



Community Right to Bid Assets of Community Value

North Kesteven District Council, District Council Offices
Kesteven Street, Sleaford, Lincolnshire, NG34 7EF
t. 01529 414155 f. 01529 413956 e. info@n-kesteven.gov.uk



Nomination Form

GDPR STATEMENT: Your responses will be processed in accordance with the Data Protection Act 2018. We treat your personal data with the utmost care and take appropriate steps to protect it. We do not sell your personal information to anyone and will never share your information for marketing purposes. Your data is securely stored for five years following completion of your contact with us in line with Information Governance guidelines. After this your data will be removed from our records. You have many rights regarding your personal data, which include seeing what personal information we hold about you. If you want to contact us with regards to your rights, please email dataprotection@n-kesteven.gov.uk. For further information on how we process your data, please see our privacy notice: <https://www.n-kesteven.gov.uk/privacy>.

Name of Asset:
Our Reference:
Date Received:
Deadline:

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If you need any help completing this form please contact Community Initiatives on 01529 414155 or e-mail: community_initiatives@n-kesteven.gov.uk

Advice and support on the Community Right to Bid / Assets of Community Value is available on the Locality My Community Rights website www.mycommunityrights.org.uk

NB: Please read the guidance notes in the left hand columns before completing the form to ensure you provide all of the information required.

About your organisation

1 Organisation's name and address

Please provide full name as written in your constitution or other governing document.

Name of organisation

Address including postcode

Organisation website or social media page

2 Contact details

Please provide full contact details

Name

Position in organisation

Address including postcode

Daytime telephone no.

Mobile telephone no.

Email address

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3 About your organisation

Please indicate type of organisation and provide registration number	Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
	Neighbourhood forum		
	Parish Council		
	Charity		
	Community interest company		
	Unincorporated body which does not distribute any surplus it makes to its members (please also see 3a & 3b)		
	Company limited by guarantee which does not distribute any surplus it makes to its members (please also see 3a)		
	Industrial and provident society which does not distribute any surplus it makes to its members (please also see 3a)		

3a Surplus funds (applicable to an unincorporated body, a company limited by guarantee, or an industrial and provident society)

Please confirm and if possible provide evidence that any surplus made by the group is wholly or partly applied for the benefit of the area covered by NKDC or a neighbouring local authority area	Please confirm what happens to your surplus funds, if there are any

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4 Organisation's rules

Please send us the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is		Put a cross against the type of document that applies
	Memorandum and Articles of Association (for a company)	
	Trust Deed (for a trust) Trust Deed (for a trust)	
	Constitution and/or rules (for other organisations)	
	A Newly Formed Group with NO formalised documentation	
	Interest Statement for Community Interest Company	

5 About the land or building(s) you are nominating

Please provide as much information as possible on the asset you are nominating	What it is (eg. pub, local shop, open space)
	Name of premises/land

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	Address including postcode (if known)
	Is the Asset Currently up for Sale? (if yes, please provide managing agent and if known the date it was put on the market)
	Name and address of Current Owner
	Names of Current Occupier (if applicable)
	Name and address of Current Leaseholder (if applicable)
	Names and addresses of Other Interested Parties (if known)
	Previous Owners of the Asset (if known)

6. Usage

	Is the asset in current use or has it been used recently to further the social wellbeing, cultural, recreational or sporting interest of the local community?
	Current: <input type="checkbox"/> (double click on box and select checked) Used Recently: <input type="checkbox"/>

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Please advise how long the asset has been used by the local community, including dates of usage

How long has the asset been used for the interests of the local community, or how long was it used for the interests of the local community in the recent past? (Please include dates of usage)

Explain why the asset is of community value. Provide a clear description of how the asset is (or was) used by the local community. Include what takes/took place, accessibility of asset, opening times, for whom, how often and the difference it makes.

Please explain how the asset furthers the social wellbeing or social interests of the local community, or how it has done so in the recent past? These could be cultural, recreational and/or sporting interests, please say which apply.

Consider the extent of facilities in the immediate and surrounding area. Include the catchment area of the asset and other facilities within the area.

If the asset is the sole remaining facility within the area, is there scope for the asset to combine its function with that of a shop, post office or other community use, bed & breakfast or self-catering?

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Please explain how the main use of the property can continue to further the social wellbeing or social interests of the local community in the future. If usage is different from current use please provide details.

If usage is current, how could it in the future further the social wellbeing or social interests of the local community? (These could be cultural, recreational and/or sporting interests, so please say which apply). (This could be different from its current or past use.)

For how long do you anticipate it could continue to further to continue to further the social wellbeing or social interests of the local community

Over what period is this main use of the asset anticipated to continue, Why do you think that is?

Please explain how the asset could be brought back into social use.

If usage was in the recent past, How and when do you anticipate the asset could return to furthering the social wellbeing or cultural, recreational or sporting interests of the local community?

Include dates of when you expect this to happen.

7 Additional Information

This is your opportunity to include any further information to support your nomination. Additional information can be Support from councillors, local organisations, community groups and/or residents

Please provide any further information to support why you feel that North Kesteven District Council should conclude that the asset is of 'community value'.

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8. Declaration

"I understand that details in this nomination form (excluding any personal contact details) may be shared with the owner or other stakeholders with an interest in the asset that is being nominated. I also understand that information contained within this form may also be disclosed into the public domain subject to the provisions of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004."

By signing your name here you are confirming that the content of this form is correct, to the best of your knowledge.

Signature
Name in Full
Position in organisation
Date

Where to send this form

You can submit this nomination:-

- By post to: Community Initiatives, North Kesteven District Council, Kesteven Street, Sleaford, Lincolnshire, NG34 7EF
- By email to: community_initiatives@n-kesteven.gov.uk

9. Checklist for Supporting Information

Tick	Supporting documents to be supplied with your application
<input type="checkbox"/>	Copy of your organisations constitution or similar governing document (not required for Town or Parish Councils)
<input type="checkbox"/>	Maps or plans of the asset clearly showing its location and boundaries <i>(you can send us Land Registry maps or a copy of an internet map)</i>
<input type="checkbox"/>	Evidence of community use (e.g. adverts, flyers, website details, photographs of the asset)
<input type="checkbox"/>	Evidence of Support (e.g. support letters, e-mail's etc.)