

Guidance Notes for completing the Community Right to Bid Nomination Form

This guidance has been compiled to assist you with completing the nomination form for registering an asset of community value.

All community nominations for properties to be included on the List of Assets of Community Value must be made using the nomination form and 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.

SECTION A - YOUR ORGANISATION DETAILS

Please note that the name of your organisation will be included on the List of Assets of Community Value (if your nomination is successful) or the List of Unsuccessful Nominations (if your nomination is unsuccessful). These lists will be publicly available, both on the Council's website and in printed form if requested.

SECTION B - YOUR CONTACT DETAILS

We will need to contact you during normal office working hours to respond to your application. Please provide the contact details for the person who is leading the nomination. The lead person should ensure that all persons whose names and other details are supplied to evidence the nominating organisation or group as part of the Community Right to Bid process are made aware of Hambleton District Council's Data Protection Privacy Notice described in Section F below and available here hambleton.gov.uk/information-management/information-management-1/2

SECTION C - CATEGORY OF YOUR ORGANISATION

This information is required to provide evidence of eligibility to make a nomination. It is essential to show a local connection to the Hambleton District Council area.

The right to nominate a property is restricted to certain types of community group. Only voluntary and community bodies indicated on the form are eligible to make a nomination. Nominations cannot be accepted from anyone else, whether a person or a body. The category definitions are as follows:

- A 'neighbourhood forum' as established by the Localism Act 2011
- An 'unincorporated body' must have at least 21 members who are on the Electoral Register in Hambleton District Council and not distribute any surplus it makes to its members. You may wish to use the 21 member signature template developed for this purpose by Locality, available at mycommunity.org.uk/files/downloads/Assets-of-Community-Value-21-signatures-for-nomination.pdf **Assets-of-Community-Value-21-signatures-for-nomination.pdf (mycommunity.org.uk)**

- A 'charity' means a charitable organisation
- A 'company limited by guarantee' must be one that does not distribute any surplus it makes to its members
- An 'industrial and provident society' is an organisation conducting an industry, business or trade, either as a co-operative or for the benefit of the community, and is registered under the Industrial and Provident Societies Act 1965.
- A Parish Council residing within the Hambleton District Council area
- A community interest company must be a group which satisfies the requirements of Part 2 of the Companies (Audit Investigations and Community Enterprise) Act 2004

It is essential to clearly detail the community organisation's local connection to Hambleton District. A local group must demonstrate that its activities are wholly or partly concerned with the District of Hambleton.

SECTION D - THE ASSET TO BE NOMINATED

Please detail all the particulars relating to the asset that you are aware of.

What is the definition of an asset of community value?

A building or land is deemed to be of community value if, in the council's opinion:

- It is at least partly within the local authority's area
- 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 furthered the social wellbeing of the local community and it is reasonable to think that within 5 years the building or land could be brought back into a use that would further the social interests or social wellbeing of the local community (although not necessarily in the same way as before)

What does 'social interest' and 'social wellbeing' mean?

'Social interests' include cultural, recreational and sporting interests.

'Social wellbeing' are the things that people value in their life that contributes to them reaching their potential (economic, social or environmental)

Reasons for nominating this asset of community value

Detail the reasons why you feel the property currently boosts the social interest and wellbeing of the local community or if it had in the past and why it is realistic to think that it could in the future. Please note that any information provided in this section may be copied and passed to the owner(s) of the property concerned. Please provide as much evidence as possible in support of your nomination.

Current Owners/Occupants

Please provide the details of current occupiers and the names of current or last known addresses of all those holding a freehold or leasehold estate in the asset.

SECTION E - ATTACHMENT CHECKLIST

This is a checklist to remind you of attachments that you may need to include with your nomination.

If you need a copy of the entry of the asset with the Land Registry, please visit **landregistry.gov.uk/public/forms**

The site plan showing the extent of the asset boundary in red should be of a standard scale preferably 1:1250. Please note that if you plan to use any maps from Ordnance Survey that a licence is required. Town & Parish Councils and other public sector organisations can easily sign up to the Public Sector Geospatial Agreement (PSGA) to obtain a licence. To check to see if you have a licence under this scheme or to contact them for a more general enquiry about obtaining a licence you can go to the OS website **[here](#)**.

SECTION F - DATA PROTECTION

All personal information collected through the Community Right to Bid process will be dealt with according to the Data Protection Act 2018. It will be used by Hambleton District Council only for the purpose of administering the Community Right to Bid process. For more information on your privacy please refer to the Council's Corporate Privacy Notice at:

hambleton.gov.uk/information-management/information-management-1/2

SECTION G - DECLARATION

The form must be signed by the person named in Section B.

Further details of the Community Right to Bid are available at: **mycommunityrights.org.uk**

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