



# Community Right to Bid

## Assets of Community Value Nomination Form

Name of asset:

Our Reference:

## How to submit your nomination form

Completed nomination forms should be returned by e-mail or post.

E-mail: [communityrights@west-lindsey.gov.uk](mailto:communityrights@west-lindsey.gov.uk)

Post: West Lindsey District Council  
Community Rights  
The Guildhall  
Marshall's Yard  
Gainsborough  
DN21 2NA

Nominations can be submitted at any time. Please see our yearly schedule available on our website to find out when Community Rights Panels are held.

Your nomination should be submitted 5 working days prior to a panel date to be considered at that panel.

## Checklist for Supporting Information

The following documents should be submitted with your completed nomination form. Please tick below to confirm you have included them with this nomination form.

Tick ✓	Supporting documents you <b>MUST</b> send with your nomination:
	Copy of your organisations constitution or similar governing document (not required for Town or Parish Councils)
	Names and home addresses of 21 supporting members/residents registered to vote in the nomination area (only required for community groups)
	Maps or plans of the asset clearly showing its location and boundaries (you can send us Land Registry maps or a copy of an internet map)
	Evidence of community use (e.g. adverts, flyers, website details, photographs of the asset)

## Contact Details

For advice and support completing this nomination form please contact us:

Telephone: 01427 676676

E-mail: [communityrights@west-lindsey.gov.uk](mailto:communityrights@west-lindsey.gov.uk)

You can find further information and read our Guidance Notes online:

[www.west-lindsey.gov.uk/communityrights](http://www.west-lindsey.gov.uk/communityrights)

# 1. Your Organisation

*You will find useful guidance in this side bar throughout the nomination form.*

*The name of your organisation should be the full name as stated on your constitution or similar governing document.*

*Include a registration number if you have one.*

*Please include your full address including postcode.*

Name of Organisation:

Registration Number:

Type of organisation (e.g. parish council, community group, charity)

Postal Address including postcode:

Address where your organisation is based (if different to above):

Website address or social media page:

Your full name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in organisation:

Daytime telephone number:

Mobile telephone number:

*Please provide full contact details for yourself and another person we can contact in your organisation.*

## 2. The Asset Being Nominated

*Please give the full name of the asset as it is known locally.*

*Include the full address of the asset including the postcode. If you are unsure of the postcode please visit the Royal Mail Postcode Finder: [www.royalmail.com/find-a-postcode](http://www.royalmail.com/find-a-postcode)*

*Remember to include copies of maps and plans to clearly show where the asset is located.*

*Please list details of the current or most recent owner of the asset. We must be able to contact the owner as part of the Community Right to Bid process.*

*Provide details of any occupiers currently in the asset. This includes any tenants or people with agreed letting arrangements.*

Name of asset:

Postal Address including postcode:

What type of asset are you nominating?

Building  Land  Public facility

Is the asset currently advertised for sale?

Yes  No

If Yes, who is the managing estate agent? (if known)

Do you know who the current or most recent owner of the asset is?

Yes  No

Name of current or most recent owner:

Postal Address including postcode:

E-mail address:

Please provide details of any occupiers in the asset:

### 3. Supporting Information – Current Use

Is the asset in **current use** to further the social wellbeing or cultural, recreational or sporting interests of the local community?

Yes  No

If No and the asset is not in Current Use, please skip to Section 4.

If Yes, please explain how the asset furthers the social wellbeing or cultural, recreational or sporting interests of the local community?

How long has the asset been used for the above?

How long do you anticipate this current use to continue?

Does the local community have authorised legal use of the asset?

Yes  No

*If the asset is in current use please complete all questions in Section 3.*

*If the asset is not in current use but has been used in the past 5 years, skip to Section 4.*

*Provide a clear description of how the asset is used by the local community. Include examples of current activity that takes place and the difference it makes.*

*You can add further information to support your nomination in Section 5.*

*Try to provide accurate dates of usage down to the closest month.*

*Provide details of any legal orders that may prevent community use of the asset now or in the future.*

## 4. Supporting Information – Recent Use

Only complete Section 4 if the asset is not in current use.

Has the asset been in **recent use** (within the last 5 years) to further the social wellbeing or cultural, recreational or sporting interests of the local community?

Yes  No

*Assets that have been in recent use can be registered. We define recent use as being within the last 5 years.*

*If the asset was last used over 5 years ago it may not be eligible to be registered. You can contact us for further advice.*

*Provide a clear description of how the asset was used by the local community. Include examples of past activity that took place and the difference it made.*

*You can add further information to support your nomination in Section 5.*

*Try to provide accurate dates of usage down to the closest month.*

If Yes, please explain how in the recent past the asset furthered the social wellbeing or cultural, recreational or sporting interests of the local community?

When was the asset used for the above?

Please include dates of usage:

How do you anticipate the asset would return to the current use of furthering the social wellbeing or cultural, recreational or sporting interests of the local community?

*Detail any plans to enable the asset to be used by the local community again.*

*Include dates of when you expect this to happen.*

## 5. Additional Information

Please provide any further information to support your nomination:

*Use this space to provide any additional information in support of your nomination.*

*The only attachments we will accept with your nomination are separate items of supporting evidence such as maps and photographs.*

*All your answers to the questions and descriptions of the assets use must be on this nomination form to be considered.*

## 6. Declaration for Organisation

By signing or submitting this form via e-mail you agree to the following declaration:

“I confirm that the details I have entered on this nomination form are true and correct to the best of my knowledge and that providing false or in-correct information may impact on the decision to register an asset”.

“I understand that details in this nomination form may be shared with the owner or other stakeholders of the asset being nominated”.

You can view the full criteria of the Community Right to Bid in our Guidance Notes [www.west-lindsey.gov.uk/communityrights](http://www.west-lindsey.gov.uk/communityrights)

<i>Please sign and date this nomination to confirm you have read and agree to the declaration.</i>	Signature: <input type="text"/>	Date: <input type="text"/>
	Full Name: <input type="text"/>	
	Position within organisation: <input type="text"/>	

**If you are completing this form electronically you DO NOT have to sign this form, just ensure you have entered your e-mail address on the contact details page.**

## Support to complete nomination

### Community Rights Workshops

To help organisations understand the Community Right to Bid we deliver a number of information workshops each year. This will help you learn all about assets of community value and how the nomination process works.

You can find details on future Community Rights workshops on our website: [www.west-lindsey.gov.uk/communityrights](http://www.west-lindsey.gov.uk/communityrights)



### My Community Rights Website

Further advice and support is also available from the My Community Rights website provided by Locality. Visit: [www.mycommunityrights.org.uk](http://www.mycommunityrights.org.uk)