

Bristol City Council

Assets of Community Value - Nomination form

Nomination of an Asset

You will be required to include in your nomination form information which explains and supports the reason why you consider the land is of community value. The reason why you consider the land is of value must comply with the regulations for 'use of the asset', status and 'eligibility of your organisation to nominate', and you will have to demonstrate your organisation has a 'local connection'.

Successful nominations will result in the asset being included in the published Register of Assets of Community Value (the List), the asset will be removed from the list after 5 years (if not already removed).

Use of the asset

Localism Act Section 88 (1) - confirmation the asset is currently being used for and furthers the social wellbeing or social interest of the local community, and it is realistic to think it can continue to do so OR

Localism Act Section 88 (2) - confirmation there is a time in the recent past when an actual use of the asset furthered the social wellbeing or interests of the local community, and it is realistic to think that there is a time in the next five years it can do so again

Eligibility of the organisation to nominate – Regulation 5

Localism Act Section 89 and The Assets of Community Value (England) Regulations 2012 list the types of organisations and groups considered eligible to nominate. To date the guidance includes the following organisational groups:

- Parish Council
- Neighbourhood Forum
- An Unincorporated body
- A Registered Charity
- A Company Limited by Guarantee
- An Industrial and Provident Society
- A Community Interest Company
- Other – Please provide details

Local Connection – Regulation 4

A body other than a parish council must have a local connect within the definition of The Assets of Community Value (England) Regulations 2012 (4)

Guidance

Please read the information on the council's website for details of Community Right to Bid regulations and policy. Click here for more information [community-right-bid web page](#) NB: Any information provided to the Council may be subject to disclosure under the Freedom of Information Act 2000 and/or The Environmental Information Regulations 2004 unless an exemption applies as provided for in the legislation.

Submit your completed form

by email to crtb@bristol.gov.uk

or post it to: Estates and Asset Management (Property) City Hall, College Green,
P.O Box 3399, Bristol, BS1 9NE

If you have any queries, please email: crtb@bristol.gov.uk

PART A: ABOUT YOU

Title	
First name	
Surname	
Address	
Postcode	
Telephone number	
E-mail address	
Your relationship to the organisation	
Your personal information may be shared unless you state otherwise. In the event of a review or challenge of the application to nominate land or building your name and email address data may be disclosed. Privacy Notice	

Date of nomination : ...

For Bristol City Council use only

Date received and accepted by Bristol City Council

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 21 eligible members registered to vote in the nomination area.

Organisation name	
Organisation type <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 Bristol City Council AND Provide details of the distribution of surplus funds.</i> <i>Note 2 - For these types of organisations you are required to include registration number</i>	select of 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
Registration Number / reference <i>(where applicable)</i>	
Local connection <i>Please describe the organisation's local connection to Bristol</i>	

PART C: ABOUT THE ASSET

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.

Websites which might help you in plotting boundaries include: <http://maps.google.co.uk/> and <http://www.bristol.gov.uk/explore-bristol>

Name of asset	
Address or location of the asset	
Description of the asset and its boundaries <i>(you may attach photos and/or a plan as supporting evidence)</i>	

PART D: ABOUT THE USE OF THE ASSET

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.

<p>Reasons for nomination: why do you believe the asset is of community value?</p> <p><i>(you may attach documents as supporting evidence)</i></p>	
<p>Please confirm basis for social interest / wellbeing test</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><i>Please select one of the above</i></p>
<p>Current Use of the asset</p> <p>See section 88 of the Act</p>	

Recent Use

If current use is not being used as the reason(s) for nomination please provide details and evidence of how it is being used

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.

<p>Names of the current occupants (if known)</p>	
<p>Freehold owner <i>include name and address and details where known</i></p>	
<p>Leasehold owner(s) <i>include name and address and details where known</i></p> <p>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).</p>	
<p>Licence occupier(s) using the asset <i>include name and address and details where known</i></p> <p>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).</p>	