

Guidance note on Community Right to Bid Nomination

This guidance has been prepared to assist in completing the nomination form for registering an asset of community value.
If you would like further information or guidance please telephone 01743 253467

COMMUNITY RIGHT TO BID NOMINATION FORM

Assistance in completing this form can be found by downloading the guidance from the website www.shropshire.gov.uk or alternatively telephone 01743 253467.

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

Section 1 About the property to be nominated

Name of property : _____
Address of property : _____
Postcode : _____
Property owner's name : _____
Address : _____
Postcode : _____ Tel: _____
Current occupiers name : _____

Section 2 About your community organisation

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

Organisation type Constituted Community / Voluntary Group Parish Council
 Neighbourhood Forum Unconstituted Community Group
 Industrial & Provident Society Community Interest Company
 Company Limited by Guarantee Charity

How many members do you have (this is particularly important for unconstituted community groups)? _____

Please send your completed form to either steve.law@shropshire.gov.uk or Strategic Asset Manager [CRTB], Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Current occupier:

The current occupier may not be the same as the property owner so it is important that we advise all affected parties should the property be listed

What is a constitution?

A constitution sets out the main aims of the organisation and how the group is governed. It details the structure of the group and how its members work together to achieve its aims [including how the management team are elected and how new members may join the organisation]. It should also detail the frequency and level of meetings i.e. every quarter and a yearly AGM and how finances are dealt with.

Contact details:

The contact details must be the same as the name of the person signing the declaration overleaf. Ideally this will be a member of the management team of the organisation [i.e Chair, Secretary or Treasurer]

Organisation type:

It is important to state which type of organisation you are as only those shown are eligible to nominate and all but unconstituted community groups are allowed to bid.

Unfortunately any nomination received from any other group will not be valid

Number of members:

An unconstituted community group has to have 21 members or more who have a local connection

What is the definition of an asset of community value?

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

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

What does social interest and social wellbeing mean?

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

Wellbeing are the things that people value in their life that contributes to them reaching their potential (economic, social or environmental)

Section 3 Supporting information for nomination

Any information entered in this section only may be copied and passed onto the owner of the property you are nominating. Definition of an asset of community value can be found in the guidance document.

Why do you feel the property is an asset of community value? Please give as much information as possible?

Section 4 Boundary of property

What do you consider to be the boundary of the property? Please give as much detail/be descriptive as possible (if possible, please include a plan).

Section 5 Attachment checklist

- Copy of group constitution (if you are a constituted group)
- Name & home addresses of 21 members registered to vote in nomination area (if group is not constituted)
- Site boundary plan (if possible)

Section 6 Declaration

I can confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

Signed: _____ Dated: _____

Supporting information for nomination:

Please insert here your reasons why the property currently supports social interest or social wellbeing of the local community, or if it had previously why it is realistic to think it could in the future?

Boundary of the property:

We need to know the extent of the property that you are nominating; for example this may include the car park. However any area which is in the ownership of a statutory undertaker [i.e electricity substation] cannot be listed.

Please send your completed form to either steve.law@shropshire.gov.uk or Strategic Asset Manager [CRTB] Shropshire Council, Shirehall, Abbey Foregate Shrewsbury SY2 6ND