



Assets of Community Value Nomination Form

Broadland District Council takes your privacy very seriously. Under data protection legislation we lawfully process your personal information as a public authority.

Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy available at www.broadland.gov.uk/dataprotection

Your completed nomination form (including your name, address, telephone number and email address as supplied on page 1 of this form) will be retained indefinitely by the Committee Services Team for the purpose of maintaining the Council's Community Asset Register.

In order that the Council can make an informed decision about the nominated asset, please ensure you complete all Parts A to F.

Part A: About you

Title	
First name	
Last name	
Address including postcode	
Telephone number	
Email address (optional)	
Your relationship to the community group	

Part B: About your community group

Name of community group	
Address (if different from Part A)	

Is your community group:	Please tick <u>all</u> that apply	Registration number (if applicable)
A town or parish council?		
A body designated as a neighbourhood forum under the Town and Country Planning Act?		
An unincorporated body with at least 21 individual members and which does not distribute any surplus it makes to its members?		
A charity?		
A company limited by guarantee which does not distribute any surplus it makes to its members?		
An industrial and provident society which does not distribute any surplus it makes to its members?		
A community interest company?		
Something else? Please give details.		

So that we may assess whether your organisation is eligible to nominate an Asset of Community Value, please send us evidence to demonstrate your eligibility, for example:

- For charities, companies etc – memoranda and articles of association and most recent filed statement of accounts.
- For unincorporated bodies – constitution, minutes of meetings, most recent accounts and a membership register of at least 21 members.
- We may also require you to demonstrate that you have a local connection if this is not immediately apparent.

Part C: About the Asset

Name of asset
Address of asset
Description of the asset (e.g. age and type of construction) and its boundaries (e.g. Land Registry Map)
Current use of asset (including any residential use)
Reason for its nomination. Why does it have community value? (must meet the definition in the Act outlined in the guidance)
Name of current owner(s) (please enclose Land Registry Title)
Name of current occupant(s) (if different from above)
Have you been made aware that the asset is to be sold? (include details, eg source of information, date etc)

Part D: Maintaining the asset's use

An asset can only be listed by the Council if:

- The current main use of the asset furthers the social wellbeing or interests of the community and that it could continue to be a socially valuable use of the site in future; or
- There is a time in the recent past (5 years) when an actual use of the asset furthered the social wellbeing or interests of the local community, and there is a time in the next 5 years when there could be a socially valuable use of the site.

Please provide evidence to demonstrate why you believe there is a realistic prospect of the asset being used to further social wellbeing or interests in the future.

Part E: Declaration

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

Title	
First name	
Last name	
Signature	
Date	

Part F: Checklist

Please ensure you enclose all the following:

	(tick)
Evidence of your organisation's eligibility to nominate (Part B)	
A site location plan showing the property and its boundaries and the Land Registry title showing ownership (Part C)	
Documents that outline how you have 'realistic prospect' for the further use of the asset (Part D)	

Please post or email the completed nomination form and accompanying papers to:

Democratic Services (Assets of Community Value)
Broadland District Council
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1 Yarmouth Road
Thorpe St Andrew
Norwich NR7 0DU
Tel 01603 430540
Email committee.services@broadland.gov.uk