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**Assets of Community Value (ACV) Nomination Form**

The Community Right to Bid (Assets of Community Value) is one of the community rights established by the [Localism Act 2011 (Ch3)](http://www.legislation.gov.uk/ukpga/2011/20/part/5/chapter/3/enacted). The government set out [Statutory Regulations](http://www.legislation.gov.uk/uksi/2012/2421/pdfs/uksi_20122421_en.pdf) to govern how the legislation would be put into practice and there is also what is described as ['non-statutory' guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14880/Community_Right_to_Bid_-_Non-statutory_advice_note_for_local_authorities.pdf).

There are other sources of information on ACV nominations. The government has supported a voluntary sector umbrella organisation, Locality, to support communities seeking to exercise their rights under the Localism Act ([www.locality.org.uk](http://www.locality.org.uk)).

You may also find the information on the Council’s website useful. This includes the Register of Assets of Community Value and the notifications of decisions which the Council has made. The reasons stated in the decision notifications may be helpful.

When you submit your nomination, it will be assessed to ensure that you are eligible to make a nomination and that, based on the evidence you submit, the building or land you wish to nominate, the Council is satisfied it meets the statutory definition of an asset of community value.

The Council may verify the evidence you have submitted but it will not undertake its own investigation to collect evidence. The success of your nomination is therefore dependent on the information and evidence you submit to support your case.

The Council is required to make a decision within eight weeks of receiving a valid nomination. In order to allow time for assessment and decision, any supplementary information which the Council asks you for after you submit the nomination must be received at least two weeks before the decision deadline.

**SECTION 1 – Nominating Organisation**

**1.1 Contact details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| Website |  |

**1.2 Is your organisation a “voluntary or community body”**

The Regulations require that the nominating organisation meets certain criteria to establish that it is not for profit, that surplus funds are used to benefit the locality and that the organisation has a genuine local connection (Sections 4 & 5 of regulations).

If you have a governing document whether it is a full Memorandum and Articles of Association or just a simple statement of what your group has been set up to do, please attach a copy to your nomination.

|  |  |  |
| --- | --- | --- |
| **Legal name** |  | |
| **Organisation status** (please tick) |  |  |
| Community Interest Company |  |
| Company Limited by Guarantee |  |
| Industrial and provident society |  |
| Registered Charity |  |
| Unincorporated (see below) |  |
| (Where applicable) | | |
| **Charity number** |  | |
| **Company registration number** |  | |
| **I&P registration number** |  | |
|  | | |
| **Does your organisation distribute any surplus it makes among its members?** | | Y/N |
| **Is this set out in your governing document?** | | Y/N |

If you are unincorporated and not a registered charity, you must provide evidence that your group has 21 members who are registered to vote locally and who support the nomination. A template is attached.

**1.3 Does your organisation have a local connection?**

|  |  |
| --- | --- |
| **Does your organisation’s area of benefit include Croydon and/or a neighbouring local authority area?** | Y/N |
| **Is this set out in your governing document?** | Y/N |
| **If your group does not have a governing document, are all 21 members who support the nomination registered to vote in local elections in Croydon or a neighbouring borough/district** | Y/N |
| **Is any surplus, or part of the surplus your organisation makes, used to benefit the local area** | Y/N |
| **Is this set out in your governing document?** | Y/N |

**SECTION 2 - Details of the land or building**

You need to be clear about what part or parts of the building are included in the nomination. A plan would be useful if possible. A current or recent planning application may include a plan which you could refer to via the [Planning Application on line Portal](http://publicaccess.croydon.gov.uk/online-applications/). Title plans are available for a small fee from the [Land Registry Title Deeds on Line](http://www.landregistry-titledeeds.co.uk/?gclid=CN2gmKzzvsgCFQsUwwod5GcAYg).

You should also collect as much publically available information about the ownership of the building as possible. Information can be obtained for a small charge from the [Land Registry Title Deeds on Line](http://www.landregistry-titledeeds.co.uk/?gclid=CN2gmKzzvsgCFQsUwwod5GcAYg).

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| **Asset Name**: |  |
| **Asset Address:** |  |
| **Postcode:** |  |
| **Which part or parts of the building or land are you nominating?** |  |
|  | |
| **Freeholder Name**: |  |
| **Freeholder Address:** |  |
| **Postcode:** |  |
|  | |
| **Leaseholder Name**:  (if applicable) |  |
| **Leaseholder Address:**  (if applicable) |  |
| **Postcode:** |  |

**SECTION 3 – Does the asset meet the statutory definition of an Asset of Community Value?**

In this section you must present your argument that the nominated asset meets the statutory definition set out below.

Please do not make unsupported statements or generalisations such as, ‘a lot of people use the centre (or used to use if it has closed)’, or, ‘the pub serves good food’. You need to say something like, ‘the centre has been used 15 times in the past year by a karate club, 23 times by a bingo group, 12 children’s parties have taken place and 124 local people are paid up members of the bar’. You should then get supporting statements from the organisers of the groups, a copy of the bookings diary, testimonials from parents who have hired the premises for their children’s parties and a list of members. If you think the pub serves good food, has it won awards? Does it have excellent reviews on reputable online review sites? You may not be able to substantiate everything with solid evidence, but any supporting information will strengthen your case.

You must explain what the future use might be. We do not require a business plan but you need to be able to show that you have considered what the asset could be used for, how this might be managed and whether it is financially viable (particularly if there are renovation or improvement works to consider). Future use does not have to be the same as past use but if you are proposing a different use, you must explain why the building is suitable for this use. You also need to demonstrate there is good reason to think people will use the asset in the future.

You may not be the group which would seek to acquire the asset should it be disposed of. If you are, please check to make sure your governing document will allow you to. If not, please say which group will seek to acquire the asset.

|  |
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| **Statutory Definition**  The local authority must be satisfied that;   1. an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and 2. it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.   or   1. there is a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or interests of the local community, and 2. it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community. |

|  |
| --- |
| **Current/recent past use** |
| (The box will expand as you type. Please try to limit your answer to 500 words) |
| **Continued/potential future use** |
| (The box will expand as you type. Please try to limit your answer to 500 words) |

**Attachments – please list all of the documents you are attaching to the nomination for consideration**

|  |
| --- |
|  |

**Signatures:** Please print and sign the nomination in the space provided. Scan the form and email to [communityrelations@croydon.gov.uk](mailto:communityrelations@croydon.gov.uk) or post ‘signed for’ to:

Communities Team

Assistant Chief Executives Department

Bernard Weatherill House

7th Floor, Zone D

8 Mint Walk

Croydon, CR0 1EA

If you will be emailing the form back from an email address which is a publicly accessible email address for your organisation and the same as the email address you have given in your contact details, you can just convert this email to a pdf file without physical signature and email to [communityrelations@croydon.gov.uk](mailto:communityrelations@croydon.gov.uk)

**This nomination is made on behalf of *(name of organisation)*:**

**Signed:**

**Name (Printed):**

**Position in Organisation:**

**Date:**

If you need to complete the confirmation of 21 members, your form must be physically signed by all 21 members and the original sent to the Council.

**Evidence that your group has 21 members who are registered to vote locally and who support the nomination.**

We, the undersigned, confirm that we are members of [ ] and confirm that we are currently registered to vote locally at the address given and give consent for the Council to verify this.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name (PRINTED)** | **Address where registered to vote (PRINTED)** | **Postcode** | **Signature** |
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