners of the asset / land based on land registry details for the purpose of transparency and positive engagement between all parties. Your information will not be used for any other purpose unless we obtain your consent.

Your information will be retained until either the end of the five year listing period when the nomination has been successful, or 3 years plus current year if the nomination was unsuccessful. This is in line with Councils Retention Policy.  You can request that your information is deleted at any time.

Data will be processed and held securely and in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

Further information about data protection can be found on the East Suffolk Website <http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>”

**Please read the statement below and add a cross to the box to confirm your agreement.**

|  |  |
| --- | --- |
|  | I acknowledge that a copy of Parts 1 - 6 of this nomination will be shared with the current owners of the asset/land. |