



Asset of Value & the Community Right to Bid NOMINATION FORM

Please use this form to nominate an Asset of Community Value (ACV).

The form is split into three key sections:

Section A: About your community organisation

Section B: About the asset you wish to nominate

Section C: What community value you believe the asset has

This information is required to assist you in making a high quality, eligible nomination to include an asset on Uttlesford District Council's register of Assets of Community Value (ACV). Assessment will be made on the information/evidence submitted on or with the nomination form. It is the responsibility of the nominating body to present their case for listing.

We will aim to consider nominations for validation within one week of receipt. Nominations which fail to meet the regulatory requirements or lack sufficient supporting information and evidence to enable the Council to make an informed decision will be returned to the nominating body and will not be submitted for listing.

Valid nominations will be considered and responded to within 8 weeks from the date that it is received and acknowledged.

Guidance on ACV and the Community Right to Bid are on our website [\[insert link\]](#) please read these either before or as you work through this submission.

Please submit your completed nomination form to the following address:

**Assistant Director Planning and Building Control
Uttlesford District Council
London Road
Saffron Walden
Essex
CB11 4ER**

or alternatively email it to: planningpolicy@uttlesford.gov.uk

Note: This form will be published on the Council's website. Personal contact details will be removed.

SECTION A: ABOUT YOUR COMMUNITY ORGANISATION

A1. Name and address of your organisation	
Organisation name:	
Address and postcode:	
Registration number (if you are a charity, company, CIC or social enterprise)	

A2. Who should we contact to discuss this nomination?	
Name:	
Address and postcode if different from above:	
Telephone number	
Email address	

A3. Please specify what type of organisation you are	
Category	Tick ✓
Parish/Town Council	
Unconstituted / unincorporated Community Group or Voluntary Group whose members include at least 21 individuals who appear on the electoral roll [Please note that the details of these persons will be checked]	
Neighbourhood Forum designated as pursuant to section 61F of the Town & Country Planning Act 1990	
Industrial & Provident Society which does not distribute any surplus it makes to its members	
Company Limited by Guarantee which does not distribute any surplus it makes to its members	
Community Interest Company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	
Charity	

SECTION B: ABOUT THE ASSET TO BE NOMINATED

B1. Which asset do you wish to nominate?	
Name of property or land:	
Address and postcode:	
Website:	

B2. Owner and Occupier Details - Please provide all information available to you		
Owner	Name:	
	Address and postcode:	
	Email address:	
	Telephone contact number:	
	Status (delete as appropriate)	Current/ Last Known/Not Known/Not Applicable

If more than one owner, please provide details for all owners

Lawful occupier(s)	Name:	
	Address and postcode:	
	Email address:	
	Telephone number:	
	Status (delete as appropriate)	Current/ Last Known/Not Known/Not Applicable

B3. Boundary of the property or land nominated

What do you consider to be the boundary of the property or Asset of Community Value?

For a community nomination to be valid, it must include a description of the nominated land; and a map or plan with proposed boundaries clearly shown in red. Please give as much detail as possible.

This could be:

- Land Registry title information document and map with the boundaries clearly marked in red, if the land is registered.
- A written description with Ordnance Survey location, 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
- Ideally a map or sketch plan to scale 1:1250 with an arrow showing north

Please use additional pages as required, and tick box to indicate that a plan will be sent separately

B4. Please send 1 to 6 photographs showing the property or site nominated

Photographs are useful to show the site and demonstrate usage. Please list and detail any photographs submitted. Photographs can be inserted, appended or emailed with the nomination form. Please ensure photographs are recent (ideally within the last 12 months).

SECTION C: DEMONSTRATING THE COMMUNITY VALUE OF THE ASSET

C1. Current use of Asset

Describe the significant or main uses of the asset (i.e. non-ancillary):

Please provide detailed information, for example:

- What facilities does the property or land offer? What are the different land uses? E.g. if it is a pub consider all facilities e.g. bar area, restaurant, car park, garden, accommodation etc
- What activities take place?
- Events programme, timetable or calendar, screen grabs from websites
- Frequency of activities

[If the activities are conducted by persons or groups other than the nominator then evidence in the form of letters containing full details of the activities carried on by them must be supplied.

Existing caselaw is clear that use as a restaurant only, ie for the consumption of food and alcoholic beverages, is insufficient to qualify premises for an ACV listing.]

Please use additional pages as required

C2. Describe the local community who uses the Asset

Please provide detailed information, for example:

- Age / gender
- Socio-demographic nature of users
- Number of members
- The nature of different groups using the Asset
- Catchment area – how far to people travel to use the Asset?

C4. Is the current use of the Asset different from how it was used in the past?

Please tick Yes No

If yes: How was the Asset used in the past and how is it different from the current use. Please provide detailed information including:

- A timeframe
- Previous facilities and use of the Asset
- How the social well-being, cultural, recreational or sporting benefit has changed
- Please provide independent evidence of such use.

Continue on a separate sheet if necessary.

C5. Why do you feel the property or land is an Asset of Community Value?

Please describe in detail why this specific Asset should be listed. [General information about use of a category or type of building or land e.g. pubs is not relevant]
Continue on a separate sheet if necessary.

C6. How could the building or land be acquired and used in future?

If it is listed as an Asset of Community Value, community interest groups (not limited to your organisation) will get the opportunity to bid for it if it comes up for sale. Please set out how you think such a group could realistically fund the purchase of the building or land, and how they could run it for the benefit of the community. Continue on a separate sheet if necessary.

C7. Are there other venues locally that offer the same or similar facilities within reasonable distance?

Please give details including distance from the nominated Asset

NOMINATION CHECKLIST

Attachment Checklist	(✓)
Evidence of organisation type e.g. a copy of Constitution (if applicable) or	
Names and home addresses of 21 members registered to vote in nomination area (if group is not constituted)	
Plan showing the nominated land, with boundary marked in red	
Photographs of the Asset and facilities	
Copy of Land Registry Register View/ Official Copy register entries including title plan (if possible)	
Supporting information and evidence of current or past community use (e.g. activity programmes, weblinks, verifiable event times / dates)	

SECTION D: DECLARATION

I confirm that to the best of my knowledge the information contained in this nomination form is complete and accurate.

I understand that my personal details including my email and telephone number will be provided to the owner(s) of the land and/or the owner's solicitor on request.

I understand that my personal details will not be placed on the website, but a redacted copy of the nomination form will be provided to the public on request and/or placed on our website.

I confirm that I have read the guidance and privacy notice relating to Assets of Community Value and the Community Right to Bid.

Copies of any documentation I provide including the membership list will be provided to the owner(s) of the land and/or the owner's solicitor on request.

(Where applicable) I have checked that the members are content to share their personal details with the Council and the owner (or associated solicitors) for the purposes of this nomination and I can confirm that they consent to the sharing of their name and the street name from their address for this purpose.

Signed:

Print Name:

Position in Organisation:

Date:

FOR OFFICE USE ONLY			
Date received:		Decision deadline:	