



## Asset of Value & the Community Right to Bid **NOMINATION FORM**

Please use this form to nominate an Asset of Community Value (ACV).

The form is split into three key sections:

Section A: About your community organisation

Section B: About the asset you wish to nominate

Section C: What community value you believe the asset has

This information is required to assist you in making a high quality, eligible nomination to include an asset on Uttlesford District Council's register of Assets of Community Value (ACV). Assessment will be made on the information/evidence submitted on or with the nomination form. It is the responsibility of the nominating body to present their case for listing.

We will aim to consider nominations for validation within one week of receipt. Nominations will be considered valid once sufficient evidence is supplied to make an informed decision. The decision will be made within 8 weeks from the date that the nomination is validated. Nominations which fail to meet the regulatory requirements or lack sufficient supporting information and evidence to enable the Council to make an informed decision will be returned to the nominating body and will not be submitted for listing.

**Guidance on ACV and the Community Right to Bid are on our website [here](#) please read these either before or as you work through this submission.**

Our preference is to receive nominations via email. Please submit your completed nomination form and any supporting information to [planningpolicy@uttlesford.gov.uk](mailto:planningpolicy@uttlesford.gov.uk)

**Note:** This form and any supporting information will be published on the Council's website. Personal contact details will be removed.

Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER. 01799 510510

## SECTION A: ABOUT YOUR COMMUNITY ORGANISATION

A1. Name and address of your organisation	
Organisation name:	
Address and postcode:	
Registration number (if you are a charity, company, CIC or social enterprise)	

A2. Who should we contact to discuss this nomination?	
Name:	
Address and postcode if different from above:	
Telephone number	
Email address	

A3. Please specify what type of organisation you are	
Category	Tick ✓
Parish/Town Council	
<b>Unconstituted / unincorporated Community Group or Voluntary Group</b> whose members include at least 21 individuals who appear on the electoral roll [Please note that the details of these persons will be checked]	
<b>Neighbourhood Forum</b> designated as pursuant to section 61F of the Town & Country Planning Act 1990	
<b>Industrial &amp; Provident Society</b> which does not distribute any surplus it makes to its members	
<b>Company Limited by Guarantee</b> which does not distribute any surplus it makes to its members	
<b>Community Interest Company</b> which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

<b>A4. Additional information required, as appropriate</b>		
		<b>Tick information provided ✓</b>
<b>If a Community Group or Neighbourhood Forum or Company Limited by Guarantee:</b>	Please provide documentary proof that you are a charity, company or neighbourhood forum	
<b>If an unincorporated body, Community Group or Voluntary Group:</b> [Such groups must be independent. A larger, e.g. national or County, organisation may not submit a nomination on behalf of its local membership]	A completed membership list – this list should have a statement confirming that all those named on the list agree to be members of the community group. The list must include at least 21 electors registered to vote in the district or a neighbouring district	
	Please provide the following documentation:  A signed statement from the Chairman of the group, or copy of the constitution, confirming that the group does not distribute any surplus to its members	
<b>If a group other than a Parish Council:</b>  Please provide evidence of organisational status, as relevant to your organisation	Memorandum of Association	
	Articles of Association	
	Companies House return	
	Trust Deed	
	Constitution/ Terms of Reference	
	Standing Orders	
	Interest Statement for Community Interest Company	

<b>A5. Local connection</b>
For groups other than Parish or Town Councils, please provide details of your group's local connection to the nominated asset, i.e. How your group's activities relate wholly or in part to the area covered by Uttlesford District Council or a neighbouring authority area

**SECTION B: ABOUT THE ASSET TO BE NOMINATED**

<b>B1. Which asset do you wish to nominate?</b>	
<b>Name of property or land:</b>	
<b>Address and postcode:</b>	
<b>Website:</b>	

<b>B2. Owner and Occupier Details - Please provide all information available to you</b>		
<b>Owner</b>	<b>Name:</b>	
	<b>Address and postcode:</b>	
	<b>Email address:</b>	
	<b>Telephone contact number:</b>	
	<b>Status (delete as appropriate)</b>	Current/ Last Known/Not Known/Not Applicable

**If more than one owner, please provide details for all owners**

<b>Lawful occupier(s)</b>	<b>Name:</b>	
	<b>Address and postcode:</b>	
	<b>Email address:</b>	
	<b>Telephone number:</b>	
	<b>Status (delete as appropriate)</b>	Current/ Last Known/Not Known/Not Applicable

### **B3. Boundary of the property or land nominated**

**What do you consider to be the boundary of the property or Asset of Community Value?**

**For a community nomination to be valid, it must include a description of the nominated land; and a map or plan with proposed boundaries clearly shown in red.** Please give as much detail as possible.

This could be:

- Land Registry title information document and map with the boundaries clearly marked in red, if the land is registered.
- A written description with Ordnance Survey location, explaining where the boundaries lie, the approximate size and location of any building(s) on the land and details of any roads bordering the site
- Ideally a map or sketch plan to scale 1:1250 with an arrow showing north

**Please use additional pages as required, and tick box to indicate that a plan will be sent separately**

### **B4. Please send up to 10 photographs of the property or site nominated, demonstrating the different facilities or uses**

**Photographs are useful to show the site and demonstrate usage. Please list and detail any photographs submitted. Photographs can be inserted, appended or emailed with the nomination form. Please ensure photographs are recent (ideally within the last 12 months).**

## **SECTION C: DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET**

### **C1. Current use of Asset**

#### **Describe the significant or main uses of the asset (i.e. non-ancillary):**

Please provide detailed information, for example:

- What facilities does the property or land offer? What are the different land uses? E.g. if it is a pub consider all facilities e.g. bar area, restaurant, car park, garden, accommodation etc
- What activities take place?
- Events programme, timetable or calendar, screen grabs from websites
- Frequency of activities

[If the activities are conducted by persons or groups other than the nominator then evidence in the form of letters containing full details of the activities carried on by them must be supplied.

With regard to public houses, existing caselaw is clear that use as a restaurant only, ie for the consumption of food and alcoholic beverages, is insufficient to qualify premises for an ACV listing.]

**Please use additional pages as required**

**C2. Describe in detail the local community who uses the Asset**

Please provide detailed information of who uses this Asset, for example:

- Age / gender
- Socio-demographic nature of users
- Number of members
- The nature of different groups using the Asset
- Catchment area – how far to people travel to use the Asset?

Please provide letters and/or supporting information to evidence the different groups in the community that use the Asset. Letters from community groups should detail any usage arrangements i.e. dates and times of usage and for what activities. These can be provided separately with the nomination form.

**C3. Is the current use of the Asset different from how it was used in the past?**



Please delete as appropriate:

- The current use is the same as the recent past [continue to C4]
- The current use is different from the recent past [please provide the information below]

**If different::** How was the Asset used in the past and how is it different from the current use. Please provide detailed information including:

- A timeframe
- Previous facilities and use of the Asset
- How the social well-being, cultural, recreational or sporting benefit has changed
- Please provide independent evidence of such use.

Continue on a separate sheet if necessary.

**C4. Why do you feel the property or land is an Asset of Community Value?**

Please describe in detail why this specific Asset should be listed. [General information about use of a category or type of building or land e.g. pubs is not relevant]  
Continue on a separate sheet if necessary.

**C5. How could the building or land be acquired and used in future?**

If it is listed as an Asset of Community Value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could realistically fund the purchase of the building or land, and how they could run it for the benefit of the community. Continue on a separate sheet if necessary.

C5a. What is the estimated value of the Asset? And what is this based on?

C5b. How would a community group realistically fund the purchase of the building or land, and how they could run it for the benefit of the community?

**C6. Are there other venues locally that offer the same or similar facilities within reasonable distance?**

Please give details including distance from the nominated Asset.

## **NOMINATION CHECKLIST**

<b>Please check that the following material is submitted at the time of your nomination. Please tick material submitted</b>	(✓)
Evidence of organisation type e.g. a copy of Constitution (if applicable) or	
Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)	
Plan showing the nominated land, with boundary marked in red	
Copy of Land Registry Register View/ Official Copy register entries including title plan (if possible)	

**SUPPORTING INFORMATION**

Photographs of the Asset and facilities	
Evidence of current or past community use (e.g. activity programmes, weblinks, verifiable event times / dates)	
Letters from community groups confirming dates, times and details of usage	

**SECTION D: DECLARATION**

I confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

I understand that my personal details including my email and telephone number will be provided to the owner(s) of the land and/or the owner’s solicitor on request.

I understand that my personal details will not be placed on the website, but a redacted copy of the nomination form will be provided to the public on request and/or placed on our website.

I confirm that I have read the guidance and privacy notice relating to Assets of Community Value and the Community Right to Bid.

Copies of any documentation I provide including the membership list will be provided to the owner(s) of the land and/or the owner’s solicitor on request.

(Where applicable) I have checked that the members are content to share their personal details with the Council and the owner (or associated solicitors) for the purposes of this nomination and I can confirm that they consent to the sharing of their name and the street name from their address for this purpose.

**Signed:**

**Print Name:**

**Position in Organisation:**

**Date:**

<b>FOR OFFICE USE ONLY</b>			
<b>Date validated:</b>		<b>Decision deadline:</b>	