



# Community Right to Bid (Assets of Community Value) Process A Quick Guide

## 1. Nomination Process

### **Stage.1 – NOMINATION**

Nomination to list an asset is recommended using NNC nomination form, but it can be in other written format provided all the required information is submitted.  
Refer to the Contact details on the web site.

### **Stage.2 – CONSIDERATION**

Asset owners will be notified of asset nomination.  
An initial checking process will be conducted by an Officer Panel based on criteria specified by the Council and representations will be sought from the Parish Council, ward members and the owner of the property.

### **Stage.3 – DECISION**

The Council will write to the nominating organisation and owner of the asset outlining their decision. This is called a 'Decision Notification Letter'

**This process will be completed within  
8 weeks of receipt of nominations**



## **2. Review and Appeals Process**

### **Stage.1 – INTERNAL REVIEW**

The asset (i.e. land or building) owner can send a request to lodge a review of the Council's listing decision within 8 weeks of the written notification of listing.

Refer to the Contact details on the web site

Upon receipt of the request for a review the owner will be sent further information on the process for the review.

The outcome of the review will be communicated in writing to the owner and include the reasons for the decision made.

If the Review finds in favour of the asset owner then the asset is removed from the list

If the Review finds in favour of the original listing decision then the Owner has the option to take their appeal to First Tier Tribunal

**The Council will complete this review within 6 weeks of receipt of the review request, or a longer period by agreement of both parties**



### **3. Relevant Disposal Process**

#### **Interim Moratorium Period**

Owners of listed assets will need to contact [propertyservices.cbc@northnorthants.gov.uk](mailto:propertyservices.cbc@northnorthants.gov.uk) to advise if they intend to market a relevant disposal.

This triggers an Interim Moratorium Period of six weeks. The Council will contact the nominator and publish the owner's intention to dispose of the asset on its website so that relevant community interest groups can consider whether they would like to place a bid for the asset

#### **Full Moratorium Period**

If a relevant community interest group wants to place an offer, the moratorium period is extended to six months from the date of the owners notice, enable the group to develop offer to bid purchase offer.

#### **Protected Period**

Following the end of the Full Moratorium Period, the owner is free to dispose of their asset without further delay within 12 months. This is called the 'Protected Period'.