

Community Right to Bid Nomination Form Guide

This guidance is for use when completing the nomination form to register an asset of community value.
If you require any further information / guidance please contact 01273 290000

Definition of an asset of community value


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

- The current main use of the property or land furthers the social interests or social well-being of the community, **and** it is realistic to think that there can continue to be a main use of the property or land which will further the social interests or social well-being of the local community, although not necessarily in the same way, or;
- The main use of the property or land in the recent past furthered the social interests or social well-being of the local community and it is realistic to think that within five years the building or land can be brought back into use that furthers the social interest or well-being of the local community, whether or not in the same way as before.

Social interest and social well-being


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

Social well-being is the things that people value in their life that contributes to them reaching their potential (economic, social or environmental).



COMMUNITY RIGHT TO BID NOMINATION FORM

If you need assistance completing this form please refer to the guidance document which can be downloaded from the website www.brighton-hove.gov.uk/crb or alternatively telephone 01273 290000.

Please use your tab button  if you are completing this form electronically or click each section with the mouse

Section 1 About the land/property to be nominated

Name of land/property :			
Address of land/property :			
Postcode :			

Please provide names and the current or last known contact details for all those holding a freehold or leasehold estate in the property and also the current occupier if they are neither the freeholder nor leaseholder. (Continue on a separate sheet if necessary).

Freeholder's name :			
Address :			
Postcode :		Tel:	

Leaseholder's name :			
Address :			
(If applicable)			
Postcode :		Tel:	

Current occupiers name :			
Address :			
(If different from above)			
Postcode :		Tel:	

Section 2 About your community organisation

Name of organisation :			
Title :	First Name:		
Surname :			
Position in organisation :			
Email address :			
Address :			
Postcode :		Tel:	Mobile:

Freeholder's Name

We are required to inform the owner of the land/property of the nomination, it is therefore essential the freeholder is identified.

Leaseholder's Name

If relevant, please provide the name(s) and current or last known address of anybody that has a leasehold for all or part of the land/property, it is important we advise all affected parties should the property be listed.

Current occupier

The current occupier may not be the same as the freeholder or leaseholder

Contact details

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

Community Right to Bid Nomination Form Guide

This guidance is for use when completing the nomination form to register an asset of community value.
If you require any further information / guidance please contact 01273 290000

Organisation type

It is important you state which organisation type you are as only those shown here are currently eligible to nominate. Unincorporated Unincorporated community groups are only able to nominate but not bid. Unfortunately any nomination received from any other body cannot yet be accepted. You may also be required to submit evidence of your organisations eligibility to nominate; examples of suitable evidence are listed in Section 5.

Organisation type:

- Unincorporated Community / Voluntary Group
- Neighbourhood Forum
- Parish Council/Neighbouring Parish Council *(if the Parish Council borders an unparished area, then they may nominate an asset within that neighbouring local authority)*
- Charity (Please provide your registered number):
- Company Limited by Guarantee *(that is non profit distributing)*
- Community Interest Company
- Industrial & Provident Society *(that is non profit distributing)*

How many members does your organisation have? *(This is particularly important for unincorporated groups)*

In what ways does your organisation have a local connection with the Brighton & Hove City Council area?

Number of members (for unincorporated groups)

For unincorporated groups, only groups with more than 21 members who are registered to vote in Brighton & Hove and neighbouring local authorities are able to nominate. You are required to provide evidence of this by submitting the names and addresses of 21 members which we will check against the electoral roll. Please ensure that you obtain consent of your members before submitting their details

Local connection

A local connection is demonstrated if;

- Your activities are wholly or partly concerned with the local authority's area or a neighbouring authority's area.
- In the case of unincorporated groups, companies limited by guarantee and industrial and provident societies, any surplus made is wholly or partly applied for the benefit of the local authority's area or a neighbouring authority's area.
- Additionally, in the case of unincorporated groups, it has at least 21 members included on the electoral roll of the local authority or a neighbouring local authority.

Section 3 Supporting information for nomination

Why do you consider that the current principal use of the nominated land/building furthers the social wellbeing or social interests of the local community? Please give examples.

and

If the nominated land/building is currently being used to further the social wellbeing or social interests of the local community why do you consider it is realistic to think that there can continue to be a principal use of the land/building which will further (whether or not in the same way) the social wellbeing or social interests of the local community?

or

If the nominated land/building is not currently in use, why do you consider that there was a time in the recent past when the principal use of the land/building furthered the social wellbeing or interests of the local community? Please give examples and state the period this covered.

Please give as much information as possible and continue on a separate sheet if necessary

and

If there was a time in the recent past when the principal use of the nominated land/building furthered the social wellbeing or interests of the local community, why do you consider it is realistic to think that there is a time in the next five years when there could be principal use of the land/building that would

Supporting information for nomination

In this section you will need to explain why you believe the property/land currently boosts the social interests and social well-being of the local community or if it had in the past why it is realistic to think that it could in the future

Community Right to Bid Nomination Form Guide

This guidance is for use when completing the nomination form to register an asset of community value.
If you require any further information / guidance please contact 01273 290000

Boundary of the property

We need to know the extent of the land/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.

Supporting evidence

Acceptable evidence to support that the nominator is eligible to make a nomination (as appropriate to the organisation) includes:

- Memorandum of Association
- Articles of Association
- Companies House return
- Trust Deed
- Constitution / Terms of reference
- Standing Orders
- Interest Statement for a Community Interest Company

further (whether or not in the same way as before) the social wellbeing or social interests of the local community?

Please give as much information as possible and continue on a separate sheet if necessary

Section 4 Description of nominated land/property including its proposed boundaries

What do you consider to be the boundary of the land/property? Please give as much detail as descriptive as you can and include a plan/map/diagram. Boundaries do not have to be the same as the ownership boundaries, nor is it necessary for all parts of the site to be in the same ownership.

Section 5 Attachment checklist

- Names & home addresses of 21 members registered to vote in the nomination area or with a neighbouring local authority (if you are an unincorporated group)
- Site boundary plan/map/diagram
- Evidence of your organisations eligibility to nominate (as appropriate to the organisation)

Examples of suitable evidence are:

- Articles of Association
- Memorandum of Association
- Companies House return
- Constitution / Terms of Reference
- Interest Statement for Community Interest Company
- Standing Orders
- Trust Deed

Section 6 Declaration

I declare that to the best of my knowledge the information contained in this nomination form is complete and accurate. (Please type your name if completing electronically).

Signed: _____

Dated: _____

Please note:

Please send your completed form to either
assetsofcommvalue@brighton-hove.gov.uk or
Community Right to Bid, City Planning & Development, Brighton & Hove City Council,
Hove Town Hall, Norton Road, Hove, BN3 3BQ

Site boundaries

Please show the boundaries of the asset being nominated through one or more of the following;

Where the land is registered, the Land Registry Title information document and map with boundaries clearly marked in red (this should be less than 1 month old), this is not essential but may help us reach a decision more quickly.

A drawing or sketch map with boundaries clearly marked in red. Some useful websites to assist you when plotting the boundaries include; www.maps.google.co.uk and the Maps section on www.brighton-hove.gov.uk