

## GUIDANCE NOTES

These guidance notes are provided to help you complete your Community Right to Bid nomination form.

The guidance is set out question-by-question for ease of use.

### **Section 1 ABOUT YOUR COMMUNITY ORGANISATION**

#### **Q1 Your organisation**

Enter the name and address of your organisation in this section.

#### **Q2 Type of organisation**

It is important you state which organisation type you are as only those shown here are currently eligible to nominate and all but unconstituted community groups are able to bid. Unfortunately any nomination received from any other body will not be accepted.

- Parish/Town Council
- Neighbourhood Forum – designated as pursuant to section 61F of the Town & Country Planning Act 1990
- Industrial & Provident Society which does not distribute any surplus it makes to its members
- Company Limited by Guarantee which does not distribute any surplus it makes to its members
- Unconstituted/unincorporated Community Group whose members include at least 21 local people who appear on the electoral roll within the local authority, or a neighbouring authority.
- Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004
- Charity

If you are a charitable organisation or company you must provide your charity number.

Only groups with three or more members may nominate a property.

#### **Q3 Who to contact about the nomination**

##### **Contact details**

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

### **Section 2 ABOUT THE PROPERTY TO BE NOMINATED**

#### **Q4 Which asset do you wish to nominate?**

Enter the full name and postal and address of the property you wish to nominate.

**Owner** It is very important that you include these details as the Council will need to contact the owner to inform them of the nomination and allow them to comment.

#### **Q4 Which asset do you wish to nominate?**

**Current occupier** The current occupier may not be the same as the property owner so it is important we advise all affected should the property be listed.

It is particularly important that this question is completed as correctly and accurately as possible as this could delay the assessment of your nomination.

### **Section 3 DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET**

#### **Q5 Why do you feel the property is an asset of community value?**

In here you need to put why you feel the property currently boosts the social interest and social wellbeing of the local community or if it had in the past why it is realistic to think that it could in the future.

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:

- its actual current use furthers the social wellbeing and interests of the local community, or a use in the recent past has done so; and
- that use is not an ancillary one; and
- for land in current community use it is realistic to think that there will continue to be a use which furthers social wellbeing and interests, or for land in community use in the recent past it is realistic to think that there will be community use within the next 5 years (in either case, whether or not that use is exactly the same as the present or past); and
- it does not fall within one of the exemptions e.g. residential premises and land held with them.

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

Social well-being relates to social interaction and engagement. It is a sense of involvement with other people and their communities

#### **Q6 What do you consider to be the 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.

If possible please include a plan with the boundary marked on it.

#### **Checklist**

##### **What is a constitution?**

A constitution sets out what the main aims of the organisation are and how the group will be governed. It details the structure of the group and how members will work together to achieve its aims (including how the management team are elected and how new members can join the group). It should detail the frequency and level of meetings i.e. every quarter and a yearly AGM and how finances will be dealt with. Examples of a constitution can be searched on the internet.