

## Nomination form for listing an Asset of Community Value

Fenland District Council request that all sections of this form must be completed in full. If you require further assistance please refer to the Community Right to Bid policy document located on the council’s website or contact the Community Support Team at Fenland District Council.

Please note that the details submitted within this form may be shared with the owner of the asset and will form part of a public record.

Section 1- Details about your voluntary or community body
Organisation Name:
Organisation Address (including postcode):
Name of main contact:
Contact telephone number:
Address of main contact:
<p>Please tick below which type of voluntary or community body you are;</p> <p><input type="checkbox"/> An un-incorporated body  <i>(if this applies to your group please attach a list of 21 names and addresses of members registered as local electors for the district of Fenland).</i></p> <p><input type="checkbox"/> A Charity</p> <p><input type="checkbox"/> An industrial or provident society</p> <p><input type="checkbox"/> A neighbourhood forum</p> <p><input type="checkbox"/> A Community Interest Company</p> <p><input type="checkbox"/> A Parish Council</p> <p><input type="checkbox"/> A Company limited by guarantee</p> <p><input type="checkbox"/> A Town Council</p> <p><input type="checkbox"/> A neighbouring parish or town council</p> <p>Please attach copies of your eligibility such as company or charity number, constitution, articles of association, terms of reference or governance documents.</p>

<sup>1</sup> As designated pursuant to section 61F of the Town and Country planning Act 1990 (b)

## Section 2- Local connection

Please give full details on your local connection to the asset you are nominating

## Section 3- Description of the asset you are nominating

Name of the asset	
Address of the asset (including postcode)	
Name and contact address of occupier (if different from the above)	
Name and address of owner (if different from the above)	
Name and address of those holding a freehold or leasehold interest in the asset	
A plan of the site detailing geographical location and boundaries of asset	
Evidence of land registry records (please detail the evidence and include it within the nomination form)	

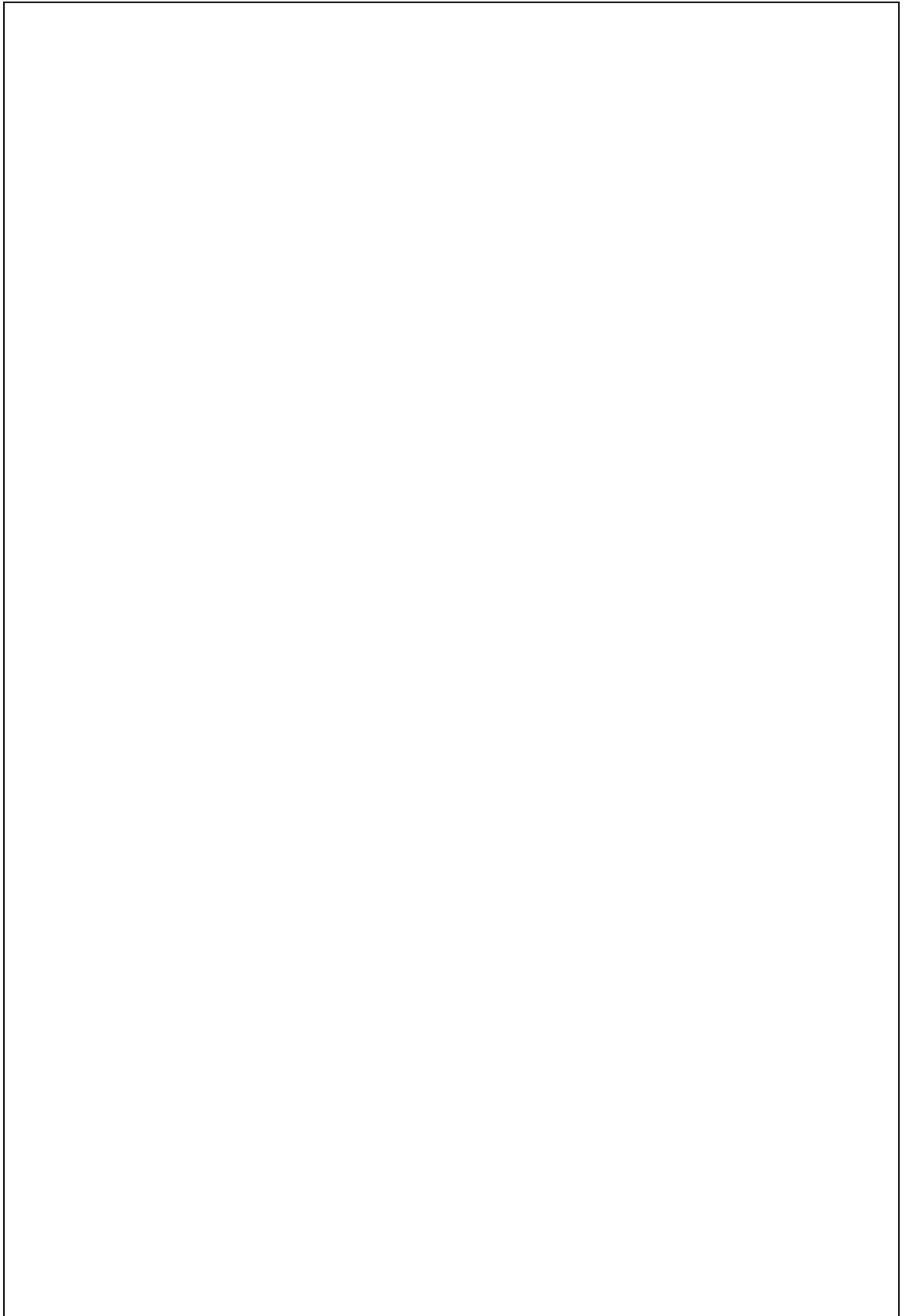
## Section 4 Why do you believe the asset you are nominating is an asset of community value

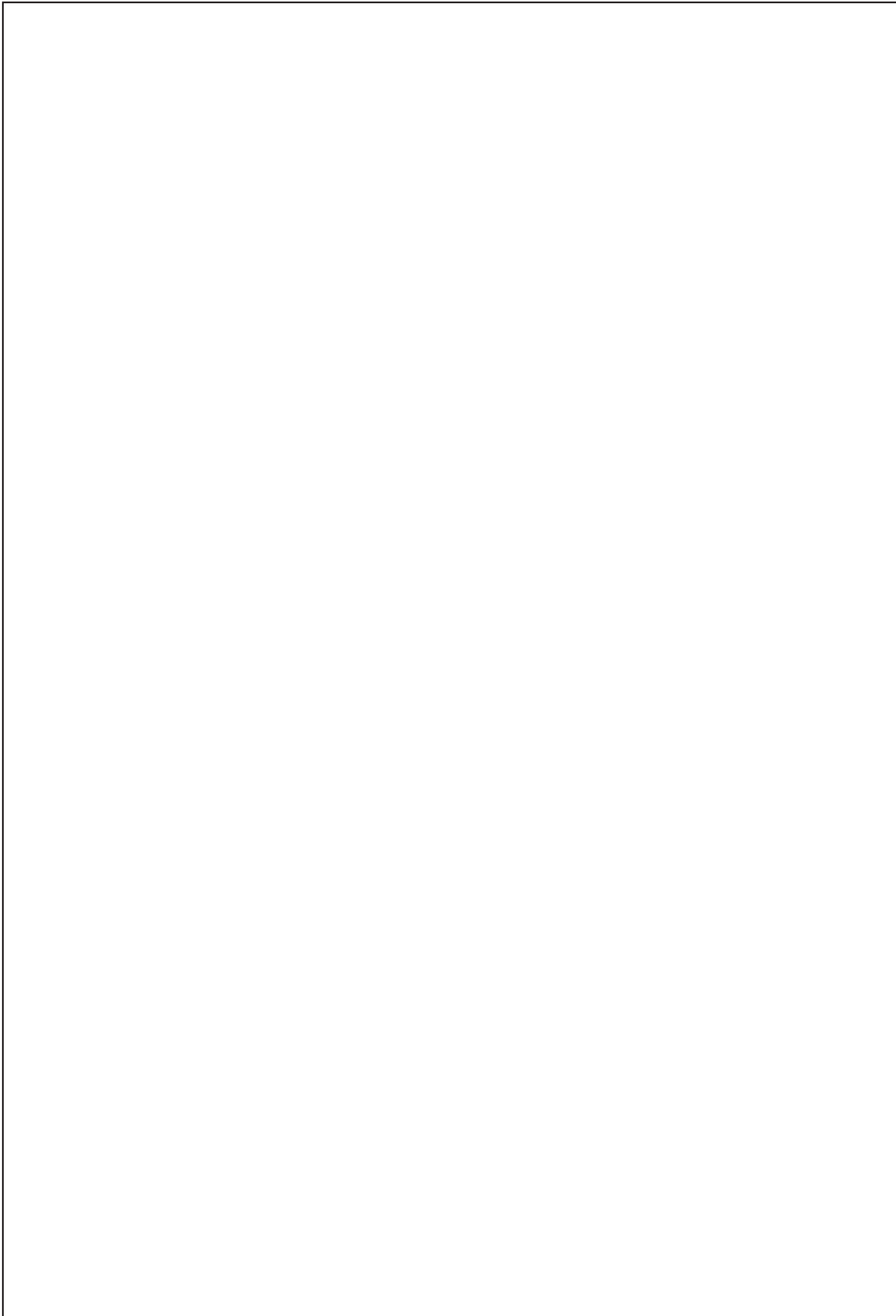
Please provide details why you believe that Fenland District Council should list the asset on the "Assets of Community Value list" providing as much information as possible.

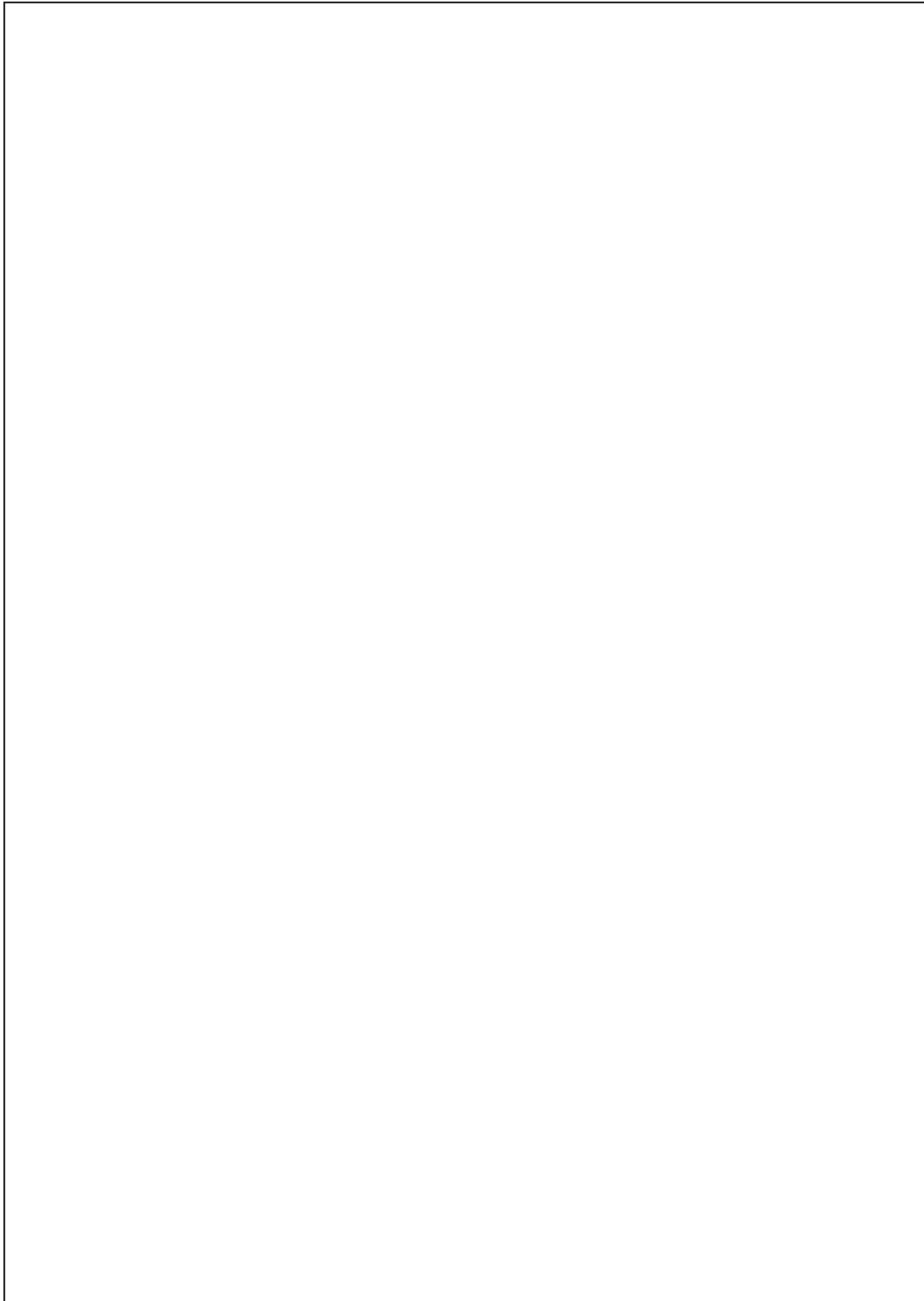
Please explain how the asset has furthered in the recent past, or continues to further the social well-being or social interests of the local community i.e. within cultural, recreational or sporting interests. PLEASE QUANTIFY THE AMOUNT OF USE - e.g. HOW MANY TIMES A WEEK/MONTH IS ACTIVITY UNDERTAKEN , HOW MANY PARTICIPANTS ETC.

Alternatively please provide how the asset could provide a realistic future contribution (over the next five years) to community values?

WHEREVER POSSIBLE CORROBORATING EVIDENCE SUCH AS LETTERS OF SUPPORT SHOULD BE PROVIDED







<sup>2</sup> A voluntary or community body making an application for nominating an asset must have a local connection as defined in Regulation 4 Assets of Community Value (England) Regulations <sup>2012</sup>

## Section 5 Checklist

Please ensure that you attach all of the following;

- A copy of the organisation's constitution if it has one
- If your organisation is unincorporated, the names and address of 21 members who are registered to vote in the electoral area of Fenland District Council boundaries
- A site plan showing the property location and its boundaries
- Copies of land registry records
- Letters of support if available

## Section 6 Declaration

I confirm that I have completed the nomination form in full and that the information is, to the best of my knowledge, accurate to enable the council to consider the nomination in accordance with the provisions as detailed within the Localism Act 2011 and the Assets of Community Value regulations 2012.

**Signed** .....

**Print Name** .....

**Date** .....

If you are sending a copy of the completed form by email please send it to;  
communityrighttobid@fenland.gov.uk

If you would like to send hard copies of the nomination form then please send to the following address;

Community Support Team  
Community Right to Bid nomination form  
Fenland District Council  
Fenland Hall  
County Road  
March  
PE15 8NQ

Once a nomination form is submitted Fenland District Council will undertake an internal assessment to decide whether the asset is able to be listed as an Asset of Community Value.

Fenland District Council will endeavour to decide on a listing within 8 weeks from receiving the nomination form (further details of the assessment process is explained within the Community Right to Bid policy on the Council website).

You can get this document in another language, in large print, in Moon, in Braille, on audio cassette and in electronic format. Please ask if you would like this document in any of these formats.