

Community Right to Bid Nomination Guidance

Appendix 1

This guidance has been put together to assist you with completing the nomination form for registering an asset of community value. If you require further information / guidance please do not hesitate to telephone 0113 2243406.

Current occupier

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

What is a constitution?

A constitution sets out what the main aims of the organisation are and how the group will be governed. It details the structure of the group and how members will work together to achieve its aims (including how the management team are elected and how new members can join the group). It should detail the frequency and level of meetings i.e. every quarter and a yearly AGM and how finances will be dealt with. Examples of a constitution can be searched on the internet.

Leeds CITY COUNCIL

COMMUNITY RIGHT TO BID NOMINATION FORM

If you need assistance completing this form please refer to the guidance document which can be downloaded from the website www.leeds.gov.uk/righttobid or alternatively telephone 0113 2243406.

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 :			
Post code :			
Property owner's name :			
Address :			
Post code :	Tel:		
Current occupier's name :			

Section 2 About your community organisation

Name of organisation :			
Title :	First Name :		
Surname :			
Position in organisation :			
Email address :			
Address :			
Post code :	Tel:	Mobile:	

Organisation type Parish Council Unincorporated Community Group
 Neighbourhood Forum Community Interest Company
 Industrial & Provident Society Company Limited by Guarantee
 Charity

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

Please send your completed form to either righttobid@leeds.gov.uk or
 Community Right to Bid, Asset Management, Leeds City Council,
 The Leonardo Building, 2 Rossington Street, Leeds, LS2 8HD

PLEASE NOTE

We prefer to correspond via email to quickly and effectively deal with nominations and queries however, postal nominations will be accepted. If you cannot provide an email address we must have at least one contact number.

Contact details

The contact name must be the same as the person signing the declaration overleaf. Ideally, this will be a member of the management team (chairperson, secretary or treasurer).

Organisation type

It is important you state which organisation type you are as only those shown here are currently eligible to nominate and all but unconstituted community groups are able to bid. Unfortunately any nomination received from any other body will not be accepted.

Number of members

Only groups with three or more members are able to nominate.

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.

But 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 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

In here you need to put why you feel the property currently boosts the social interest and social wellbeing of the local community or if it had in the past why it is realistic to think that it could in the future.

Boundary of the property

We need to know the extent of the property you are nominating; this may include the car park area as an example. However, it should be noted that any area which is in the ownership of a statutory undertaker (i.e. electricity substation) cannot be listed.