



**North  
Northamptonshire  
Council**

## Nomination form for Assets of Community Value

### PART A: ABOUT YOU

<b>Title</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Fax number</b>	
<b>E-mail address</b>	
<b>Your relationship to the organisation</b>	



# North Northamptonshire

Date of nomination:



## **PART B: ABOUT YOUR ORGANISATION**

Please provide details to help clarify your eligibility as an organisation to nominate the asset.

Please attach evidence of your organisation's status such as Articles of Association or other where applicable.

If your organisation is an un-constituted community group, please attach a list of names and home addresses of a minimum of 21 eligible members registered to vote within the nomination area.

<b>Organisation name</b>	
<b>Organisation type</b>  <i>Note 1 - For unincorporated bodies you will need to provide details including names and addresses of a minimum of 21 people who are eligible under the Localism Act to apply for nomination. Eligible people are those listed on the electoral roll for North Northamptonshire Council</i>  <i>Note 2 - For these types of organisations you are required to include registration number</i>	Select the following choices  <input type="checkbox"/> Parish Council  <input type="checkbox"/> Neighbourhood Forum  <input type="checkbox"/> An Unincorporated body (note 1)  <input type="checkbox"/> A Registered Charity (note 2)  <input type="checkbox"/> A Company Limited by Guarantee (note 2)  <input type="checkbox"/> A Community Benefit Society (former Industrial and Provident Society) (note 2)  <input type="checkbox"/> A Community Interest Company (note 2)  <input type="checkbox"/> Other- Please provide details below



# North Northamptonshire

<p><b>Registration Number / reference</b> <i>(where applicable)</i></p>	
<p><b>Local connection</b> <i>Please describe the organisation's local connection to nominated asset.</i></p>	



**Your Organisation**

*Please provide a copy of the following  
that is relevant to your organisation*

- Memorandum of Association
  
- Articles of Association
  
- Companies house return
  
- Trust Deed
  
- Constitution /Terms of Reference
  
- Standing orders
  
- Interest Statement for Community Interest  
Company
  
- Any other relevant information - Please list below



Please provide information which helps to clarify the exact location and extent of the asset being nominated. This could include:

- Where the land is registered, the Land Registry Title Information document and map with boundaries clearly marked in red (less than one month old). Provision of Land Registry information is not essential but it may help us to reach a decision on the nomination more quickly.
- A written description with ordinance survey location, and explaining where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site.

*If the boundary is not clearly defined you may be required to submit further evidence prior to your nomination application being accepted.*

A drawing or sketch map with boundaries clearly marked in red will also help.

Useful tools - <http://www.landregistryservices.com> & <http://maps.google.co.uk>

<b>Name of asset</b>	
<b>Address or location of the asset</b>	



# North Northamptonshire

**Description of the asset and its boundaries**

*(you may attach photos and/or a plan as supporting evidence)*



*Any information entered in Part D may be copied and passed onto the owner(s) of the asset you are nominating; the rest of your nomination will not be shared with the owner. #*

Please provide information which helps to clarify the use. The definition limits assets that may be listed to those that enhance the social wellbeing and social interests of the community.

**Current use basis**

If the reason for nomination is based on current use please provide details and evidence that:

- a) The asset is currently being used for the social wellbeing and social interests of the community.
- b) It is realistic to think that there will continue to be a use that furthers the social wellbeing and social interests of the community.

**Recent past basis**

If the reason for listing is based on recent past use please provide details and evidence that:

- a) The asset has recently been used for the social wellbeing and social interests of the community, when it was so used and the date the use ceased.
- b) It is realistic to think that there will be community use within the next five years that furthers the social wellbeing and social interests of the community.

~~In either case the future use does not have to be exactly the same as present or past use~~





# North Northamptonshire Council

**Reasons for nomination: why do you believe the asset is of community value?**

*(Please provide as much supporting information as you are able to. The council can only consider information received although may ask for more details if required)*



<p><b>Please confirm basis for social interest / wellbeing test</b></p>	<p><i>Please select one of the following:</i></p> <p><input type="checkbox"/> Current Use and continuing use</p> <p><input type="checkbox"/> Recent Past and potential Future Use in next five years</p>
<p><b>Current Use of the asset</b></p> <p><i>See above notes. The use for social interests and/or wellbeing must not be ancillary to the main use.</i></p>	
<p><b>Recent Use</b></p> <p><b>If current use is not being used as the reason(s) for nomination please provide details and evidence of how it is being used</b></p>	



**PART E: ABOUT THE OWNER / OWNERS OF THE ASSET**

*All owners who have an interest in the asset will be sent information provided in Part D.*

Please provide information which helps to clarify the current ownership of the asset. It will be helpful to include details of both freehold owners and leasehold owners.

If there are also regular licence occupiers using the asset please also provide details of their names, addresses and use.

<b>Names of the current occupants (if known)</b>	
<b>Freehold owner</b> <i>include name and address and details where known</i>	
<b>Leasehold owner(s)</b> <i>include name and address and details where known</i>  <i>If the asset is let on a lease and/or licence please include full details of all interested parties who occupy the asset (or any part thereof).#</i>	



# North Northamptonshire

**Licence occupier(s) using the asset** *include name and address and details where known*

*If the asset is let on a lease and/or licence please include full details of all interested parties who occupy the asset (or any part thereof).*



**This part to be completed by NNC staff only**

Reference no .....  
.....

Date Nomination Form received .....  
.....

Date of Acknowledgement of Nomination Form .....  
.....

Date Owner of asset informed of Nomination .....  
.....

Date Nomination accepted/rejected .....  
.....

Date of entry on the List .....  
.....

Date of Review (if applicable) .....  
.....

Notes



## Appendix B

# Guidance notes for voluntary and community groups interested in nominating Assets of Community Value

The Community Right to Bid (Assets of Community Value) is part of **the Localism Act 2011**.

In neighbourhoods across the country there are buildings and amenities that are important to the communities that use them – a village shop, a post office, a pub, a community centre, a recreation ground or a library, for instance. The closure or sale of these places can create lasting damage to communities.

Under the Localism Act, voluntary and community organisations can nominate an asset to be included on a list of 'Assets of Community Value'. North Northamptonshire Council will manage the lists of successful and unsuccessful nominations for the Unitary. Both lists will be published on our website and available on request.

You may nominate assets by completing a nomination form; **this can be posted to you, downloaded from our website or completed electronically**. These guidance notes are designed to help you complete the form.

### PART A: ABOUT YOU

In this section, you need to provide basic information about you as the contact person representing the applicant organisation. North Northamptonshire Council will use this information to contact you directly if there are any questions relating to your nomination and to give a decision on whether your nomination is accepted or rejected. Please confirm that you have been nominated to represent this organisation.

### PART B: ABOUT YOUR ORGANISATION

North Northamptonshire Council will need to understand how your organisation is set up to see if your organisation is eligible to nominate. The criteria for eligibility have been set by the Government and are set out in the **Localism Act and the Regulations**.

#### Eligibility

Only **voluntary and community organisations** with a **local connection**, in addition to Parish Councils in England (and Community Councils in Wales) will have the right to make community nominations of assets to be included on the list.

A 'local voluntary and community body' is defined as a body, other than a public or local authority, which may be incorporated or unincorporated, must not be run primarily for profit, and must have a primary purpose concerned with the local authority area, or the neighbourhood in which the asset is situated where this is in more than one authority's area. In practical terms, this means your organisation must be one of the following:



# North Northamptonshire Council

- a) A body designated as a neighbourhood forum pursuant to section 61F of the Town and Country Planning Act 1990;
- b) A Parish Council;
- c) An unincorporated body -



# North Northamptonshire Council

Whose members include at least 21 individuals, and

- Which does not distribute any surplus it makes to its members;
- d) A charity;
- e) A company limited by guarantee which does not distribute any surplus it makes to its members;
- f) An industrial and provident society which does not distribute any surplus it makes to its members (defined as a body registered or deemed to be registered under the Industrial and Provident Societies Act 1965 which meets one of the conditions in section 1 of that Act) ; or
- g) A Community Interest Company.

## Local connection

Please provide evidence that your organisation has a connection to the local area. This means:

A body other than a Parish Council has a local connection with land in a local authority's area if –

(a) The body's activities are wholly or partly concerned –

- with the local authority's area or
- with a neighbouring authority's area;

(b) Any surplus it makes is wholly or partly applied –

- For the benefit of the local authority's area, or
- For the benefit of a neighbouring authority's area; and

c) A Parish Council has a local connection with land in another parish council's area if any part of the boundary of the first council's area is also part of the boundary of the other council's area. A Parish Council's area is within the local authority's area, but is not in any Parish Council's area if –

- the Council's area is within the local authority's area or;
- any part of the boundary of the council's area is also part of the boundary of the local authority's area.

You can include further evidence as part of your submission in the attachment section of the form.

North Northamptonshire Council would like to see documentary evidence of your organisation's status. This is particularly important for organisations that are un-constituted community groups, as only groups with 21 or more members are eligible to nominate.



Nominated assets may be owned by anybody, including the Council and the Crown. A building or other land should be considered an asset of community value if:

- Its actual current use furthers the social wellbeing and interests of the local community, or a use in the recent past has done so; and
- That use is not an ancillary one, i.e. of secondary purpose; and
- For land in current community use it is realistic to think that there will continue to be a use which furthers social wellbeing and interests, or for land in community use in the recent past it is realistic to think that there will be community use within the next 5 years (in either case, whether or not that use is exactly the same as the present or past); and
- It does not fall within one of the exemptions e.g. residential premises and land held with them.

#### **What does social interest and social wellbeing mean?**

Social interests include:

- (a) cultural interests
- (b) recreational interests
- (c) sporting interests.

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

Full details of the types of assets that are excluded from listing can be found in the **Localism Act and the Regulations**.

Please attach any information e.g. a photo or map which will help to identify the asset if it does not have a street address. Please also include details of the asset's proposed boundaries.

**Please note:** it is very important that you provide clear and unambiguous details of the asset's boundaries, so that North Northamptonshire Council can correctly identify the exact extent of the land or building that you wish



# North Northamptonshire Council

to nominate. Uncertainty over the extent and boundaries of the asset may delay your nomination.

## WHAT HAPPENS NEXT?

After receiving your application, we will make a decision on whether to accept your nomination within eight weeks, in accordance with the provisions set out in the Localism Act 2011.

North Northamptonshire Council will contact you if we have any questions or queries about your nomination.

We are required to inform the owner of the land, any freeholders or leaseholders and the current occupants of the land of your nomination. They have the right to appeal against the listing.