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| **Nomination Form - Community Right to Bid** | TVBC logo (RGB) |

**Please read the attached Guidance Notes before completing this form**. If you need further assistance please email crtb@testvalley.gov.uk Before completing this form please check that the asset you are about to nominate does not fall within Schedule 1 of the Assets of Community Value (England) Regulations 2012 as land which may not be listed.

This nomination form can be completed by printing the form and completing the required detail in writing.

**Part A: About You**

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| Title |  |
| First Name |  |
| Surname |  |
| Address |  |
| Telephone Number |  |
| Email address |  |
| Your position in the Parish Council, voluntary or community organisation | “I confirm that I have been authorised by my organisation to make this Nomination.” |

**Part B: About Your Organisation**

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| Name of Organisation |  |
| Address  |  |
| Telephone |  |
| Email address |  |
| Name of contact (if different from Part A) |  |

B.1 Type of Organisation (please tick one see guidance notes attached)

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| \*Unincorporated Community/Voluntary Group  |  |
| Neighbourhood Forum |  |
| Parish Council/Neighbouring Parish Council  |  |
| Charity (please provide your registered number) |  |
| Company Limited by Guarantee (that is non-profit distributing) |  |
| Community Interest Company |  |
| Industrial and Provident Society (that is non-profit distributing) |  |

If you are a Parish Council please provide a copy of the minutes of the Council meeting where the decision was made to nominate the land/building. You should also ensure that the decision was made in accordance with your standing orders.

Please attach proof of your organisation’s status, such as Memorandum of Association, Trust Deed, Articles of Association, Company registration number, Charity Number, Constitution/Terms of Reference, Interest Statement for Community Interest Company, etc.

\*If your organisation is an Unincorporated Community/Voluntary Group, please state how many members your organisation has and attach a list of names and home addresses of 21 members who are on the electoral register of Test Valley Borough Council.

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B.2 Local Connection

Please provide evidence that your organisation has a local connection with the area of Test Valley Borough Council or a neighbouring local authority. If the local connection is not obvious (for instance a Town or Parish Council) please explain why you think there is a local connection. Please see the guidance notes for what to include in this response

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**Part C: About the Asset of Community Value**

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| Name of Land/Building |  |
| What is the asset for example shop, pub community facility etc. |  |
| Address of Land/Building including post code |  |

Please attach a map which shows the boundaries of the nominated land/building together with any photographs or other materials which support your nomination. Where possible please use a plan based on the latest edition of the Ordnance Survey map to show the exact extent of the land affected. Please outline the boundary in blue. Also include any information as to whether the land is Registered Title, whether that be the document itself or the Title number. The boundaries may not be the same as the boundaries of legal ownership and may cover land or buildings in different ownership.

**Land registry title number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any information you have about the freeholders, leaseholders and current occupants of the site (if known)

Freeholder name, address and phone number if known

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Leaseholder name, address and phone number if known

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Occupier’s name, address and phone number if known

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Name of anyone else that you know that has a legal interest in the land

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C1: Your explanation of the community value:

Please attach any relevant supporting evidence in relation to the answers you give in this section

* What is the current main use of the land and/or building and how does this further the social wellbeing or social interests of the local community? Please give as much information as possible. Please list any buildings or other assets within the curtilage of the area you are nominating.

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* Why do you believe the asset is of community value? Please answer based on how the asset is currently used or has been used in the recent past.

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* Why is it realistic to think that the primary use of the land or building can continue to further the social well being or social interests of the local community?

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* What is the current/recent use of the building/land? If land/building is not currently in use when was it last used give a history of its use.

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* Why is it realistic to think that there will be a time in the next 5 years when a use which would further the social wellbeing or interests of the local community could be re-established? Please supply any evidence that you have that would support your view, this could include things like details of discussions with the current owner, the viability of the proposed use, funding and how the asset could be run for the benefit of the community.

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**D: Declaration**

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

Signed Dated

Please send the completed nomination form to crtb@testvalley.gov.uk or Head of Legal and Democratic Services, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover SP10 3AJ.

Test Valley Borough Council will make a decision on the whether or not to accept your nomination having regard to the information provided in this form. Please complete the form as fully and accurately as you can, inadequate or inaccurate information may lead to your application being returned to you for further information or declined.

Please ensure that you attach any additional or supplementary documents to this form. When completing the form please make clear references to any documents on which you rely.

**Guidance Notes - Completing the Nomination Form**

**Part A: About You**

We will use this information to contact you directly. We may need to ask further questions regarding your nomination, and we will of course need to advise you of our decision regarding your nomination and any later review.

**Part B: About Your Organisation**

The Community Right to Bid is only open to specified organisations. We need to be certain that you are acting for such an organisation.

A ‘local voluntary and community body’ is defined in the Regulations (<http://www.legislation.gov.uk/uksi/2012/2421/contents/made>). This means your organisation must be one of the following:

* A body designated as a neighbourhood forum pursuant to section 61F of the
* Town and Country Planning Act 1990;
* A parish council;
* An unincorporated body –
	+ Whose members include at least 21 individuals, and
	+ Which does not distribute any surplus it makes to its members;
* A charity;
* A company limited by guarantee which does not distribute any surplus it makes to its members;
* An industrial and provident society which does not distribute any surplus it makes
* to is members (defined as 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) ; or
* A community interest company.

In addition where you are not a Parish Council, you must prove a local connection.

A local connection will be established where:

* The body’s activities are wholly or partly concerned –
	+ with the local authority’s area or
	+ with a neighbouring authority’s area;
* In the case of an unincorporated body, a company limited by guarantee or an industrial and provident society:
	+ Any surplus it makes is wholly or partly applied –
		- For the benefit of the local authority’s area, or
		- For the benefit of a neighbouring authority’s area; and
* A parish council has a local connection with land in another parish council’s area if any part of the boundary of the first council’s area is also part of the boundary of the other council’s area.
* A parish council’s area is within the local authority’s area, but is not in any parish council’s area if –
	+ the council’s area is within the local authority’s area or
	+ any part of the boundary of the council’s area is also part of the boundary of the local authority’s area.

**Part C: About the Asset of Community Value**

The legislation defines land of community value. Land (land and buildings) is of community value if:

* the current use furthers the social wellbeing and social interests of the local community which might include cultural, recreational or sporting interests, or a use in the recent past has done so; and
* that use is not an ancillary use (the use for social wellbeing or interests is the principal use); and
* it is realistic to think that there can continue to be a use which furthers the social wellbeing or social interests of the community or for land in community use in the recent past it is realistic to think that there will be a community use within the next five years (whether or not that use is exactly the same as current or previous uses): and
* the land doesn’t fall within one of the exemptions which appear in the legislation

Social interests include cultural interests, recreational interests and sporting interests. Please describe how the nominated asset is used, by whom, when, how frequently and how those uses are supposed to further the social wellbeing and/or social interests of the local community. This will allow the Borough Council to make a decision as to whether the relevant criteria are satisfied.

Social wellbeing is a much broader concept and can cover a range of economic, social and environmental benefits that might realistically be secured by virtue of securing the nominated asset for the community.

The Regulations (<http://www.legislation.gov.uk/uksi/2012/2421/contents/made>) specify some land or buildings which cannot be listed as assets of community value:

* Residences and contiguous land connected with the residence
* Residences that are temporarily unoccupied
* Holiday dwellings
* Hotels and residential lettings
* HMOs
* Licensed caravan sites
* Operational land for transport networks and statutory undertakers (under S263 of the Town & Country Planning Act 1990)

The following may however be listed as assets of community value:

* Buildings only in part-use as a residence
* Non-residential land with planning consent for residences
* Uncompleted residential buildings
* Former residences with an agreed change of use

**What happens next?**

The council has 8 weeks in which to decide whether to accept your nomination and to add the nominated land or building to the list of Assets of Community Value.

The council must inform the owner and others of the application, including the parish council that it is considering your application to list the land or building.

We may need to contact you if there are any questions we need you to answer before we can proceed. You will be informed of our decision whether or not your nomination is successful.

The owner will also be informed of our decision and will be given the opportunity to seek the review of our decision in the event that the land or building is added to the list. In the event that the owner does seek a review, the land or building will remain on the list and cannot be sold until the review and any subsequent appeal are settled.

Please go to the website for further information and guidance, or alternatively email crtb@testvalley.gov.uk or contact the Head of Legal and Democratic Services.