

INTRODUCTION

These Guidance Notes should be read before completing the attached Nomination Form.

SECTION 1 – NOMINATING BODY DETAILS

Q1.1 Title of Nominating Group

Please provide the formal name of the nominating group.

Q1.2 Name of Group Representative

Please provide the name of the person who is responsible for managing the nomination and to whom correspondence will be addressed.

Q1.3 Contact Information

This will include the name, address, telephone number(s) and email addresses to which formal notifications under the legislation will be sent. It is the responsibility of the nominating group to immediately inform the Council in writing of any changes in the name of the representative or contact details. The Council will not be responsible for the consequence of any changes in the representative or correspondence address that it is not told about.

Q1.4 Purpose of Nominating Group

Please provide a short written summary of the role and function of your group and attach any Memorandum and Articles of Association, agreed terms of reference, if these are available. The purpose of this section is to inform the Council your group's local community connection.

Q1.5 Type of Nominating Group

Please provide a short description of the type of the nominating group e.g., Registered Charity or Company Name and Number, Neighbourhood Forum, Community Interest Group or other name of any other unincorporated group. Again, the purpose of this section is to assess eligibility within the terms of the Government's Regulations.

Q1.6 Description of Membership of Nominating Group

Description of Membership including names and addresses of Directors and members of any unincorporated group (which should have minimum of 21 local individuals).

Q1.7 Name, Title and Signature

Name of representative, with title in group (e.g. Chair, Director, Member etc.) and normal signature.

Q1.8 Date of Submission

Given that the date of submission is the start of the formal Listing and Disposal process the date should be the same date as the registered delivery of the Nomination Form to the Council.

SECTION 2 – NOMINATED ASSET DETAILS

Q2.1 Address of Nominated Asset

This needs to be accurate and cover the full land title address of the entire asset to be considered since, if the nomination is successful, the Council will be placing a Local Land Charge on that address and that address alone. You should be aware that some assets will cover several addresses, sometimes across different road frontages. The Council will not be responsible for the consequences of any error or ambiguity in the submitted address of the asset.

Q2.2 Extent of the Nominated Asset

The provision of a site map will help the Council in confirming Q2.1. However, you will need to be clear about assets that form just part of an address. For example, you might be interested in one floor of a large building which might be leased on a term of 25 years or more. In such cases it will be important to describe exactly the part of the address that you group is interested in.

Q2.3 Current Use of the Nominated Asset

This question will help the Council in determining the importance of the asset to the local community.

SECTION 3 – OWNERSHIP AND OCCUPIERS OF THE NOMINATED ASSET

Q3.1 Name and Address of the Freeholder(s)

Please provide the name and address of the freeholder(s). The Council will need this to undertake formal consultation. These can be found by undertaking a Land Registry search.

Q3.2 Name and Address of the Leaseholder(s)

Please provide the name and address of the leaseholder(s). The Council will need this to undertake formal consultation. These can be found by undertaking a Land Registry search.

Q3.3 Name of Occupier(s)

Please provide the name and address of the occupier(s). The Council will need this to undertake formal consultation.

SECTION 4 – EVIDENCE OF COMMUNITY VALUE

Q4.1 Reasons for Nominating the Asset

Please set out the reasons for nominating the asset. Why is your group making the nomination? What sections of the community use or have used the asset and in

what way and how will they lose out if it were to be sold – e.g. disadvantaged groups, local customers.

Q4.2 Evidence of past or Existing Community Use/Importance

Please provide information proving the existing or past use of the asset for community purposes and the importance of these uses to the community. Please provide any letters of support from groups or persons that previously used the asset for community.

Q4.3 Extent of Use by the Community

What was the extent of the use? Was only part of the building used? Was it used all of the time or just on a part time temporary basis? How many local people and groups used the building?

Q4.4 Proposed Use of the Asset and Relevance to the Local Community

If your group was able to purchase the asset what would be its importance to the community, how would it be used, what groups (e.g. young people, unemployed people, people with disabilities etc.) within the community would benefit, who would own the title, how would any profit from the asset be used, how would it be run and maintained.

Q4.5 Sustainability of Community Use

Is the building capable of accommodating the proposed community use? i.e. in terms of size, layout, accessibility etc.? Are there other local buildings or assets that already provide or have the capability to provide the proposed community use? Is there available evidence of local groups who want to and are capable of purchasing and maintaining a community use of the building?